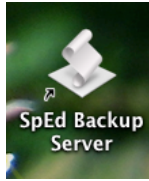


Special Education File Backup Directions

Please be sure to backup any documents, schedules, etc., on a regular basis. You should see an icon that looks like the one below in you Dock. (The Dock is the bar of icons that sits at the bottom or side of your screen.)



Double click on on the icon. A window like the one below will open.



Your name will be in the "Name:" text box. **Your backup server password is currently set as your initials.** Example: js (both initials should be lowercase and no space between first and last initial)

Click "Connect". You should now see an icon similar to the one below on your desktop.



Just drag any files that you want to backup to this icon. A copy will be made within your backup space. Once you are done backing up your files, just drag the server icon to the trash to disconnect.

You do not need to backup FirstClass, Skyward, or SpEd Forms information. They are web based applications.

If you need any help with backing up your files on the Special Ed. Server, please contact me. My contact info. is listed below.

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