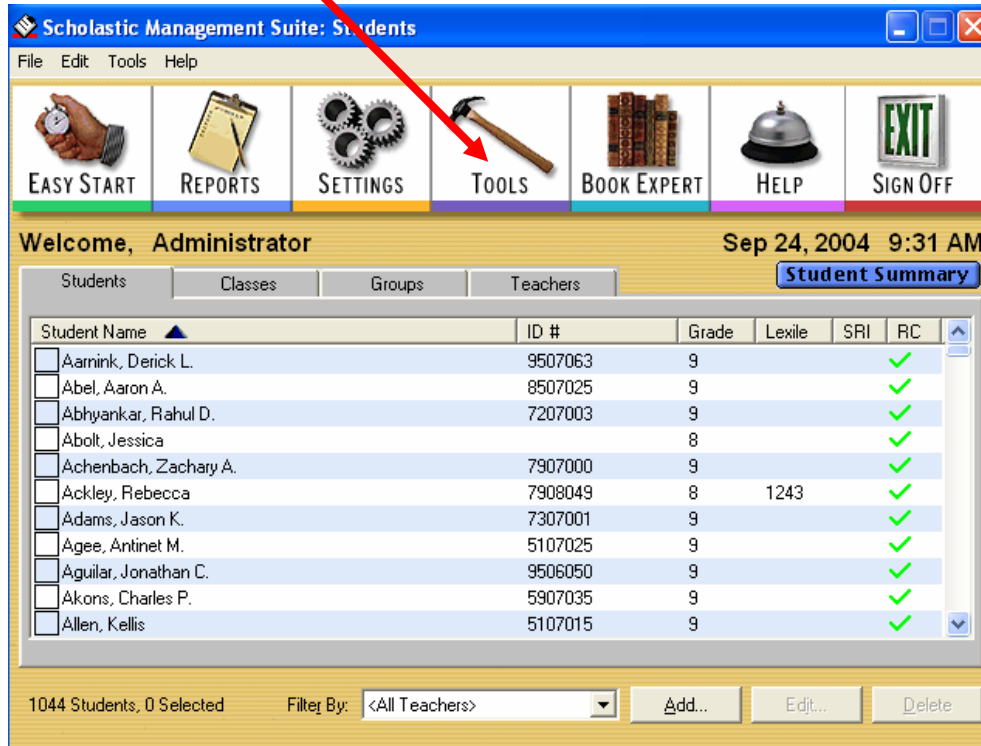


Scholastic Backup

****It is important to do a backup each day that the program is used by the students.****

- Log into the Scholastic Management Suite as the *Administrator*
- Click on **Tools** button

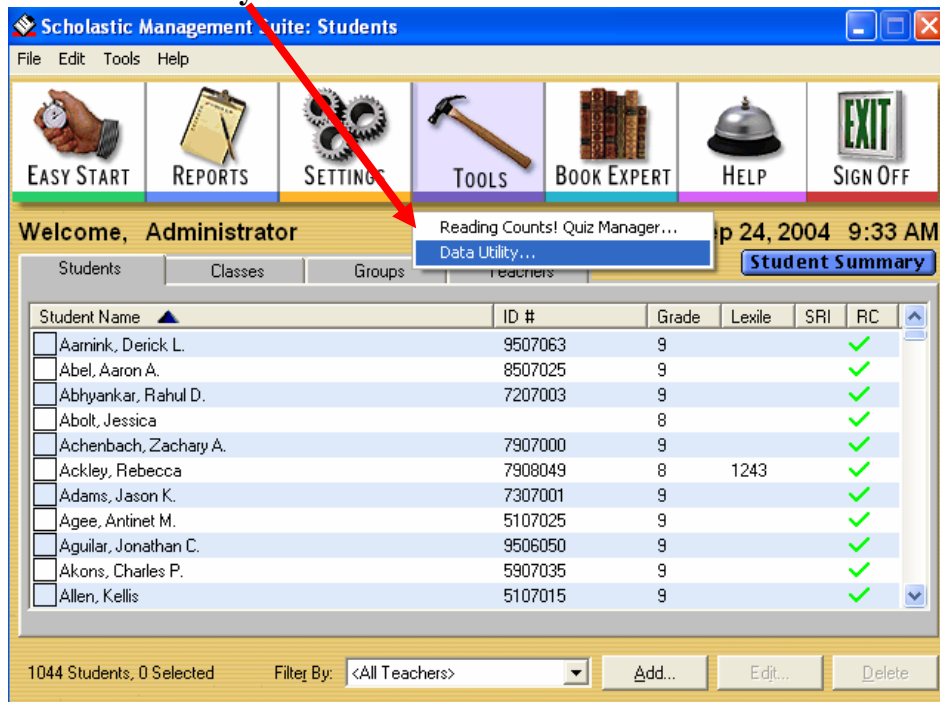


The screenshot shows the Scholastic Management Suite interface. The title bar reads "Scholastic Management Suite: Students". The menu bar includes "File", "Edit", "Tools", and "Help". The main toolbar contains icons for "EASY START", "REPORTS", "SETTINGS", "TOOLS", "BOOK EXPERT", "HELP", and "SIGN OFF". A red arrow points to the "TOOLS" button. Below the toolbar, the text "Welcome, Administrator" and "Sep 24, 2004 9:31 AM" is displayed. The "Student Summary" tab is active, showing a table of student data.

Student Name	ID #	Grade	Lexile	SRI	RC
<input type="checkbox"/> Aarnink, Derick L.	9507063	9			✓
<input type="checkbox"/> Abel, Aaron A.	8507025	9			✓
<input type="checkbox"/> Abhyankar, Rahul D.	7207003	9			✓
<input type="checkbox"/> Abolt, Jessica		8			✓
<input type="checkbox"/> Achenbach, Zachary A.	7907000	9			✓
<input type="checkbox"/> Ackley, Rebecca	7908049	8	1243		✓
<input type="checkbox"/> Adams, Jason K.	7307001	9			✓
<input type="checkbox"/> Agee, Antinet M.	5107025	9			✓
<input type="checkbox"/> Aguilar, Jonathan C.	9506050	9			✓
<input type="checkbox"/> Akons, Charles P.	5907035	9			✓
<input type="checkbox"/> Allen, Kellis	5107015	9			✓

1044 Students, 0 Selected Filter By: <All Teachers> Add... Edit... Delete

- Select **Data Utility**.

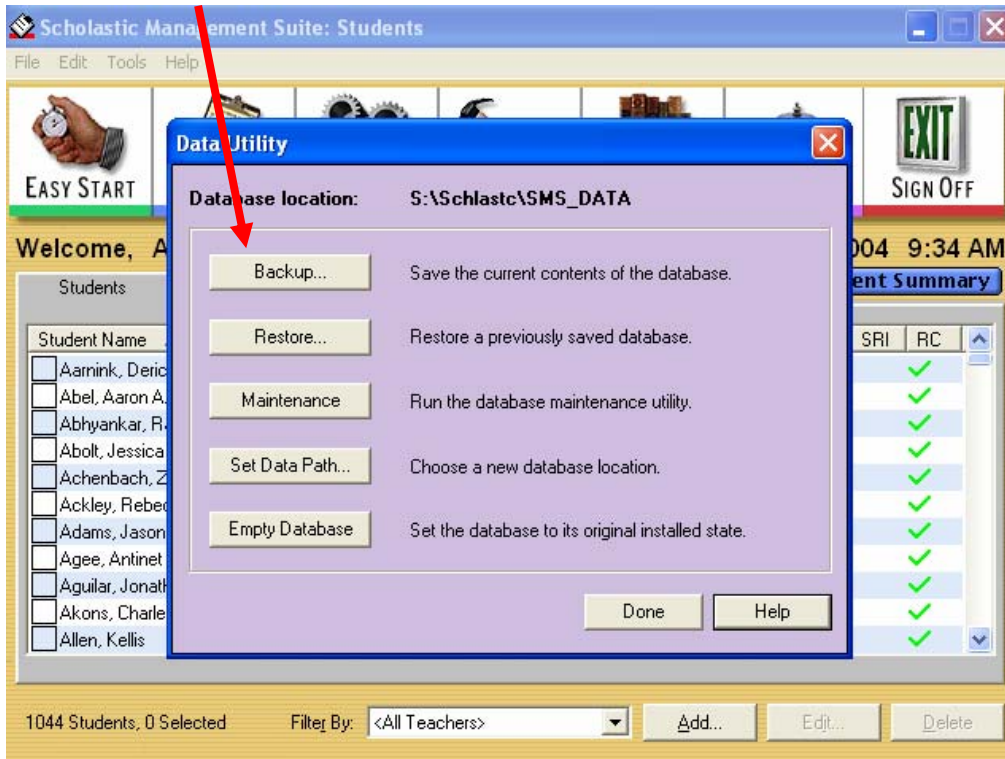


The screenshot shows the Scholastic Management Suite interface with the "Tools" button highlighted. A red arrow points to the "Tools" button. The "Tools" menu is open, showing options: "Reading Counts! Quiz Manager...", "Data Utility...", and "Student Summary". The "Data Utility..." option is selected. The rest of the interface, including the student list and status bar, is identical to the previous screenshot.

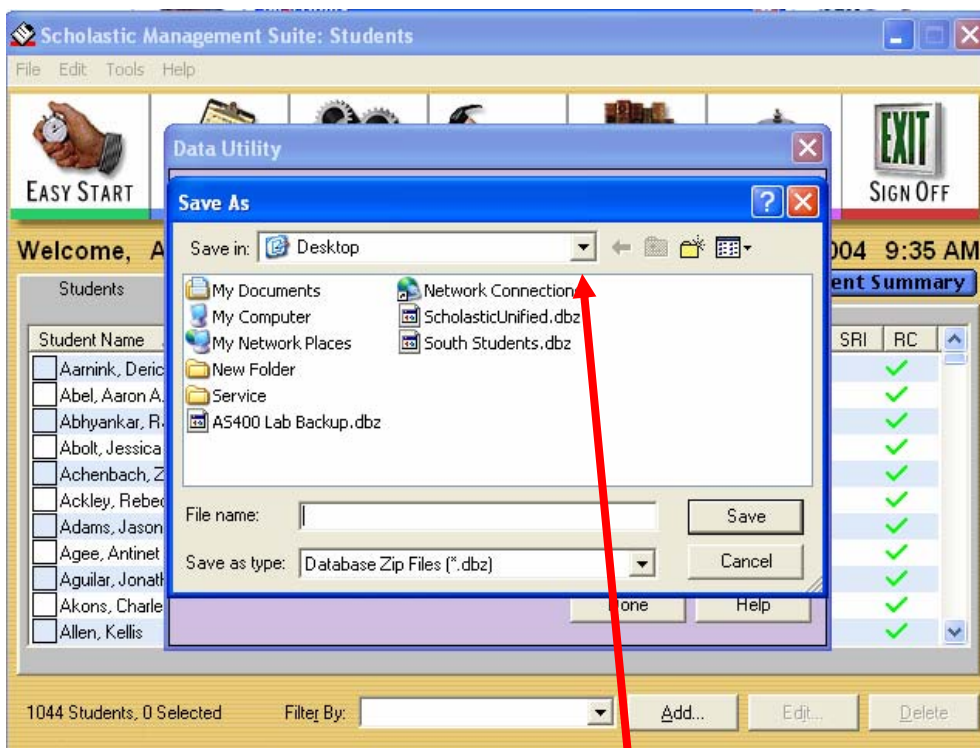
Student Name	ID #	Grade	Lexile	SRI	RC
<input type="checkbox"/> Aarnink, Derick L.	9507063	9			✓
<input type="checkbox"/> Abel, Aaron A.	8507025	9			✓
<input type="checkbox"/> Abhyankar, Rahul D.	7207003	9			✓
<input type="checkbox"/> Abolt, Jessica		8			✓
<input type="checkbox"/> Achenbach, Zachary A.	7907000	9			✓
<input type="checkbox"/> Ackley, Rebecca	7908049	8	1243		✓
<input type="checkbox"/> Adams, Jason K.	7307001	9			✓
<input type="checkbox"/> Agee, Antinet M.	5107025	9			✓
<input type="checkbox"/> Aguilar, Jonathan C.	9506050	9			✓
<input type="checkbox"/> Akons, Charles P.	5907035	9			✓
<input type="checkbox"/> Allen, Kellis	5107015	9			✓

1044 Students, 0 Selected Filter By: <All Teachers> Add... Edit... Delete

- Click the **Backup** button.

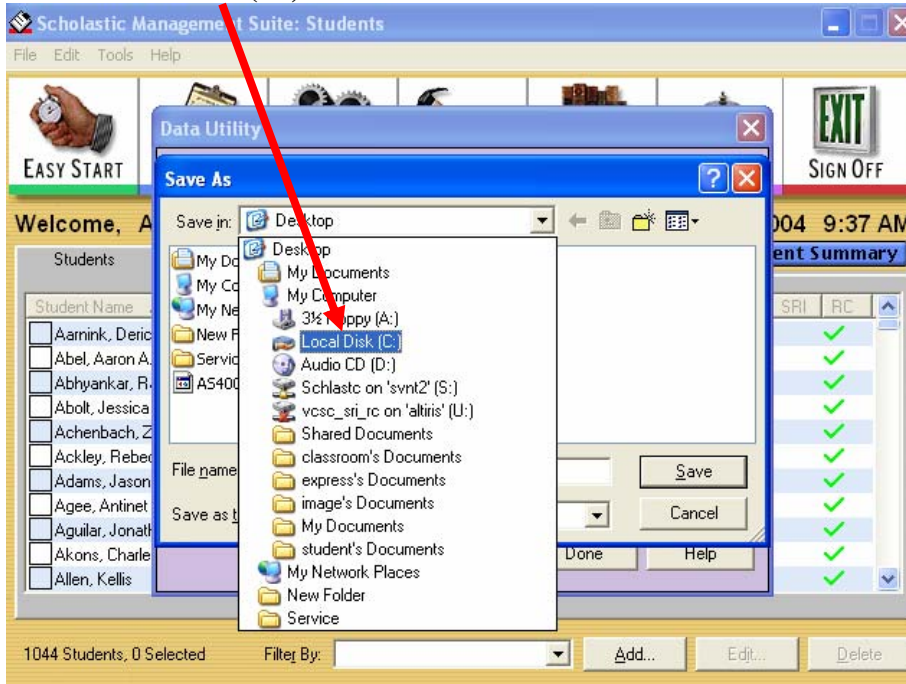


The Save As window will open.

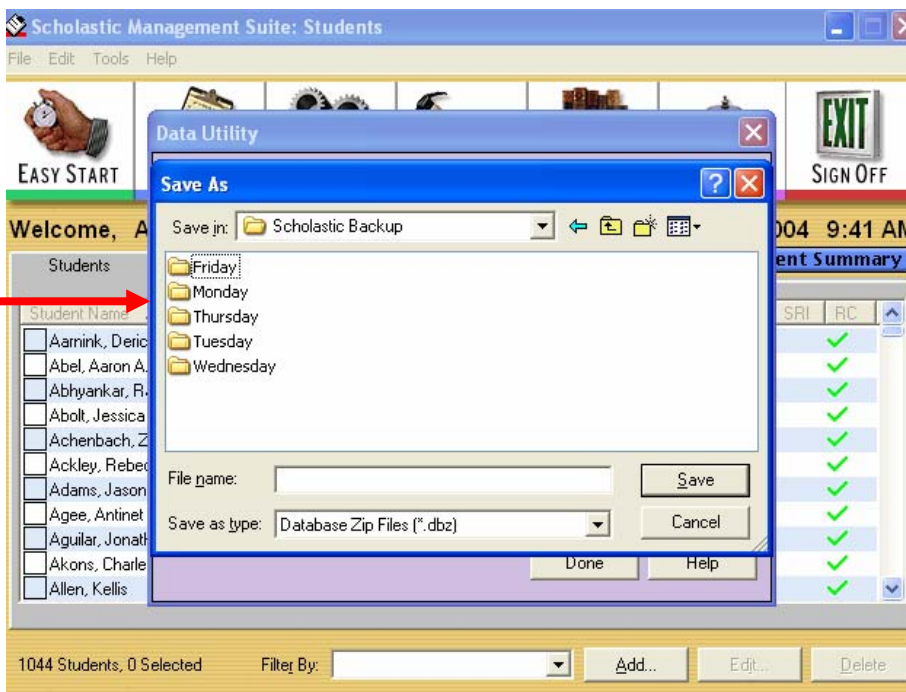


- Click the *drop-down arrow* to the far right of **Save in:**

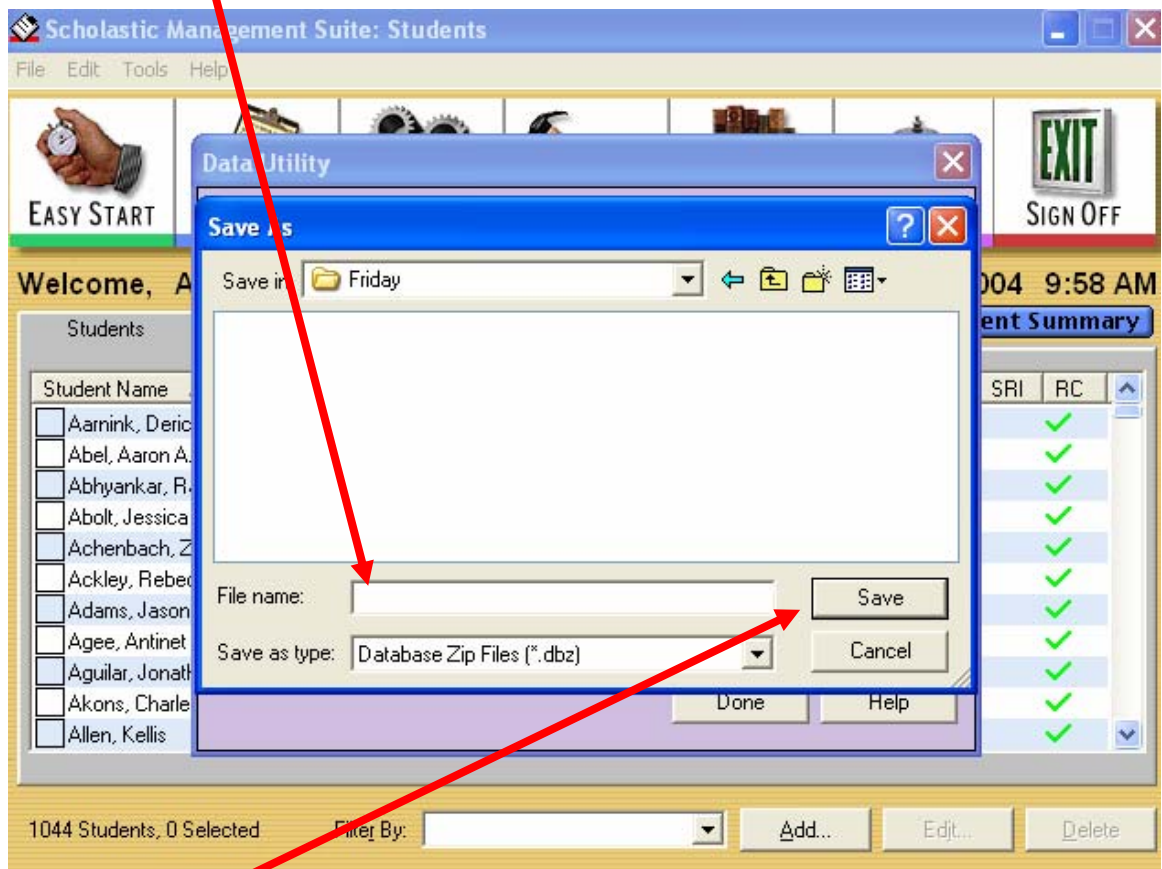
- Select **Local Disk (C:)**



- Locate and double click the folder **Scholastic Backup**.
- Double click on the folder labeled for the day of the week that you are doing the backup (Monday, Tuesday, etc.)



- In the Filename box click your mouse and type the name of the backup file (You can name it by the day of the week if you want – that would probably help locate it better.).



- Click **Save**
- When finished, log off the Scholastic Management Suite by clicking the **Sign Off** button.

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