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.