**Printing and filing the weekly student documents**

Diane Payne will send the latest sheets on a Friday to your web based email (this is so that you can access these attachments from Computer 1 in the Computer Sharing Centre).

These sheets are essential for the management of the one to one lessons.

A hard copy of each needs to be printed off and filed, as well as saved to the Lesson scheduling folder on Computer 1.

1. On the Monday morning, **log in** to the Maintenance Account on Computer 1.
2. **Sign in** to your email.
3. **Open** the email from Diane and then **open** the weekly lessons sheet e.g. “23 03 09 weekly lessons sheet”. This shows the names of the students having lessons this week and also the students who will be taking over when a course of lessons is finished.
4. **Print** the sheet on the black and white printer and **put** in the hanging folder labelled “Weekly sheets” in Pedestal 1.
5. **Save As** to the folder labelled “Diane Payne lists” in the Lesson scheduling folder for future reference.
6. **Repeat** points 3, 4 and 5 above with the student waiting list e.g. “23 03 09 student waiting list”. This shows the names of the residents wishing to have a course of lessons.

23 March 2009