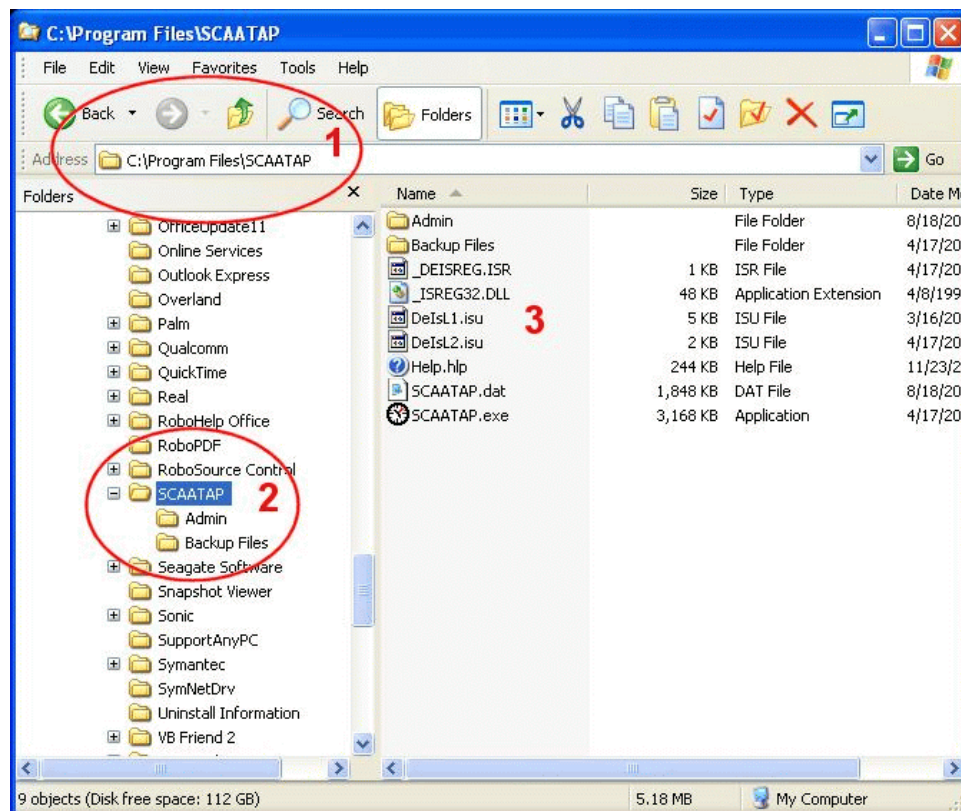


# An Easy Way to Use SCAATAP at Two or More Schools Suggested by Joseph Ayala

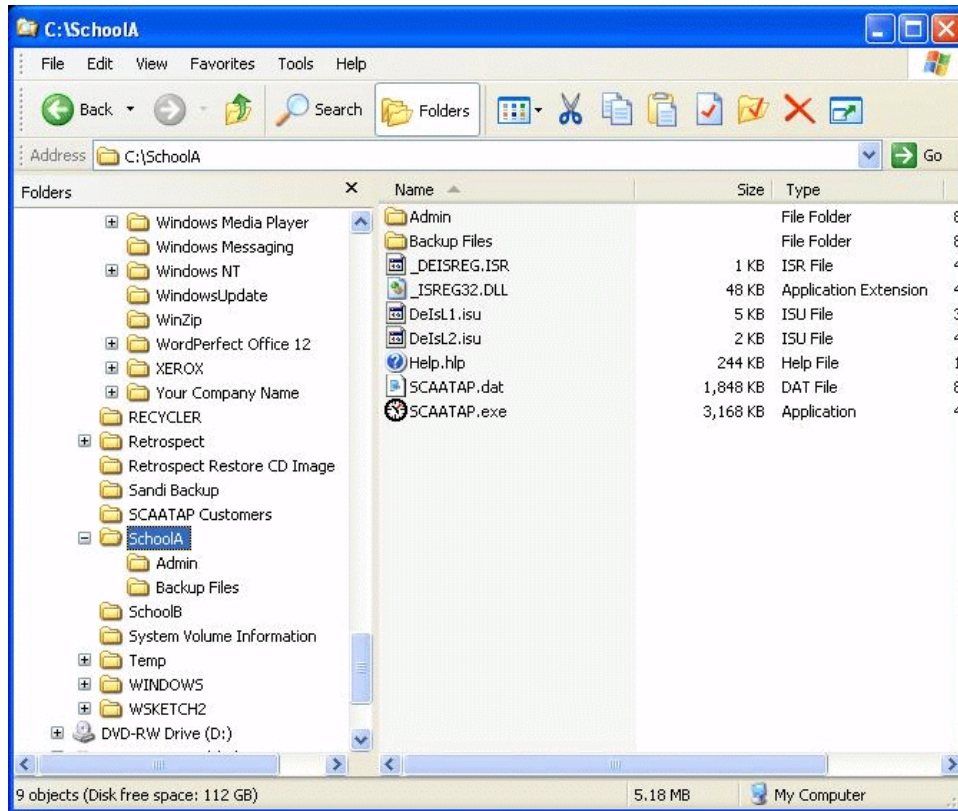
This will permit you to have more than one SCAATAP program running on your computer supporting two or more teacher/student populations.

1. Using either “My Computer” or “Windows Explorer” create two (or more) new folders on your computer’s hard drive. Name these folders such that their names correspond to the names of the two (or more) populations to be monitored with multiple copies of SCAATAP. In this example we will have two schools, **School A** and **School B**. Thus, two new folders are created on the computer’s hard drive, one named “School A” and one named “School B”.
2. Using either “My Computer” or “Windows Explorer”, navigate to the folder on your computer where the SCAATAP application is installed. If you accepted the default values when installing SCAATAP, this folder will be: **C:\Program Files\SCAATAP**

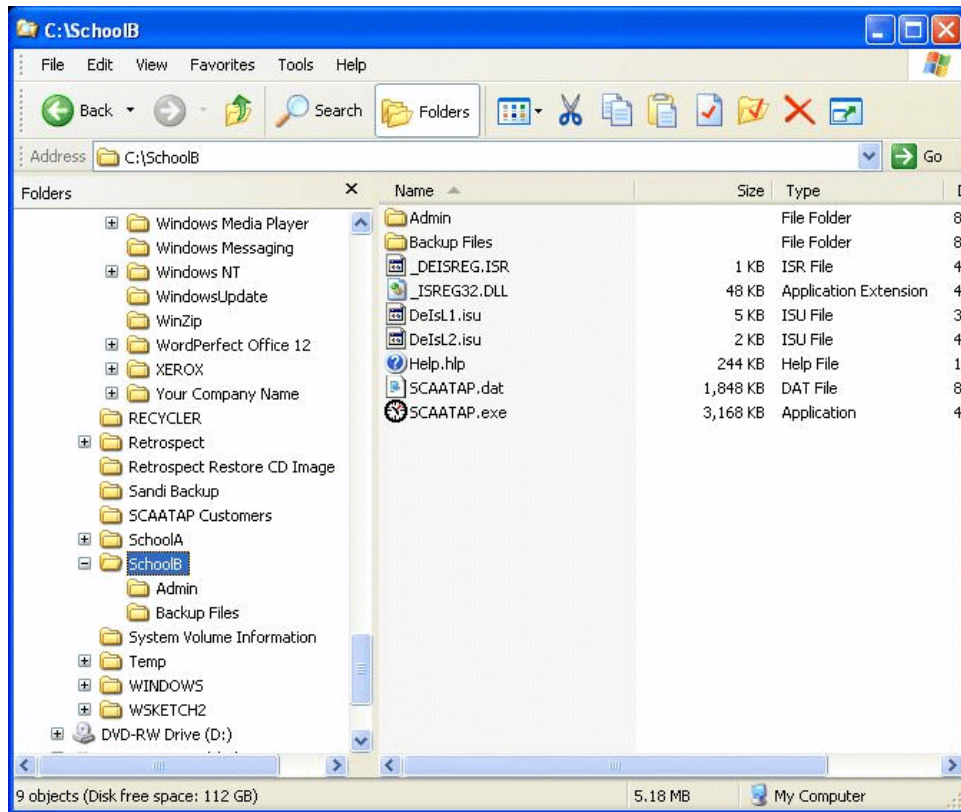


**Figure 1** - (1) Navigate to “C:\Program Files\SCAATAP.” (2) Open the folder named “SCAATAP.” (3) You will notice several folders and files contained in the “SCAATAP” folder.

3. You will notice several files and folders in the “SCAATAP” folder. The objective is to copy the entire contents of the “SCAATAP” folder into the two (or more) newly created folders; in this example, to “School A” and “School B”. Select and copy all the files in the “SCAATAP” folder into the two (or more) newly created folders.

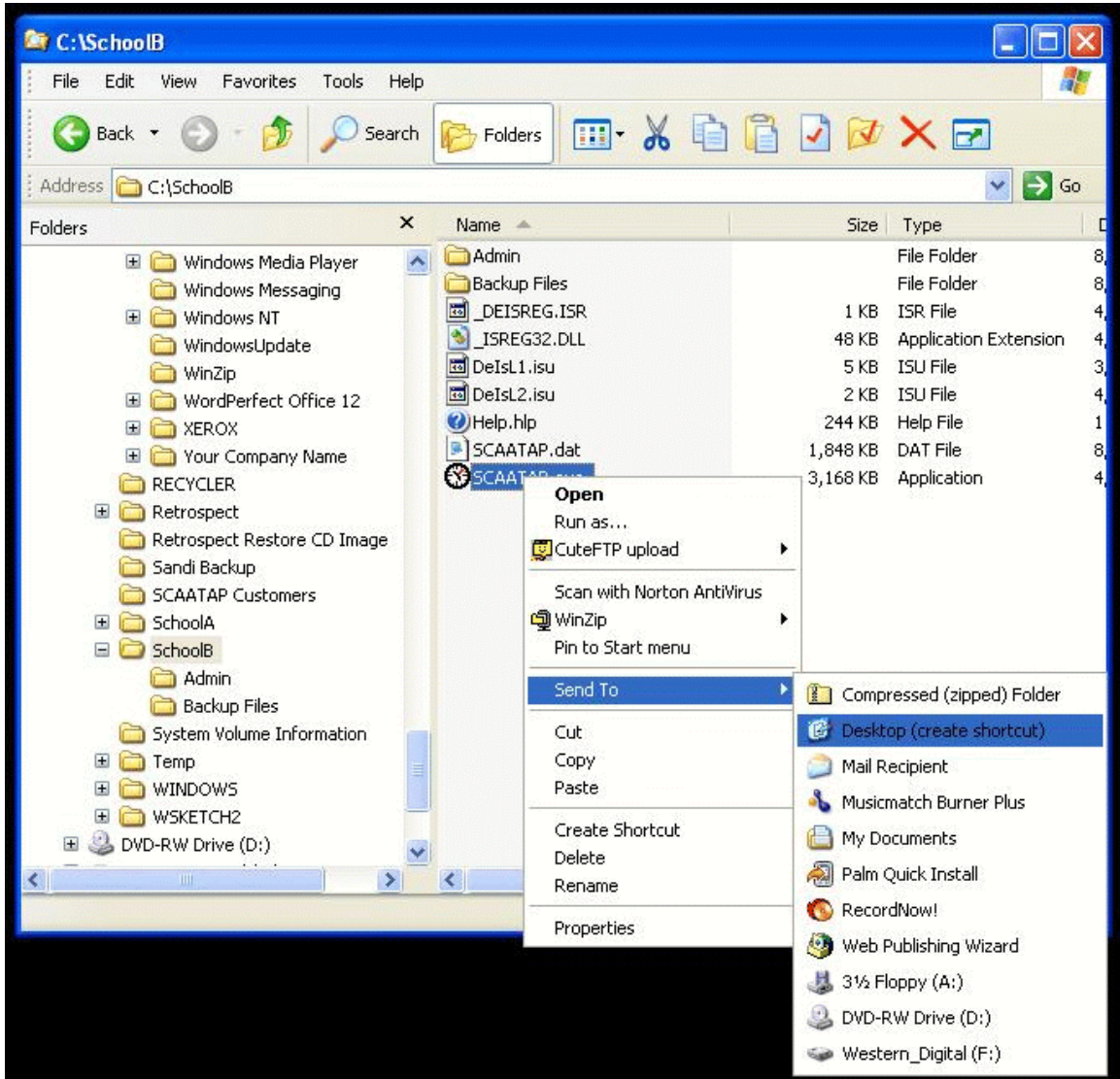


**Figure 2** - The files and folders have been copied into the newly created folder named “School A”.



**Figure 3** - The files and folders have been copied into the newly created folder named “School B”.

4. The next objective is to create a program shortcut for each of the schools on your Windows desktop. These next steps will accomplish this objective.
5. In one of the newly created folders, click using the right mouse button on the file named “SCAATAP.exe”. This file is the SCAATAP application file.
6. Select “Send to”.
7. Select “Desktop (create shortcut)”.

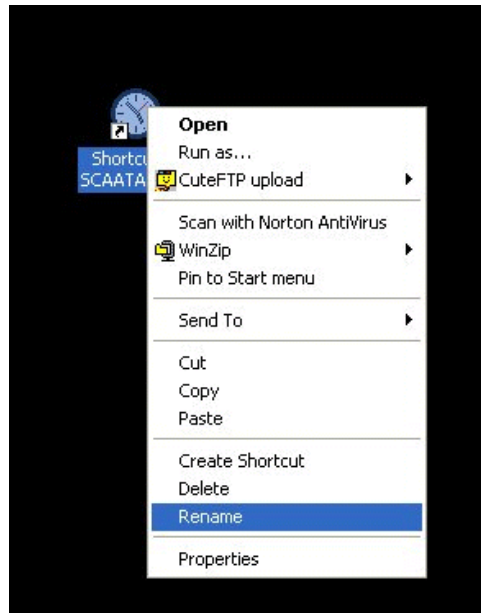


**Figure 4** - Creating a desktop shortcut for the SCAATAP application for “School B”.

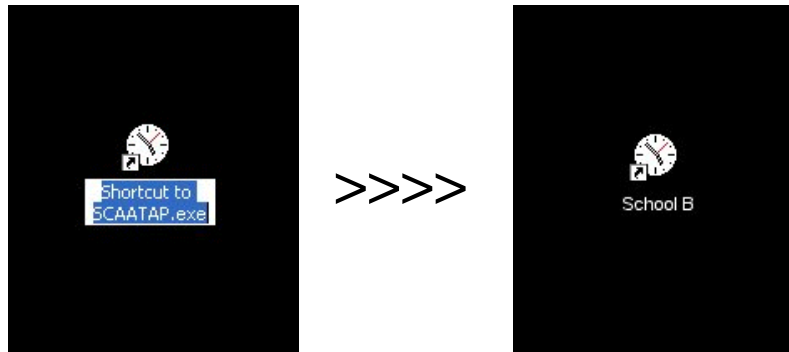
8. Go to your Windows desktop and look for a new object called “Shortcut to SCAATAP.exe”



9. Right click on the SCAATAP icon and select “Rename”



10. Rename the object to something that is meaningful to you.



11. Create new desktop shortcuts and rename them similarly for each other application.
12. Double click the new desktop shortcuts to ensure that they perform as expected. You can then modify the data in each application according to the requirements for each school.