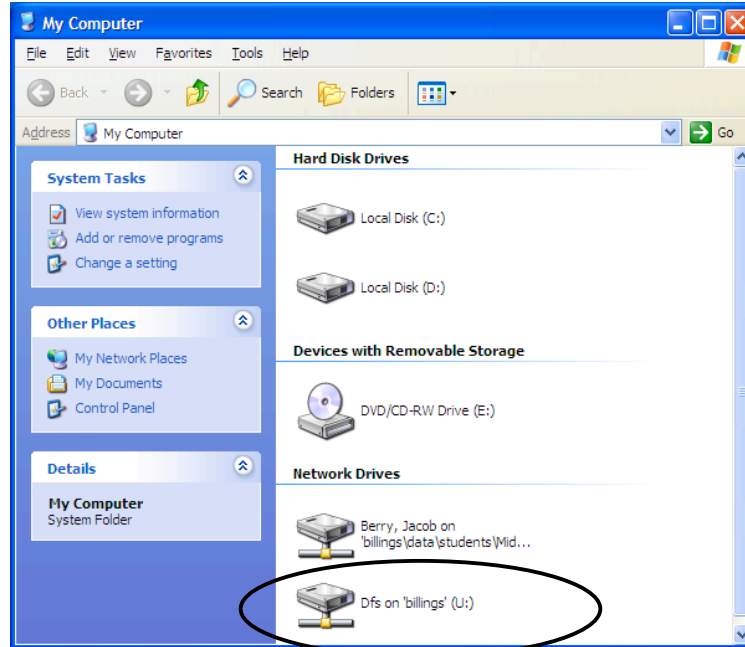


# For Middle & High School Students Using a Class Project Folder from a PC

## To Use a Class Project Folder that your Teacher Has Created:

1. Log onto the computer
  - a. Username = Student ID #
  - b. Password = first 8 characters of your last name (if name is shorter, use your full last name)
  - c. Domain = Billings
2. Open **My Computer** – A shortcut to shared folders is listed as the U: drive.

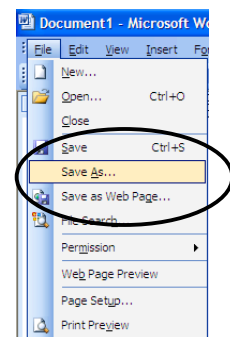


3. Double-Click on the **U: Drive** (Dfs on 'billings' (U:))
4. Double-Click on the **Data Folder**
5. Double-Click on the **Students Folder**
6. Double-Click on the **Class Projects Folder**
7. Double-Click on the appropriate grade (Middle or High) Folder
8. Double-Click on your **School Folder**
9. Double-Click on the folder that your teacher has created for this project.

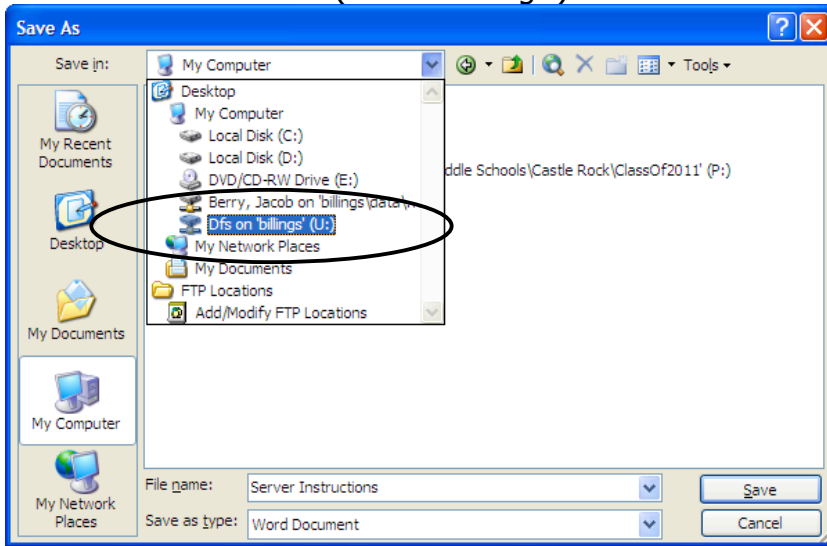
## To Save a document to a Projects Folder:

(Make sure you are logged onto the computer correctly)

1. Launch the program you will use to create your document (ie: Word)
2. From the **File Menu**, Choose **Save As...**



3. From the Save Window, Click on the down arrow in the **Save In...** menu
4. Choose the U: drive (Dfs on 'billings')



5. Double-Click on the **Data Folder**
6. Double-Click on the **Students Folder**
7. Double-Click on the **Class Projects Folder**
8. Double-Click on the appropriate grade (Middle or High) Folder
9. Double-Click on your **School Folder**
10. Double-Click on the folder that your teacher has created for this project.
11. Name your file appropriately, and click **Save**