

High School of Fashion Industries

Hilda Nieto, Principal

Utilizing the Network when in a Computer Lab



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Assigned Work Stations:

Students are seated in alphabetical order which coordinates with the computer stations which are numbered 1- 34.

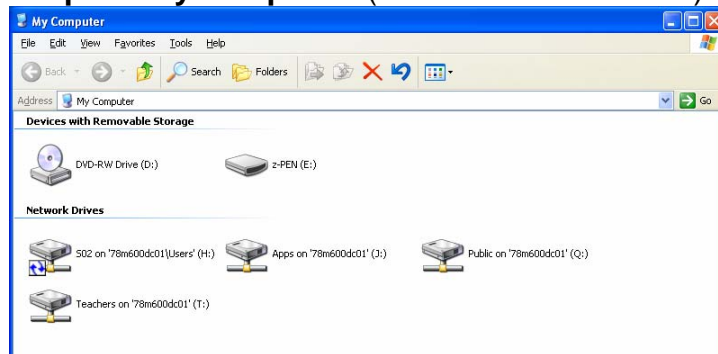
1. How to log in:

See hand out for students "How to log in". Please use the computer workstation properly. Students will be responsible for their assigned workstation. They should always log out at the end of class. Do not shut down.

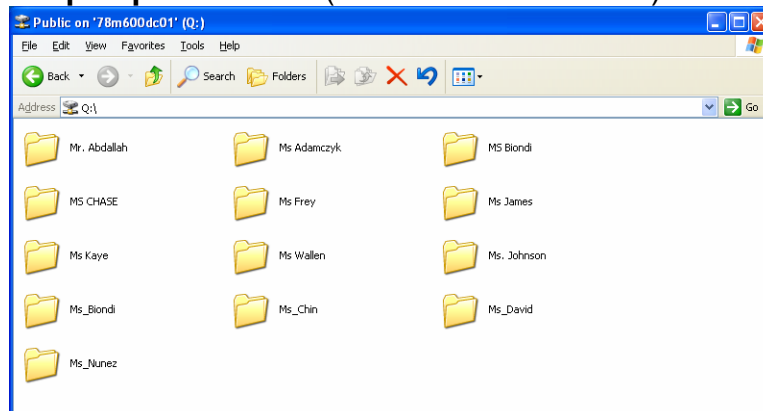
2. The Public Folder and how to use it:

Access the public folder and to create a student folder in your teacher's public folder:

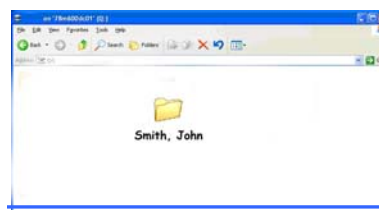
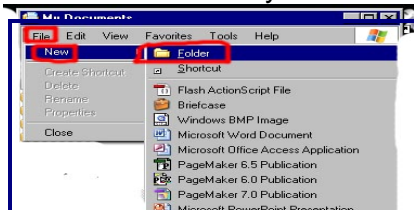
a. open "my computer" (left button double click)



b. open public folder (left button double click)



C: Students can open their teacher's folder. (left button double click) and create their own folder inside. (This is where students hand in work to the teacher)
Students should always save on a CD-RW also.



File > New > Folder (left click) Name folder last name+first initial. Do not use nicknames.