



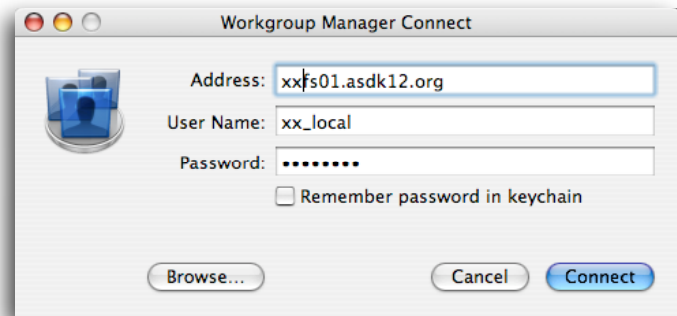
Mac OS X Server 10.4

Setting Workgroup Preferences

This tutorial describes the process for setting workgroup preferences using Workgroup Manager. In all cases where xx is part of a user name substitute your two letter library code for the xx.

1. Login to Workgroup Manager

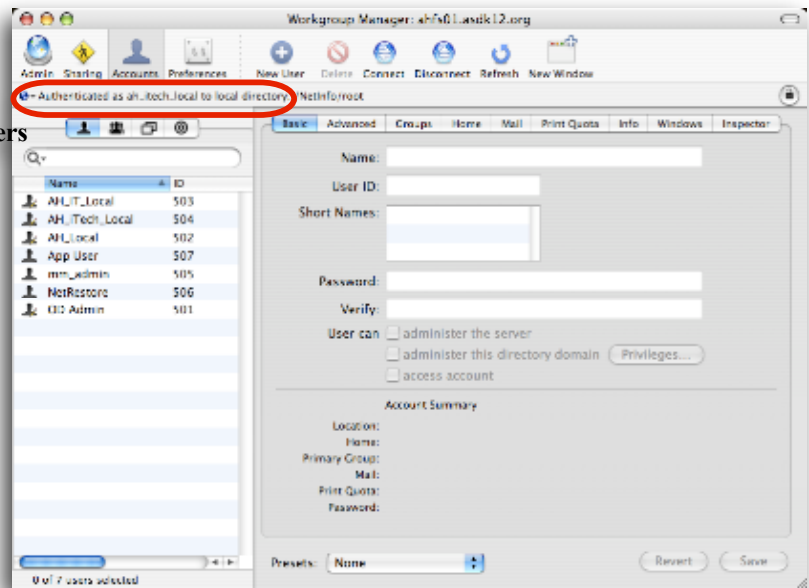
On an OS X client where you have installed Server Tools 10.4.7, open Workgroup Manager and login using the server host name (typically, *xxfs01.asdk12.org*), xx_local as the User Name with the appropriate password.



OS X Server User Directories

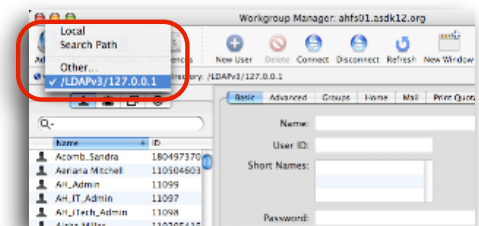
OS X servers have two different directories of users. One is called Local, the other is called LDAP. All students and staff are network users and part of the LDAP directory. To manage these accounts and groups you must be viewing the LDAP directory.

Local Users



If you are seeing the local users and not the network users

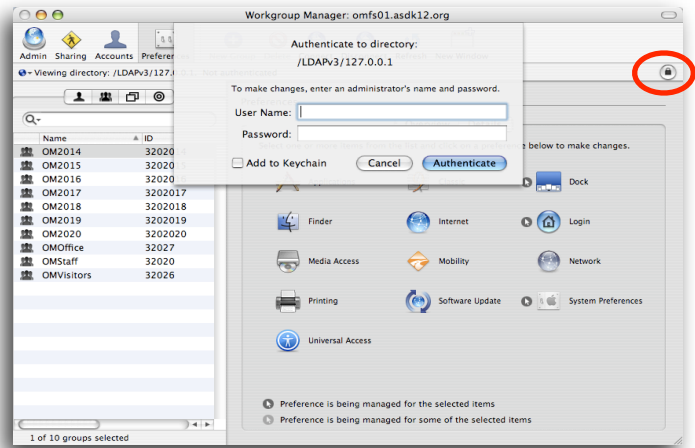
Click on the triangle next to the world and select the LDAP directory to view the student and staff network users.



2. Authenticating to the OD Master

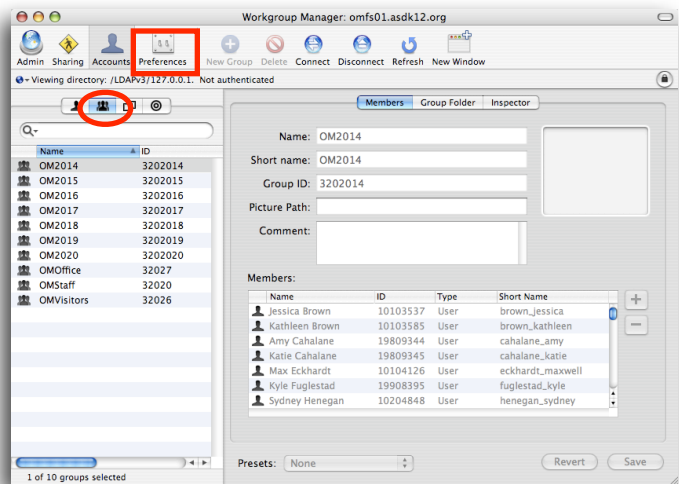
To set any preferences for a workgroup, you must first authenticate to your Open Directory Master. To do this, click on the small padlock in the upper right of the window.

When the dialogue box for user name and password appears, type in the “xx_admin” username and password. Do **NOT** check the box to Add to Keychain. Click **Authenticate**.



3. Managing a Workgroup's Preferences

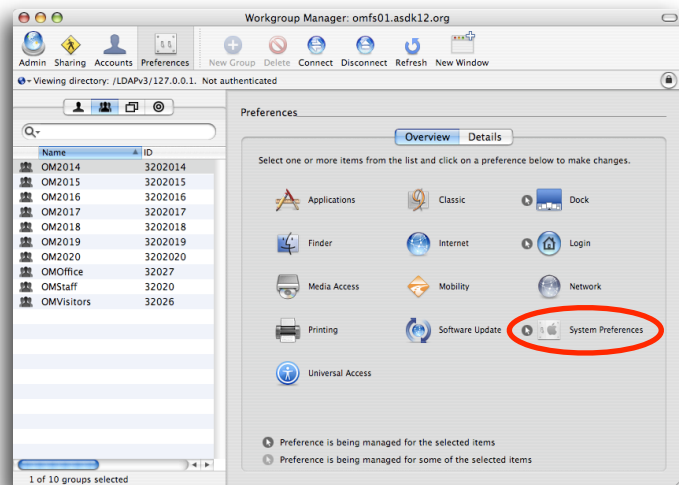
Click on the Group icon and select the workgroup you want to manage. Then click on the Preferences icon in the WGM toolbar.



4. Select the Preference to Manage

The most common preferences that are managed are Docks, System Preferences, Printers and Login items. Manage only what is necessary for your building.

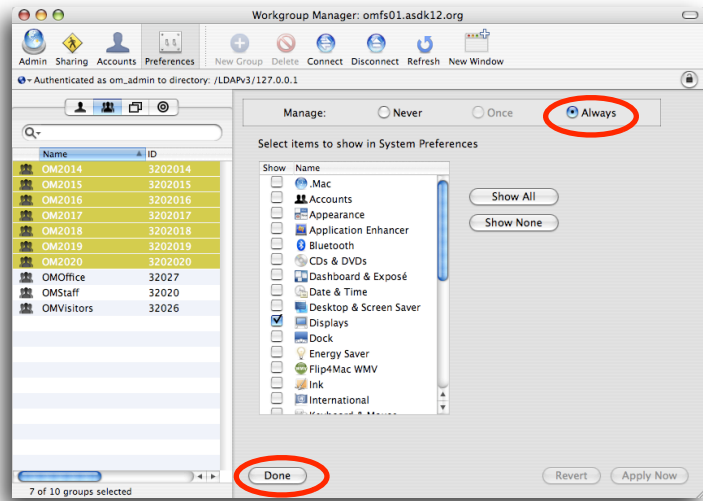
Batch editing for multiple workgroups has been possible in the past but has created problems in the most recent versions of the server tools. It has deleted all preferences for workgroups which then had to be completely redone.



4. Managing System Preferences.

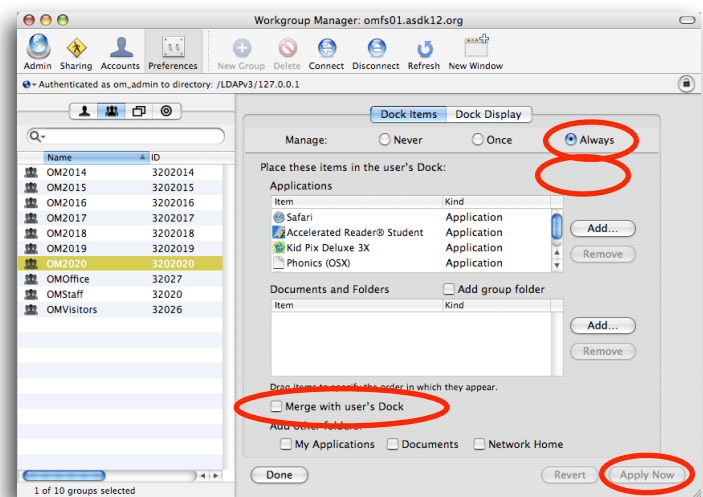
Click on the button for **Always**. Then click on **Show None**. This will allow you to select only the System Preferences you want students to be able to use. At the minimum, students need to be able to adjust **Sound** and **Displays**.

When finished, click the **Done** button, that will take you back to the full preference pane.



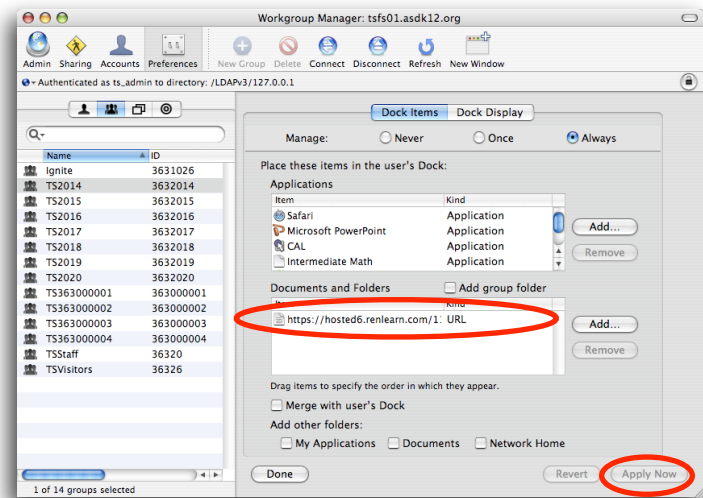
5. Setting Student Docks

After selecting the **Always** button for manage, add and remove Applications as needed for the grade level group(s) you've selected. Make sure you **don't** check the box to **Merge with user's Dock**. Doing so overrides the Application icons you've removed. When finished Click **Apply Now**.



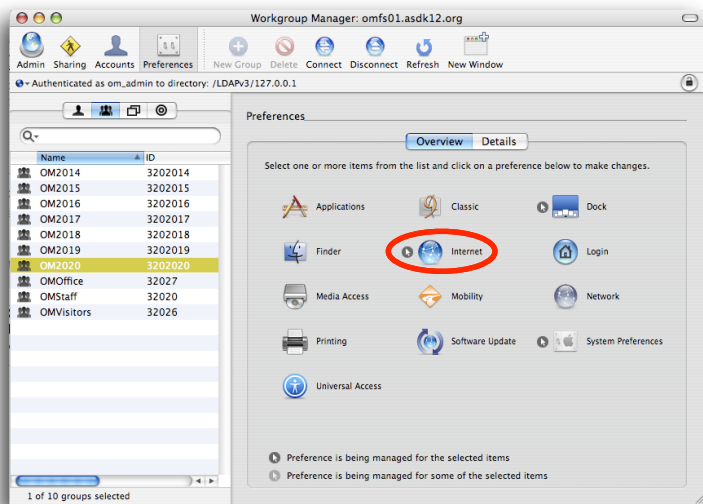
6. Adding Web Pages to the Dock

Links to specific websites can also be added to student Docks in this Preference Pane. Simply drag the URL from your browser window to your desktop. Then drag that link on your desktop to the area of the preference pane for Documents and Folders. When finished click **Apply Now**.



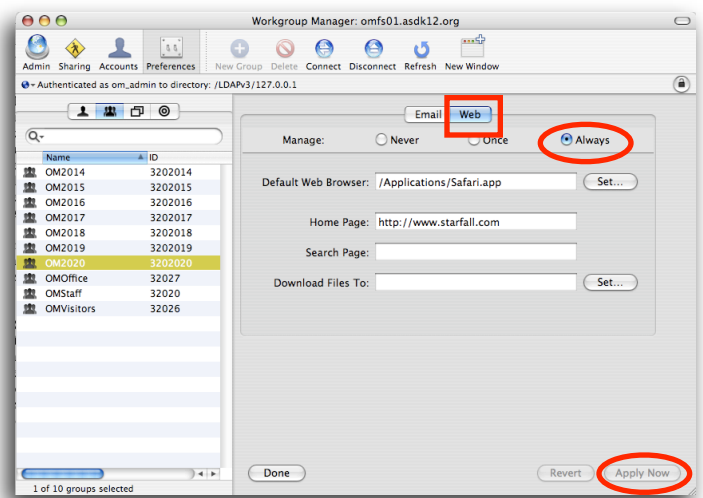
7. Setting a Browser and Home Page

Select the workgroup you want and the Internet Preference in the preference pane.



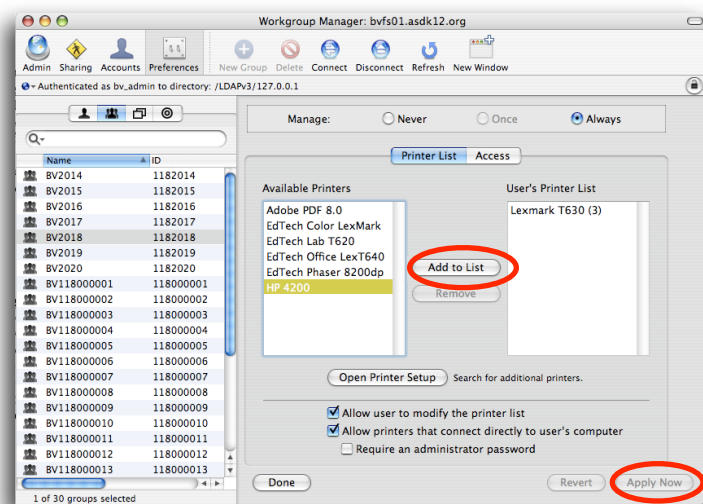
8. Select the Web panel

To manage, click on the button for **Always**. To set a Default Web Browser click the **Add** button and select your browser from the list of Applications. To set a specific Home Page for the browser add the URL for the desired website. When finished click **Apply Now**.



9. Setting Printers for Workgroups

As with other settings, first select whether you want to manage this preference Once or Always. The Available Printers will be the printers in the Printer list for the computer you're working on. It is possible to add a printer that isn't currently in the list by searching for additional printers. Select the printer you want and then click **Add to List**. When finished click **Apply Now**.



10. When finished making changes, quit Workgroup Manager.

