



System 21 *e*-Learning Computer-Based USB Transfer Procedure

First plug in your USB Flash Drive, let windows recognize the USB. Open System21 and go to System Administration, and enter the password "*wcs*".

Click on the Transfer Students button.



Click on the Insert New Disk button.



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The Select Drive Window will pop up.

Click the Drop down Arrow and Select the Drive letter that Corresponds with your USB drive.



Click on the OK button.



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Click on the individual's name that you need to transfer and Click **Copy** button.



Once copied, the individuals name will appear in the box on the right.



Repeat steps until done copying, then click **Back** button on the Student Transfer screen, then click on the **Done** button on the System Administration Screen and **Exit** button on the User Log In screen.

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Now you have the files on your USB Flash Drive. Please email your System 21 Student course records to <u>records@wellcontrol.com</u>.

Open your email program, select New Mail message, and then attach the files from your USB Flash Drive into your email. Make sure that your attached files are the .xm and srdb.xm.

Example:

dd44125b-5e7a-4327-bbe1-74ecfb29afbd.xm_		3	{0208E1CD-73B9-40BF	4	srdb.xm_	-
srdb.xm_	or		50 KB		5 KB	

NOTE: To avoid confusion in the future delete the files off the flash drive after you have confirmation that WCS has received the files.

If you have any Questions on this procedure call Dana Varisco with Well Control School at 713-849-7416 or 281-974-6052.

Thank you!