HOW TO ACCESS THE SPECIAL EDUCATION (SpEd) SHARED DRIVE

The SpEd shared drive is a web-based location for storage of specific documents (i.e., FBA, BIP, Psycho-ed assessment, etc.). The drive allows you to open a file for an individual student using his or her Student ID number.

To get to the drive:

There are several ways to get to the drive. This is just one way:

1. Once you are logged onto your computer, look at the bottom of the screen. From left to right, there should be an icon that looks like several stacked file folders. On my computer it is the 2nd icon but it may be different on your computer. Click on that icon.
2. The stacked file folder icon will bring up a smaller split screen. Along the **left side** of that screen, looking from top to bottom, you should come to an icon of a computer next to which is the name of YOUR computer. This is typically the initials of your school and your room number. Example: Mine says PHES109D-BZ36. Under the computer name is a link that says, “Shared Folders”. Click on that name.
3. Clicking on the Shared Folders link will change the split screen to the **right**. You will see the names of 11 shared folders. Looking from top to bottom, click on the shared folder 2nd from the bottom that is labeled, “SpEd Reports”. Double click on that name.

To get to the “NICHQ Assessment forms” web-based blank documents:

1. Clicking on the “SpEd Reports” name will again change the split screen to the **right**. You will now see many folder icons followed by numbers. These are individual student folders within the shared drive to which you can save a document. At the very top of the split screen to the **right** you should see a folder labeled, “1111-SAMPLE DOCUMENTS FOLDER”. If you double click on that name it will bring up two sub-folders labeled, “FBA-BIP Forms” and another one labeled, “NICHQ Assessment forms”. Double click on the one labeled, “FBA BIP forms

To create a folder for a student whose student ID number is not already saved to the SpEd Reports folder:

1. Go back into “SpEd Reports” by looking to the **left** side of the split screen and clicking on the label “shared folders”.
2. Clicking on the “SpEd Reports” name will again change the split screen to the **right**. You will now again see many folder icons followed by numbers. These are individual student folders within the shared drive to which you can save a document.
3. To create a new student folder, look at the light blue banner immediately above the split screen. From left to right it says, “Organize” and then, “New Folder”. Click on “New Folder”.
4. The **right** side of the split screen will have changed again. Look at the very bottom of the **right** side split screen. There you will see, highlighted in blue, an icon that reads, “New Folder” followed by a number and further across to the right, the date. Click on the words, “New Folder”.
5. A blank white box should open where previously the words, “New Folder” were. Put your cursor inside that box and type in the Student ID number of the student for whom you want to create a new folder. Then click anywhere outside the box and you will see the folder appear named as you had written. You can now double click on the name and begin to save documents to the new folder you have created for that student.

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