

File Management Lab

General Instructions: A link to the Programming Logic Beginning syllabus document for this class is on my web site. Save a copy of the syllabus to the Programming Logic folder on your H: drive. Also save a copy to your folder on the I: drive in the Submit Student work folder.

Detailed Instructions:

1. Open Internet Explorer browser software program
2. Go to MSTC's Home Page: (Click in the browsers "Address" box, type www.mstc.edu and press the Enter key)
3. Locate Academic Information
4. Click the *Faculty Home Pages* link
5. Click the *Business and Information Technology* link
6. Click the *Herb Kronholm* link
7. Click the *152-101 Programming Logic Beginning* link in the page content area
8. Click the *Syllabus* link in the page content area
9. Click **Page** command, then click **Save As**
10. Click the down arrow in the "Save in" drop down box and locate your H: drive in the list and click on it
11. Highlight the default file name in the "File Name" drop down box and type in [LastName]-ProLogBegSyllabus and click **Save**
12. Close Internet Explorer
13. Open Windows Explorer (Right-click on Start, then click Open Windows Explorer)
14. Open Computer
15. Locate and click on your H: drive
16. Make a new folder on your H: drive called ProLogBeg.
17. Locate [LastName]-ProLogBegSyllabus file and move it to the new ProLogBeg folder on your H: drive (click and drag or cut and paste).
18. Locate and click on the I: drive
19. Locate and click on Wisconsin Rapids Campus
20. Locate and click on __Submit Student Work
21. Locate and click on 152-101 Programming Logic Beginning
22. Locate and click on Kronholm
23. Locate and click on your class meeting day folder
24. Save the [LastName]-ProLogBegSyllabus file here also(click and drag or cut and paste)