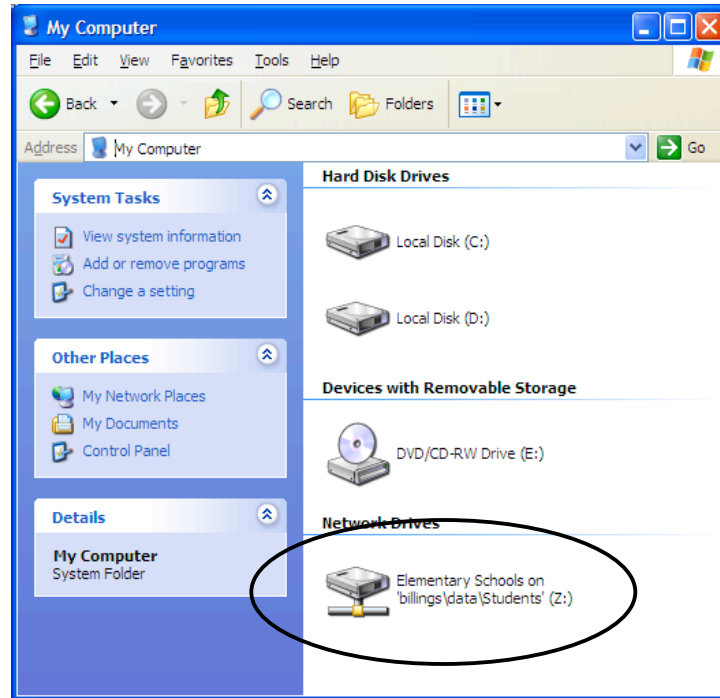


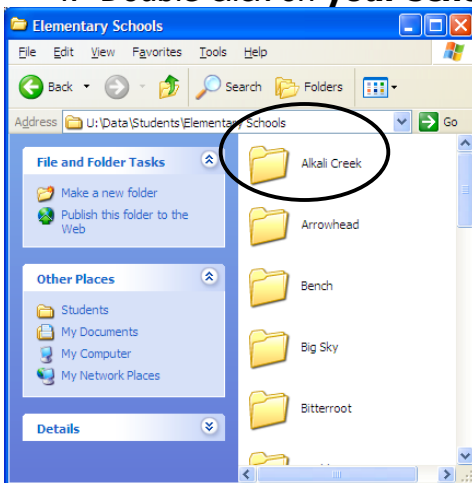
For Elementary Students Using the Student Server on a PC

Accessing The Server:

1. **Log onto the computer** using the following information:
 - a. Name = elem_student
 - b. Password = student
 - c. Domain = BILLINGS
2. Open **My Computer**. You will see a **Z: Drive**



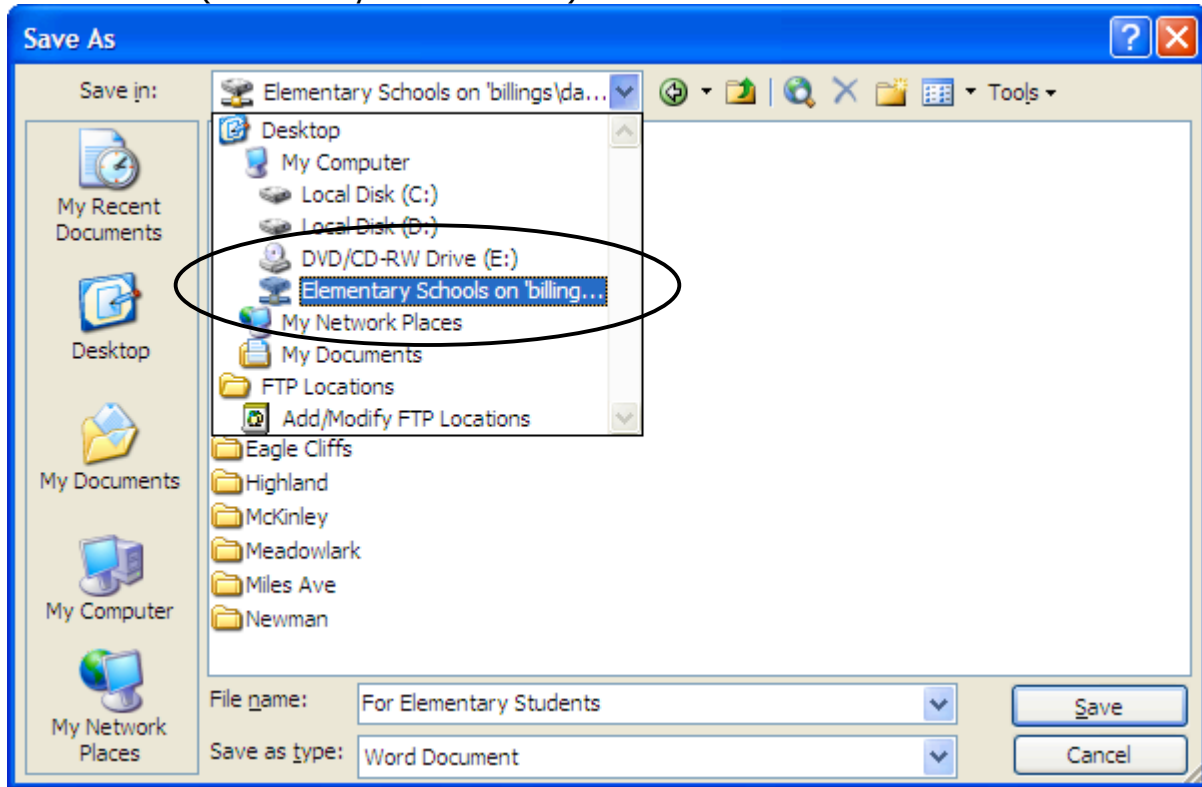
3. Double-click on the **Z: Drive** (Elementary Schools on)
4. Double-click on **your school** folder (Alkali Creek in this example)



5. Double-click on the folder **created by the teacher**

Saving to the Server

1. Log onto the computer with the instructions for accessing the server, step 1
2. Launch the program you will be using (ie:Word)
3. From the **File Menu** choose **Save As...**
4. From the **Save In...** pop-up Menu, click on the **Z: Drive**
(Elementary Schools on....)



5. Double-Click on your **school folder**
6. Double-Click on the folder **created by the teacher**
7. Name your file and click **Save**