

Computer Applications Portfolio Set-up

1. Make sure you are at the login screen and your disk is in the disk drive
2. For all **Freshmen** Only
Your Username is the first letter of your first name, then the first letter of your middle name and then your full last name
For example: Reggie Wayne Miller = RWMiller
Your Password is your complete student ID # from your lunch card
Click OK at the Windows Workstation Box – Do not Type in your password

For **sophomores** at NPHS last year
Your Username is the first letter of your first name and then your full last name
For example: Reggie Miller = Rmiller
Your Password is your complete student ID # from the grade book program
Click OK at the Windows Workstation Box – Do not Type in your password

For **sophomores** new to NPHS
Your Username is the first letter of your first name, and then your full last name, and then 2006
For example: Reggie = Rmiller2006
Your Password is your complete student ID # from the grade book program
Click OK at the Windows Workstation Box – Do not Type in your password

For **Juniors** and **Seniors**
You do not have a login so see me for details.

If your login does not work – let me know immediately!

3. Open MS Word
4. Go to FILE -OPEN
5. Go to the drives drop down box --Click STUDENTDATA ON BORDER (S)
6. Freshmen double click the 2007 folder – sophomores double click the 2006 folder
7. Double Click the folder with your name
8. Click the yellow CREATE NEW FOLDER Icon
9. Name the folder COMPUTER APPLICATIONS
10. Click the UP ONE LEVEL Icon
11. Click the yellow CREATE NEW FOLDER Icon
12. Name the Folder ELECTRONIC PORTFOLIO
13. Click the yellow CREATE NEW FOLDER Icon
14. Name the folder 9th Grade
15. Click the UP ONE LEVEL Icon
16. Click the yellow CREATE NEW FOLDER Icon
17. Name the folder 10th Grade
18. Click the UP ONE LEVEL Icon
19. Click the yellow CREATE NEW FOLDER Icon
20. Name the folder 11th Grade
21. Click the UP ONE LEVEL Icon
22. Click the yellow CREATE NEW FOLDER Icon

23. Name the folder 12th Grade

NOTE: At this point you should have a folder for each of your high school years inside your portfolio folder

24. Double click the 9th Grade Folder

25. Click the yellow CREATE NEW FOLDER Icon

26. Name the folder Math

27. Click the UP ONE LEVEL Icon

28. Click the yellow CREATE NEW FOLDER Icon

29. Name the folder English

30. Click the UP ONE LEVEL Icon

31. Click the yellow CREATE NEW FOLDER Icon

32. Name the folder Social Studies

33. Click the UP ONE LEVEL Icon

34. Click the yellow CREATE NEW FOLDER Icon

35. Name the folder Science

36. Click the UP ONE LEVEL Icon

37. Click the yellow CREATE NEW FOLDER Icon

38. Name the folder Electives

NOTE: At this point you should have 5 folders in the 9th grade folder

39. Repeat Steps 25 –36 for the 10th grade, 11th grade and 12th grade folders