

Dedham Cloud

This document will provide you with instructions to access Dedham's Cloud, complete a System Check, login using a network username and password, access files from the Cloud (z:drive), add files to the Cloud from a home computer, review the Cloud navigation buttons, and log out of the Cloud.



<p>Access the Cloud</p>	<p>There are two ways to access Dedham's Cloud:</p> <ul style="list-style-type: none"> • https://cloud.dedham.k12.ma.us • Use the Cloud link on the DPS website at http://www.dedham.k12.ma.us 										
<p>System Check</p>	<p>Prior to login, click the link under System Check on the Cloud's opening page. If the need to restart your browser is indicated (by a small yellow warning icon) close the browser. Open the browser once again and return to the Cloud opening page. Repeat the System Check. Once you receive four green checkmarks, close the System Check dialog box.</p> <div data-bbox="1110 422 1445 632" style="border: 1px solid black; padding: 5px;"> <p>System Check: Click here to run a system check</p> <table border="1"> <tr> <td>System Check</td> <td></td> </tr> <tr> <td>Java Plug-in Version:</td> <td>1.6.0_20 ✓</td> </tr> <tr> <td>Java Test:</td> <td>Java Success ✓</td> </tr> <tr> <td>Windows Registry Test:</td> <td>Windows Registry ✓</td> </tr> <tr> <td>Pop-up Blocker:</td> <td>Pop-up Blocker ✓</td> </tr> </table> </div>	System Check		Java Plug-in Version:	1.6.0_20 ✓	Java Test:	Java Success ✓	Windows Registry Test:	Windows Registry ✓	Pop-up Blocker:	Pop-up Blocker ✓
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<p>Login</p>	<p>Staff and students may login to the Cloud using the same username and password as their Dedham network login.</p> <div data-bbox="1166 653 1385 751" style="border: 1px solid black; padding: 5px;"> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: right;"><input type="button" value="Log In"/></p> </div>										
<p>Access Files</p>	<p>Click on the "My Files" icon to open the <i>webnetwork File System Explorer</i>. This will provide access to your z:drive.</p> <p>Right or center pane:</p> <ul style="list-style-type: none"> • Expand the list by clicking the plus sign (+). • Double click folders and files to open. <p>Under the Action icon in the center pane:</p> <ul style="list-style-type: none"> • Choose New to create a new file or folder if needed. <p>To delete files on your z:drive:</p> <ul style="list-style-type: none"> • Select the file on the z:drive. • Press Delete on your keyboard. • You will receive a message on the Cloud indicating the file has been deleted. <div data-bbox="1094 772 1443 1178" style="border: 1px solid black; padding: 5px;"> </div>										
<p>File Uploader</p>	<p>Use the File Uploader to drag and drop files to be added to your z: drive from your home computer.</p> <ol style="list-style-type: none"> 1. Both the icon for the file (on your home computer desktop or hard drive) and the File Uploader (on the Cloud) should be visible on your monitor. 2. Point to the file, hold down the left mouse button, and drag the file until it hovers over the green arrow on the File Uploader. Once in position, you will see a small plus sign (+) indicating the file is prepared to be copied to the Cloud. 3. Release your left mouse button. You will receive a message on the Cloud that the file has been successfully copied to your z:drive. <div data-bbox="1078 1251 1445 1717" style="border: 1px solid black; padding: 5px;"> </div>										
<p>Navigation Buttons</p>	<p>Use the navigation buttons at the top of the Cloud window as needed to Go Forward, Go Back, Go Up one folder, and Refresh.</p> <div data-bbox="1198 1759 1385 1843" style="border: 1px solid black; padding: 5px;"> <p>Go Forward Go Up one folder</p> <p>Go Back Refresh</p> </div>										
<p>Log out of the Cloud</p>	<p>To log out of the Cloud, choose the webnetwork icon in the bottom left corner of the Cloud and choose the Log out icon.</p> <div data-bbox="1214 1864 1385 1925" style="border: 1px solid black; padding: 5px;"> </div>										