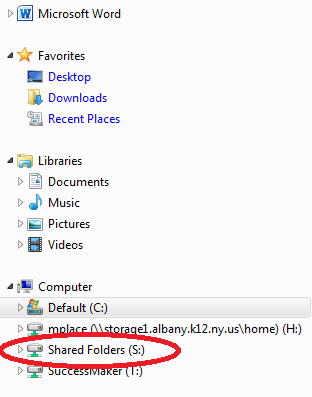
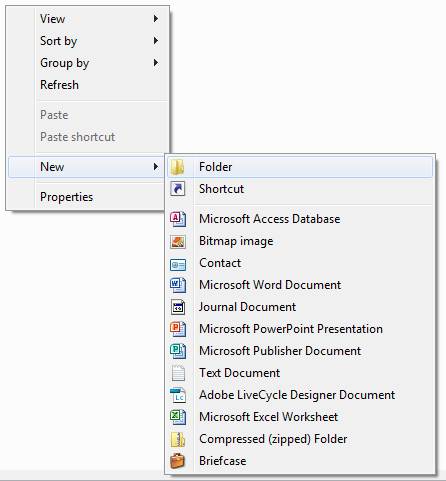
How to Use the SpEd Reports Shared Folder

1. Create your FBA/Psych document in Word
2. Go to File 🡪 Save As



1. Select the Shared Folders Drive (S:) on the left side of the   
   screen under “Computer”
2.  Double Click on the folder called “SpEd Reports”
3. Look for the student’s folder (the Student ID#).
4. If the folder **DOES** exist, double-click on the folder and then save the document in that folder.



1. If the student’s folder **DOES NOT** exist, you will need  
   to create a new folder.
   1. Right-click anywhere in the white part of the   
      screen.
   2. Select “New” and then “Folder”.
   3. Re-name the folder using the   
      student’s ID number and Enter.



* 1. Double-click on the folder you created   
     to place the document inside.
  2. Click save.