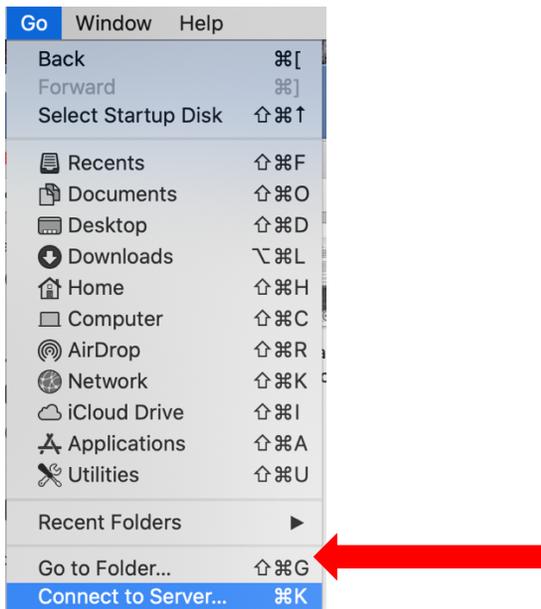


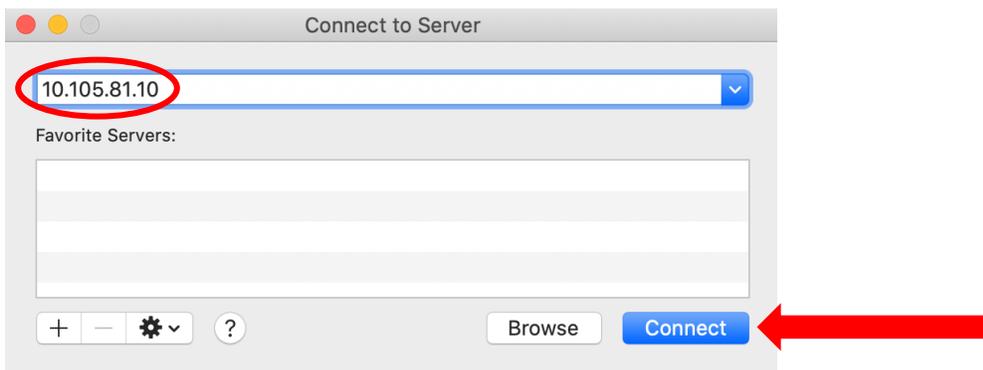
Turning In Your Work

This handout walks you through the process of how to turn in your work using the photography classroom network server. Double check your setting to make sure they are correct. Note ALL of your MAJOR PROJECTS will be turned in using this method and MOST of your other assignments. Check Canvas to see how your work is meant to be turned in.

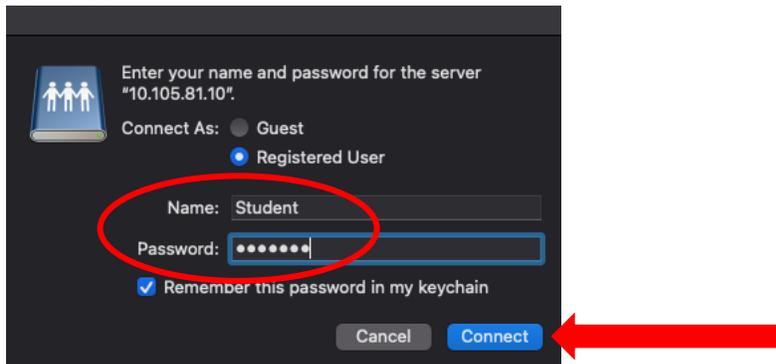
1. Click on the Desktop Finder, by clicking on the blue and white  **Finder Icon** in the bottom lefthand corner of the dock.
2. Go to the top **Menu Bar**, click on **Go**, and then select **Connect to Server** from the dropdown menu.



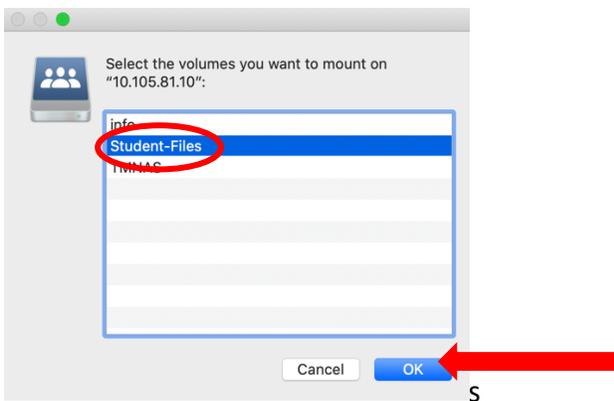
3. Type in **10.105.81.10** at the top of the dialog box, then click **Connect**.



4. A dialog box will pop up. Select **Registered User**. Under Name type in **Student** and under password type **student**. Click the box that says **Remember this password in my keychain**. This will save you from having to re-enter your password next time you want to turn in your work. Now click **Connect**.



5. Select **Student-Files** from the list in the new dialog box and click **Okay**.



6. In the Finder window you will notice that a space has opened up with folders for Periods 1 through 7. Be sure to click on the correct period for your period and navigate to the assignment that you need. Now all you need to do is drag and drop your files into this folder. **IMPORTANT NOTE: 1) – Be sure to make sure you have your files named with your full name BEFORE you drop them into the folder as you will not be able to change them later. 2) After the due date has passed you will no longer be able to add your files to the assignment folder, in which case you MUST add them to the Late Folder.**

