

NEW STAFF BOOT CAMP

Staff Server

While Google Drive is usually the best option for sharing and collaborating, the district also uses a server on which to store staff files and give others the option to “drop” files into another teacher’s staff server account.

1. From a computer’s desktop--click the desktop background to be sure--navigate to the **Go** menu and choose **Connect to Server...** (Command key + K).
2. In the dialog box that opens, enter **staff.shorelineschools.org** and click the **Connect** button.
3. In the next dialog box, enter first initial last name for username and your district password. Click **Connect**.
4. You will now see a list of folders titled with the first letter of staff last names. While you will be able to see everyone’s folders, you will only be able to access yours. Documents acts as a typical folder, but the Drop and Public folders are special. You have the ability to “drop” or copy files into another teacher’s Drop folder. You will not be able to see the contents of their Drop folder. Ignore the message that pops up when you drop a file. The Public folder is accessible to all staff members, not just you.
5. To log out of the Staff server, drag the Staff hard drive icon on your desktop into the Trash. The Trash folder will turn into an eject symbol. You can also select the icon and hit Command + E.

