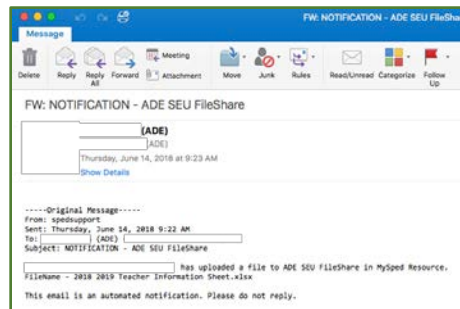


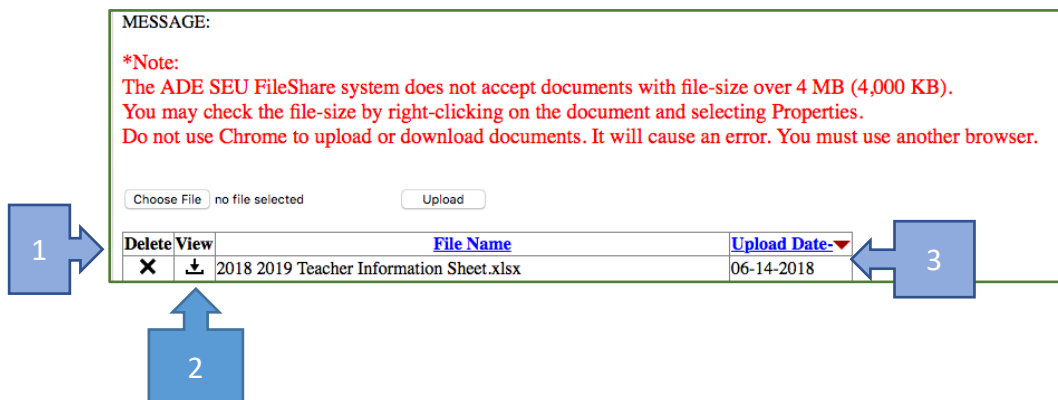
Supports for Uploading Files to MySped Resource

Support 1: The Arkansas Department of Education Special Education Unit receives an email any time you upload a file. Additionally, you may email your State Education Advisor separately to notify him/her of any uploads you submitted.



Sample email sent to ADE SEU from MySped after a district uploaded a file.

Support 2: Helpful Tips



1. Clicking on the X under **Delete** will remove a file.
2. Clicking on the arrow under **View** will download the file to your computer.
3. Clicking on the triangle next to **Upload Date** will organize the files by date.
 - a. When the triangle is pointing up, the files will start with the oldest date a file was uploaded.
 - b. When the triangle is pointing down, the files will start with the most recent date a file was uploaded.
 - c. Files are organized by year, month, and day.