

Kidspiration

Saving Projects

Teacher Directions for Saving a Kidspiration Activity or New Project:

To save any of the pre-made activities (Reading and Writing, Science, Social Studies...) or create and save a new project for your students to later work on, follow the directions below:

- In Kidspiration, open the pre-made activity or new project.
- Make any necessary editing changes.
- Click on File.
- Click on Save.
- Click on the drop-down arrow to select a network drive.
 - Select T drive (Template): (Teachers can open and save files. Students can open files but cannot save to T drive. Accessible on any networked computer).
 - Select S drive (Shared): (Teachers and students can open, change, or delete a file on this drive. Accessible on any networked computer).
- Create a new folder by clicking on the “Create New Folder” icon (yellow folder with sparkling star), and name the folder.
- Double-click on the new folder.
- Name and save your activity or new project.

Student Directions for Opening a Teacher Project and Saving it:

- In Kidspiration, open the activity or new project created by the teacher, located in either the T drive or S drive.
- Click on File.
- Click on Save.
- Click on the drop-down arrow to select a network drive.
 - Select H drive if saving personal work.
 - Select S drive if saving a project that two or more students are working on.
- Save your project.