

**BPA Postsecondary State Leadership Conference
Davenport University-Lettinga Campus
Friday, March 10, 2023
Computer Use/File Saving Information Sheet**

WI-FI INTERNET ACCESS:

To access Wi-Fi Internet access, select the “du_guest” network then launch your web browser. If prompted, the DU sponsor e-mail address is p_bpa@davenport.edu. **Or just use your student BPA login credentials**

COMPUTER LOGIN:

Login for the BPA student contestants (Login Context: must be **PA.DU**)

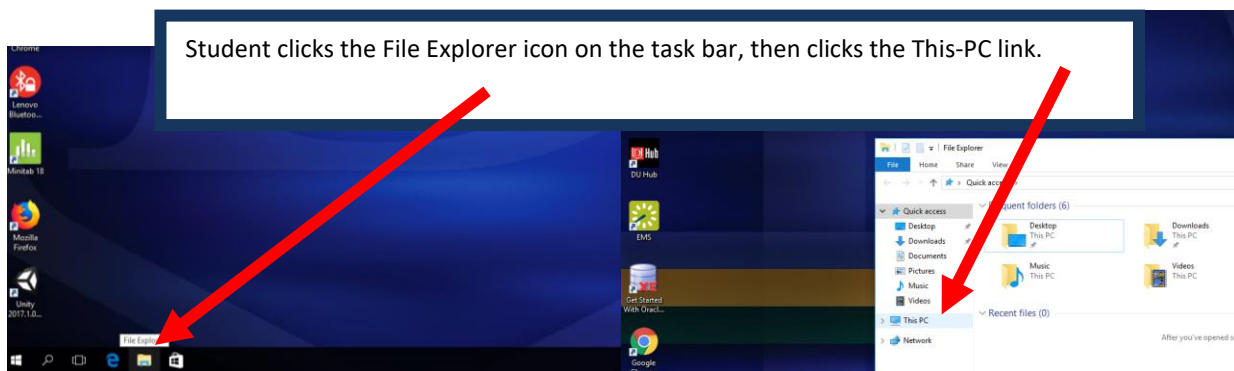
Username (case sensitive): p_bpa

Password (case sensitive): BPA-Comp2023

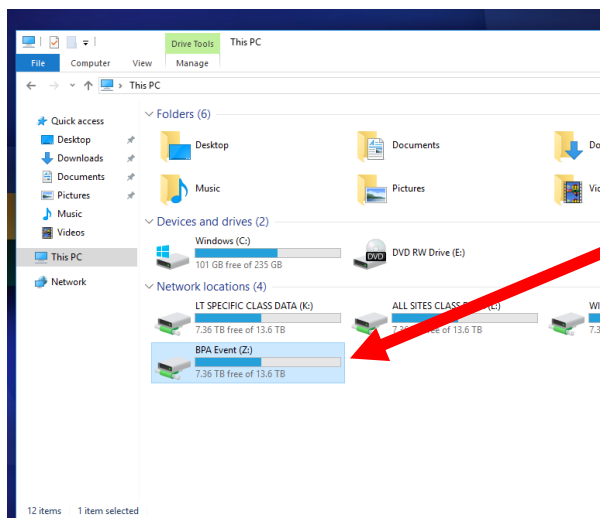
IF STUDENT DATA FILES ARE NEEDED FOR CONTESTANTS:

Your contest administrator will inform you if your event has data files. Any files needed for the competition can be located in the “**_Student Data Files**” subfolder on the **Z:\BPA Event** drive **or on a Flash drive given by the administrator.**

From the Desktop: Click the File Explorer task then click This-PC, then



Double click the BPA Event (Z:\) Drive



Double-click the BPA Event (Z:\) Drive in the file explorer window.

The student data files for Competition are in the **_Student Data Files** folder in the respective competition subfolder.

The other folders are for the student to copy and paste their test documents into.

SAVING YOUR WORK:

Your work should be saved as follows: Job#_xxxxxxx where # is the actual job # (i.e., 1, 2, 3, 4, etc.) and xxxxxxxx is your contestant # (i.e, 00012345).

Temporarily save your work on the desktop. Once you are 100% ready to have your work graded, you must copy the file to the folder for your event on the **Z:\BPA Event**(corresponding competition folder) network drive.

To copy the file, do the following:

1. Make sure the **file** you want to copy onto the network drive **is closed**.
2. Right click on the file you want to copy onto the network drive and choose “Copy” from the menu.
3. Using “File Explorer,” locate the folder on the network drive where you want to save the file. Right click on the folder where you want to save the file and choose “Paste” from the menu. (See Figure 2.)
4. **IMPORTANT:** You will **NOT** be able to see any contents of the competition file folder, including your pasted documents. Therefore, make sure you do not do anything whatsoever between steps 2 and 3, otherwise your file will NOT be saved into the folder.

Students will be required to save their work onto the Davenport University network drives for the following events:

Advanced Office Systems & Procedures
Advanced Spreadsheet Applications
Advanced Word Processing
Basic Office Systems & Procedures
Database Applications
Fundamental Spreadsheet Applications
Fundamental Word Processing
Fundamentals of Web Design
Integrated Office Applications
Intermediate Word Processing

