



Scholastic Management Suite

Creating Folders

It is important to do a Scholastic Backup on your computer in order to ensure that your data is safe in the event of a corrupted or deleted database. A backup should be performed regularly on your machine based on the usage at your school. It is best to perform this backup every day (based on your schools use of the program). It is a good idea to create a folder on your computer where you can save your Scholastic Backup files. This will help to keep your backups organized and easy to find. You can create folders for exported data as well. The steps for creating a folder are as follows:

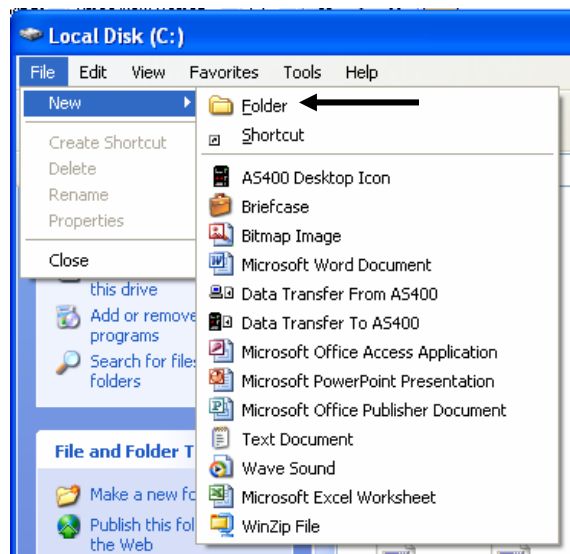
1. Double-click **My Computer** located on your desktop.



2. Double-click the **C: Drive**.



3. Click on the **File** menu.
a. Click on **New**.
b. Click on **Folder**.



4. A new folder will display.



5. Begin typing the name you want for the folder (i.e. Scholastic Backup). Press **Enter** when finished.



6. Next, to create the “days of the week” folders, you will need to double-click on the “Scholastic Backup” folder that you just created. Follow steps 3 through 5 for each day of the week.

If you have any problems with this process, please call Angie Tuttle at ext. 401.