

## How to Create a Desktop Shortcut to Section Q Reporter

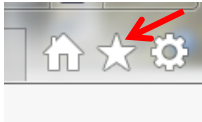
These instructions may vary slightly depending on the *browser* (Internet Explorer, Google Chrome, Firefox, etc.) that you are using. Included here are instructions for Internet Explorer (IE.) The process will be the same for other browsers, but some of the terminology may differ.

### Internet Explorer

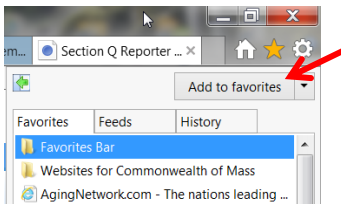
1. Go to the Section Q Reporter website by clicking this link, or by copying it and pasting it into your browser address bar: <https://ummscwmuhs.quickbase.com/db/bigngj23b>



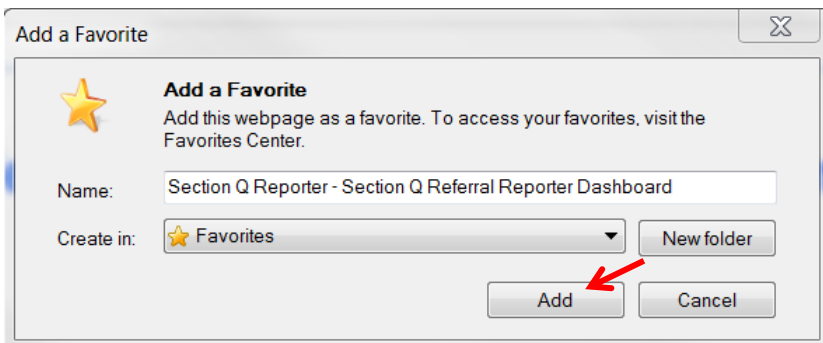
2. Click on the star *Favorites* symbol in the upper right corner of the screen.



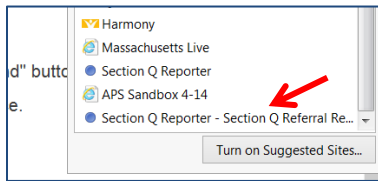
3. Click the *Add to Favorites* button



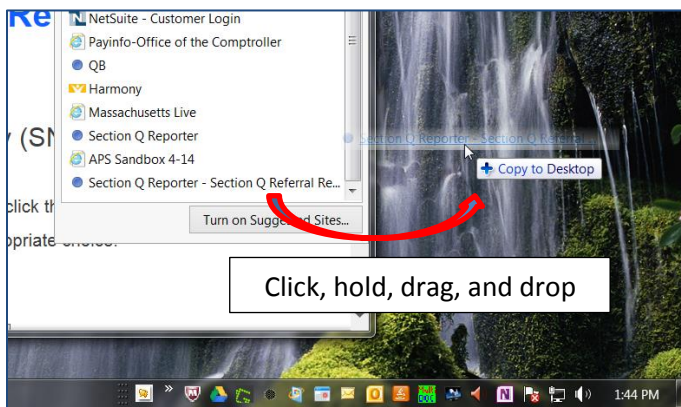
4. Create your own name for the new *Favorite*, or leave it as shown – Click *Add*



5. Click on the Favorites symbol again, and locate the Section Q Reporter link you just created



6. You will now left click on the link, hold, and drag to any open area of your desktop (any spot on your computer screen where there is no open program.) “Drop” the shortcut on your desktop by releasing the left click.



You now have a Section Q Reporter shortcut!

