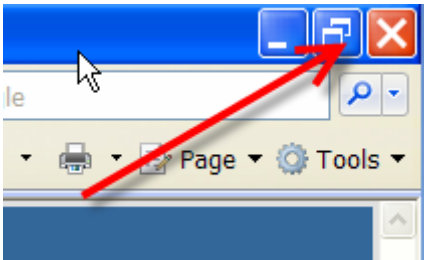
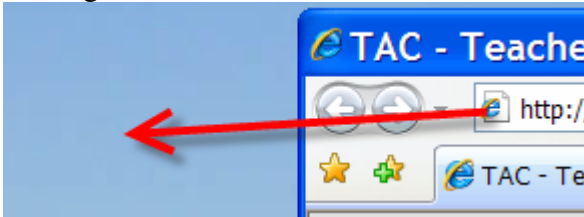


Teacher Access Center Creating a Desktop Shortcut

1. Log in to Teacher Access Center.
2. If your Internet Explorer window fills the entire screen, single click the middle button in the upper right hand corner. (You need to be able to see both the webpage window and your computer desktop.)



3. Drag the “Little Blue E” out to a blank area of your computer desktop.



4. If you want to rename the shortcut, right click on it and choose **Rename**.

