

CHEAT SHEET DOC. FOR STORING ED PLANS ON THE "O-DRIVE"

To save a student's Ed Plan to the Counsel on Knowitall:

- ◆ Type the Student's Education Plan using Excel program
- ◆ Click "File"
- ◆ Click "Save As"
- ◆ At "File Name", type the name of the plan in the following format:
lastname.firstname.xls (e.g. snyder.sherri.xls)
- ◆ Click on the Arrow after the "Save In" box
- ◆ Scroll down to STUDENT SERVICES (O:) Drive - Click
- ◆ Click on Counseling Services
- ◆ Click on Ed Plans
- ◆ Click SAVE

To locate a student's Ed Plan that has been saved to Counsel on Knowitall/ O-drive:

- ◆ Using the "right-side button" on your mouse, click on the START icon at the bottom left-hand corner of your screen
- ◆ Click on EXPLORE -using the usual left-side button on your mouse
- ◆ Scroll down the left hand "All Folders" box until you see "Student Services (O:) Drive and Click on this.
- ◆ Double click on the ED PLANS folder
- ◆ Double click on the student's ED PLAN you wish to view