Back to School, September 2005:

Preparing Your TIGER (v10.4.x) Server for the New School Year

Mac OS X Server v10.4.x has been in service for one year. It is now time to take your server forward another year by following the instructions listed here. IMPORTANT: These instructions are written for those who understand what they're doing! If you are not comfortable following the instructions below, consult the Main Help Desk @ 215.400.5555.

Please read through these instructions carefully before proceeding. Please contact the Server Support Desk with any questions or concerns.

Downloading and Installing Server Updates.

1. Click the Apple Menu and select 'About this Mac.'

2. Locate 'Version:' If your Server version is 10.3.8, proceed to 'Update/Create your Faculty and Staff List...' If not proceed to step 3.

3. See http://www.sdpserverhelp.phila.k12.pa.us/tigersoftwareupdate.html for an approved list of other software updates.

4. Click the Apple Menu and select Software Update.

5. Select and install only approved updates.

6. Restart if needed.

> Note: As of August 29th, 2005, the current version of your server should be v10.4.1.

Update/Create your Faculty and Staff List...

When your server was installed (and when you attended training prior to that) you were instructed to create **AND MAINTAIN** a file of your faculty and staff users. The Apple SE or your ET may have helped you create this list - most likely in a spreadsheet program, like AppleWorks or Microsoft Excel - and then save it as a tab-delimited text file.

If you are creating a file from scratch, proceed to 'Creating a Faculty File.' If you are editing an existing file, proceed to 'Update a Faculty File.' To ensure faculty data (that is stored on the server) is preserved, the original faculty file must be used. If this is not possible, contact the Server Support Help Desk.

Creating a Faculty File...

1. Launch your favorite spreadsheet application - AppleWorks or Microsoft Excel.

- Column 1 - MUST BE a UNIQUE ID (99001 through 99999)
- Column 2 - MUST BE the user's FIRST NAME
- Column 3 - MUST BE the user's LAST NAME

2. Save this file as TAB-DELIMITED and name the file 'faculty.txt'

Updating a Faculty File...

1. If you have a previously created file, confirm the information is up to date. This process involves removing faculty and staff that no longer work at your school and adding those faculty and staff members that will require an account on your server.

Tips: DO NOT RECYCLE ID's! When removing a faculty or staff member from the spreadsheet, delete the entire line including their ID. Add new faculty or staff members to the bottom of the list with a NEW ID. For example...

	A	B	C
1	99001	Mike	Brady
2	99002	Carol	Brady
3	99003	Greg	Brady

If line 2, Carol Brady, represents a faculty or staff member that has left your school...

	A	B	C
1	99001	Mike	Brady
2	99003	Greg	Brady
3	99004	Marsha	Brady

Delete the entire line, including Carol's ID, 99002. Add your new faculty or staff member, in this case Marsha Brady, to the end of the list with the new, unused ID 99004.

2. Once your update is complete, save the file as TAB-DELIMITED and name the file 'faculty.txt.'

Download the latest SDP Wizard...

1. Log into your OS X v10.4.1 Server as the Administrator. User name is 'admin.'

2. Launch a web browser and download the latest version of the 'SDP Server Wizard' from the Tiger Downloads Page.

Preparing your Server...

1. From the 'Go' menu, select 'Go to Folder.'

2. Type: **/Library/FTPServer/FTPRoot/uploads** and click 'OK.'

3. If 'The folder cannot be found' message appears you will need to create this folder, otherwise proceed to step 4.

- Once again select 'Go to Folder' from the 'Go' menu
- Type **/Library/FTPServer/FTPRoot/** and click 'OK.'
- Select 'New Folder' from the 'File' menu.
- Name this folder '**uploads**'
- Single-Click 'uploads' and select 'Get Info' from the 'File' menu.
- Click on the triangle to the left of 'Ownership and Permissions' to reveal more information.
- Click on the triangle to the left of 'Details'
- Locate the three pop-up menus. Two to the right of the word 'Access' and one to the right of the word 'Others.'
- Click on each pop-up menu and change the value to 'Read & Write'
- Close the 'Get Info' window.

4. Delete any files you find in this location (be aware this folder may contain no files).

Configuring FTP...

1. Locate the application 'Server Admin' in your Dock

2. Click 'Server Admin'

3. Click the disclose triangle to the left of 'osxserver.yourschoolname.sdp.' If your server name (in the left column) or the services below appear to be gray, click once on your server name and click 'Connect' in the toolbar. Enter 'admin' and your password. Click 'Connect.'

4. Locate 'FTP' in the left most column.

5. Click FTP to select the service.

6. Click 'Settings' at the bottom of the Server Admin window.

7. Click on the General Tab.

8. Check the box to the left of 'Enable Anonymous Access' if it is NOT checked.

9. Click 'Save.'

10. Click the 'Start Service' icon in the toolbar.

Downloading the SCN Database...

1. You will now need to work with the school's secretary to login to Castor or Pollux and retrieve the current database file. Before making your way to the main office, write down your server's IP address. (Click on the 'Apple' menu, click System Preferences. Click 'Network.' Write down the address associated with 'Built-in Ethernet.').

- From a main office administrative workstation, login to Castor or Pollux
- Select **List Processing for Updates** (Often OPTION 8)
- Select **Mac Server Security File** (Often OPTION 11)
- Enter the IP Address of your Server (i.e. 10.8.89.229)
- After a short time, the file will be sent to your server
- Log out of SCN

2. Return to your Server and verify the file has been received.

- From the 'Go' menu, select 'Go to Folder.'
- Type: **/Library/FTPServer/FTPRoot/uploads** and click 'OK.'
- Confirm a file with the name 'MSERVER.txt' has been uploaded.
- If the file has NOT been received, reconfirm 'Enable Anonymous Access' IS checked in Server Admin (Step 5.) Verify permissions on the 'uploads' folder. Return to step 4 and verify the 'uploads' folder is properly configured.

3. Stop the FTP Server.

- Locate the application 'Server Admin' in your Dock
- Click 'Server Admin'
- Click the disclose triangle to the left of 'osxserver.yourschoolname.sdp.' If your server name (in the left column) or the services below appear to be gray, click once on your server name and click 'Connect' in the toolbar. Enter 'admin' and your password. Click 'Connect.'
- Locate 'FTP' in the left most column
- Click FTP to select the service.
- Click the 'Stop Service' icon in the toolbar.

- ## Using the SDP Server Wizard...

1. You will now use the SDP Server Wizard to import your most recent faculty file (created/updated in step 1 of 'Creating a Faculty File') and the most recent student file (uploaded to your server in step 1 of "Downloading the SCN

Database').

- Locate the SDP Server Wizard downloaded in step 2 of 'Downloading the latest SDP Wizard.'
- Launch the SDP Server Wizard v4.1a1
- If you are presented with an error, please contact the Server Help Desk at 215.400.5550.

Under the **Import Options** tab:

- Click 'Get Student Database.' and open the MSERVER.TXT file downloaded in step 6 of 'Importing new students and removing exiting students.' (Note: The browser will default to /Library/FTPServer/FTPRoot/uploads)
- Click 'Get Faculty and Staff Database,' and open the tab-delimited faculty and staff file created in step 1 of 'Creating/Updating the faculty file.'

Under the **Password Settings** tab, make sure to change any settings for your passwords management style.

Note: You can set different password settings for different groups of users - ALL USERS, ALL STUDENTS, ALL FACULTY or by each Grade of Students. Feel free to call your ET or the Help Desk for Further Explanation.

If you are undecided as to check the above option, contact the SDP Server Help Desk at 215.400.5550 or sdpshd@phila.k12.pa.us.

Under the **'Group Settings'** tab:

- If your groups are organized by Home Room or Book Number (in most cases, this applies to High Schools or Middle Schools) rather than Grade, select '**Create Groups by Homeroom/Book Number.'**

Under the **Advanced Options** tab:

- Ensure '**Create Home Directory Sharepoints**' is CHECKED
- Ensure **'Delete Obsolete Students & Home Directories'** is CHECKED
- Ensure **'Manage Changes in Students' Graduation Year'** is CHECKED
- **Deployment Model -** is a new Wizard feature. **'Single Server'** is the choice most schools will make. You have osxserver1 only! You may have an imaging server but only 1 (one) server devoted to Authentication and Home Directories. For schools that are using multiple servers for Home Directories you are most likely using a **'Two Server'** deployment model. In this case, osxserver1 - is used for OS X Authentication, Macintosh Manager (if being used in your building) and hosting Faculty Home Directories while osxserver2 is hosting all Student Home Directories. The **'Three Server'** and **'Five Server'** deployment models are being used at two schools in which their sheer size demands it. This radio-button will most often automatically be chosen for you. The Wizard will look at your current configuration and make the appropriate choice. If you feel the wrong selection was made, contact the Server Help Desk so that we may confirm your current setup.

Note: If at any time you have made an error, click the **'Start Over'** button at the top of the screen and repeat the above steps.

- Click '**Export Database**' and save the various import files to your admin Documents folder.

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- **QUIT** the SDP Server Wizard.

Import your new users and groups into the server...

- Open Workgroup Manager, and login with your admin account information.

Click on the padlock and authenticate once again as 'diradmin' and your admin password.

Ensure you are 'Authenticated as admin to directory /LDAPv3/127.0.0.1'

Select the '**Import...**' option from the '**Server**' menu

Navigate to the **User_Import** file (created by the Server Wizard) in your admin Documents folder. Do not change any of the settings in the Import dialog box.

Select the **User_Import** file and select '**Import**' and be patient!

Select the '**Import...**' option once again from the '**Server**' menu.

Navigate to the **Group_Import** file (created by the Server Wizard) in your admin Documents folder. Do not change any of the settings in the Import dialog box.

Select the **Group_Import** file and select '**Import**.'

Inspect the new users spreadsheet located in your admin Documents folder...

Click the **Home** icon on any Finder toolbar or from the '**Go**' menu

Open the **Documents** folder in your admin Home Directory

Locate and open the file '**Users_Spreadsheet_<date>.txt**.' This file was created by the Server Wizard for your Reference.

This file can be opened by Excel or AppleWorks and edited for your reference. Within this file you will find information on every new user imported. Information such as the user's name, short name and password can be found here.

Keep a copy of this file for your reference throughout the year.

● If you have OS X (10.2.8 through 10.4.x) workstations that have been bound to your server you may have begun to manage them using 'Managed Preferences.' If this is the case you may now proceed with managing the OS X environment for your newly imported users.

● You have successfully completed the Back to School procedures for September 2005. Please feel free to contact the SDP Server Support Team with any questions or concerns at 215.400.5550 or at sdpshd@phila.k12.pa.us

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SDP Tiger Home Page