

Dropbox and saving STEP forms

- STEP folders for individual schools located in Dropbox will be shared with everyone
- Folders will follow this format:

1) STEP

- a) School District (e.g., Cheboygan Area Schools)
 - i) School Buildings (e.g., East Side Elementary, Cheboygan High School)
 - (1) Graduating Year (e.g., Class of 2015)
 - (a) Individual Students (e.g., Smith, John)

Steps for saving a STEP:

1. Download copy of STEP onto your computer
2. After information is inserted into form, or as **soon as student name is typed**, select "Save As"
3. Rename file as follows: "Last name, First name – STEP, Initial STEP date" (e.g., Smith, John – STEP, 11.17.2014)
4. Select appropriate folder to save file (School district, building, graduating year)
5. Save file