



## The Division of Information Technology

### Student Guide: How to Use the School Server

Currently enrolled BVSD students may access their school server using steps listed below.

#### Step 1

#### Access the PC



Press Ctrl-Alt-Delete to begin.

Press the Ctrl-Alt-Delete keys simultaneously to display the Log On to Windows screen.

#### Step 2

#### User Name Information

User name: jdoe3456  
Password: .....  
Log on to: BVSD

Student user names will be a combination of the first letter of their first name + up to seven letters of their last name + the last four letters of their student number:

flllllll####

Example 1: John Doe with student number 123456 has the user name **jdoe3456**

Example 2: Patty Williamson with student number 987654 has the user name **pwilliam7654**

#### Step 3

#### Password Information

User name: jdoe3456  
Password: .....  
Log on to: BVSD

Student passwords will initially be their birth date in the following format:

YYMMDD

Example 1: A student born on October 21, 1998 would have the password 981021

Example 2: A student born on January 7, 2001 would have the password 010107

Note: Students will be asked to change their password the first time they log in to the network. (5 character minimum password)

#### Step 4

#### Domain Information = BVSD

User name: jdoe3456  
Password: .....  
Log on to: BVSD

Be sure the 'Log on to:' choice is set to **BVSD**.

Note: If 'Log on to:' is not visible click the **Options>>** button. 

#### Step 5

Save in the My Documents folder (a.k.a. Private folder)





My Documents





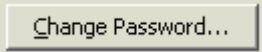
**Save all work in the My Documents folder!**

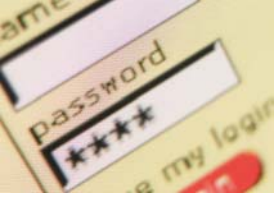

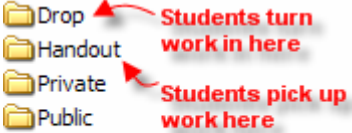

Files placed in the My Documents folder will be automatically stored on the server in the student's Private folder

The following steps describe other school server uses:

Step 6	Explore your Public & Private server folders
	<p>Every student has direct access to their own Private and Public folders.</p> <p>The Private folder is accessible to only the student while the Public folder is accessible to all students, staff, and administrators.</p> <ol style="list-style-type: none"><li>1. Open the My Computer Icon (double-click)</li><li>2. Open the Network Drive with the student's name on it (also called the H: drive - this is the server)</li><li>3. You will see two folders: Public &amp; Private</li></ol>
Step 7	Explore other folders on the school server
<p>An example showing Monarch High:</p> <p>Address <input type="text" value="\\Svrmoh"/></p> <p>An example showing Angevine Middle School:</p> <p>Address <input type="text" value="\\Svranm"/></p> <p>An example showing Columbine Elementary:</p> <p>Address <input type="text" value="\\Svrcoe"/></p>	<p>Students may also access other student's Public folders as well as teacher Handout folders. See Question 10 (<i>below</i>) for more information on various server folders students may use.</p> <p>Follow these steps:</p> <ol style="list-style-type: none"><li>1. Open Internet Explorer</li><li>2. Type the following into the address line: <code>\\Server</code> and press the Enter key (<i>or click the  Go button</i>)</li><li>3. Navigate to the desired folder and proceed with your work</li></ol> <p>Note: <code>\\Server</code> will follow this format:</p> <p><code>\\Svr***</code> (<i>Where *** is your school's three digit abbreviation. For a complete list of school three digit codes visit <a href="http://adams.bvsd.org/~it/school3digit.htm">http://adams.bvsd.org/~it/school3digit.htm</a></i>)</p> <p>Example 1: Monarch High Server = <code>\\Svrmoh</code></p> <p>Example 2: Angevine Middle Server = <code>\\Svranm</code></p> <p>Example 3: Columbine Elementary Server = <code>\\Svrcoe</code></p>

See the following page for Frequently Asked Questions & Answers

Question 1	I don't know my student number - how can I find it?
 Roster	Ask your teacher to click on the Infinite Campus Roster icon (within Instruction).
Question 2	Do all BVSD students have a BVSD account?
	All active (enrolled) 3 <sup>rd</sup> - 12 <sup>th</sup> grade students are automatically provided with BVSD accounts in conjunction with the rollout of 3A funded computers. Note: K - 2 <sup>nd</sup> grade students do not automatically receive accounts as determined by BVSD Building Technology Contacts in the spring of 2006.
Question 3	What happens if a student moves from one school to another?
	If a student moves from one school to another their files will automatically "move" with them to their new school. Their user name and password will remain the same.
Question 4	If a student withdraws (a.k.a. "unenrolls") from school what happens to their account and files on the server?
	If a student is no longer enrolled in any BVSD school their account becomes disabled. Their server files are "tombstoned" for 90 days (in case they return to a BVSD school) and then permanently deleted.
Question 5	Does BVSD provide students with an email account?
	<p>Yes -BVSD accounts also come with an email account. Student email is a powerful learning tool &amp; monitored very closely.</p> <p>To access BVSD email click on the 'BVSD Email Access' link on the left side of the <a href="#">BVSD home page</a>. Use the same username and password described in steps 1 &amp; 2.</p>
Question 6	Can students host web pages from their Private or Public folder?
	<p>No. Students and teachers should use BVSD Digital Lockers for web page hosting. For more information visit <a href="http://content.bvsd.org/digitalLockers/DigitalLockers.asp">http://content.bvsd.org/digitalLockers/DigitalLockers.asp</a>.</p>
Question 7	What if I forget my password?
	Have your teacher contact the Building Technology Contact to reset your password.
Question 8	How do I change my password?
	<p>Press the Ctrl-Alt-Delete keys simultaneously and choose the 'Change Password...' button.</p> <p>You will be asked to 1) enter your old password 2) enter your new password two times 3) press OK.</p>

Question 9	Do you have any hints to create a good password?
	<p>There are several ways to create a good password including:</p> <ul style="list-style-type: none"> <li>• Type a short sentence rather than use a single password (Example: "I like school.")</li> <li>• Mix capital letters &amp; punctuation into your password (Example: "I Like School!")</li> <li>• Substitute numbers for letters (Example: "I 1ike sch00l!")</li> <li>• Remember to change your password frequently</li> </ul>
Question 10	What other folders are available to students?
<p>School Servers have the following folders:</p>  <p>Students see this inside of a Teacher (Instruct) folder:</p> 	<p>Students may access other student's Public folders as well as the Drop and Handout folder inside of teacher (Instruct) folders. Students are not able to access Administration folders. Additionally, there is a Common folder available to all students and staff members.</p>
Question 11	Can I use my OSX Mac with the school server?
	<p>Yes.  From the Finder's Go menu select "Connect to Server..." and enter <a href="#">smb://Server</a> then hit the Connect button.</p> <p>Example: <a href="#">smb://svrcem</a> (for Centennial Middle School)</p> <p>When prompted, enter <a href="#">BVSD</a> as the domain along with your normal student user name and password. Then select the SMB shared volume with your school's name (Do not select BVSDProv) and click OK.</p>