# English 197: Writing Link with Comparative Literature 272

# Logging On/Off and Completing the Student Survey

## Logging On to the Network

1. In the log on box, type **197c** in the **User** space.
2. In the **Password** space, type **cic.197c**; the **Domain Server** space should read "English."
3. Press **Enter**.

## Accessing the Student Survey

1. Double-click **My Computer**. Under **Network Drives** double-click the folder titled **197c on CIC (L:)**.
2. Open the **Student Survey**folder. Double-click on the document titled “Student Survey.”

Saving the Survey to Your Student Folder and the Turn-In Folder

* 1. To avoid overwriting other students’ work, you will need to give file a unique name and save it to your student folder. To **rename** and **save** a copy of the file, do the following:
* Click the Office button office_button.jpg and select **Save as🡪Word Document** from the menu**.**
* Locate our class folder, **197c on CIC (L:)**.
* From the **197c** folder, open **Student Folders**.
* Find and open the folder with your name. You will notice a code letter next to your name. In the **File name** box, add the code letter to the document name (for example, “**Student Survey A**.**docx**).”
* **Please use your code letter to name all documents you create for this course**.

1. In addition to saving the completed survey in your student folder, you will save a copy in a “Turn-In” folder. To save to the **Turn-In** folder:

* Choose **File** and **Save as** from the top menu**.**
* Click on the arrow at the right side of the **Save in** box and scroll to find the folder **197c on CIC (L:)**.
* From the **197c** folder, double-click on the **Turn-In** folder then double-click on the **Survey** folder.
* Choose **Save**. You now have copies of the survey in two folders, your student folder and the turn-in folder. I will often ask you to follow this procedure when you bring electronic versions of your preparation activities to class.

1. Exit Word by selecting **Exit Word** from the Office button menu.

Logging Off the Network

1. Click on the **Start** icon on the bottom left side of the screen.
2. Select **Shut Down**. From the drop-down list of options, choose **Log Off 197c**.
3. Click **Yes** when asked to confirm the log-off.