INSTRUCTIONS FOR DRIVE LETTER MAPPING
(FOR GRADES PROGRAM)

Double Click the My Computer Icon that appears on your desktop.
After My Computer opens up, double click Data1 on ‘Tango’ (T:)

Double click the folder Departments.
Right Click GradeInput folder.
Select Novell Map Network Drive.

This box will appear.
Click “Check to make folder appear as the top most level” and
Click “Check to always map this drive letter when you start Windows”
Click “Map”.

When this window opens up, double click GradeInput
Right Click Shortcut to Grades. A dropdown menu will appear and Click the Send to option. Highlight the Desktop (create shortcut). Then close the open windows.