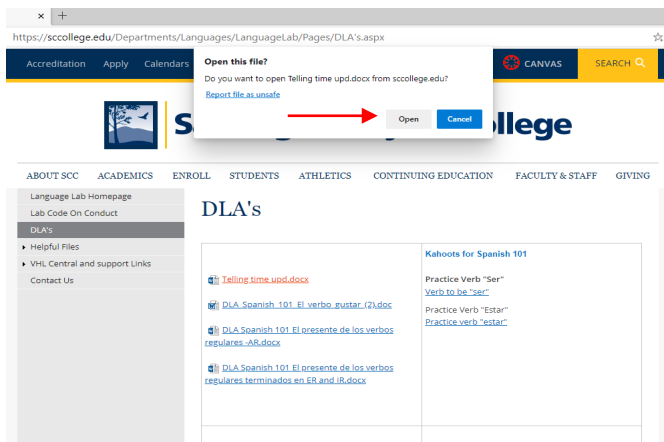
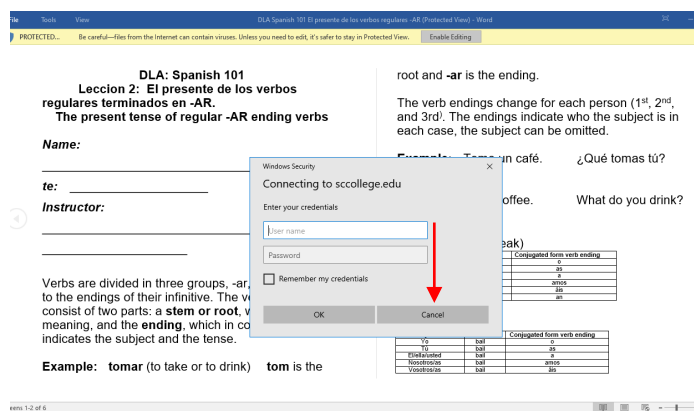


How to open and save DLAs from Language Lab Page

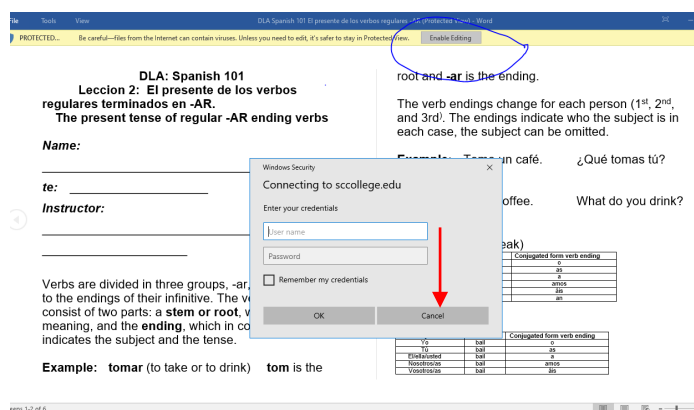
1. Click on the DLA that you need to save, on the dialog box click **open**



2. Click cancel on the sign on windows security dialog box.



3. Click on “enable editing” then hit cancel on the windows security dialog box.



4. To save the DLA click on File then save as, in the dialog box choose the location where you want to save the file (i.e. desktop), name your document then click on save.

5. Once you have filled out your DLA please email it to Alma Sura at sura_alma@sccollege.edu
She will notify your instructor upon completion.

****Note:** If the windows dialog box appears again hit cancel until it no longer pops up.