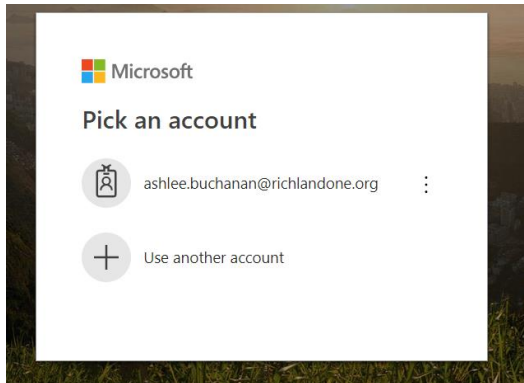


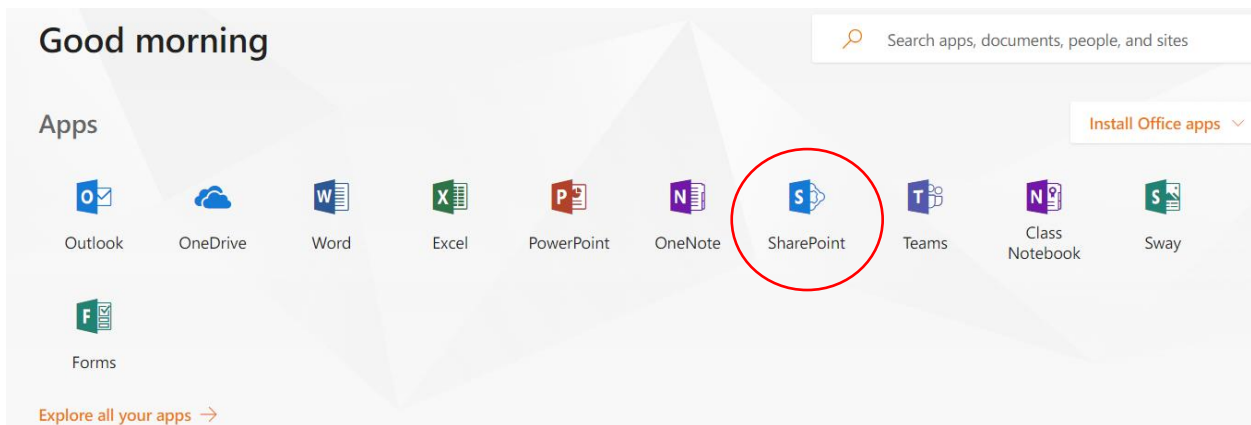
Accessing SharePoint

Log in at <https://login.microsoftonline.com>



If you have previously logged in you will see your account.
(If you are on logging into a public computer you should always log out and ask the computer to forget you by selecting the three dots)

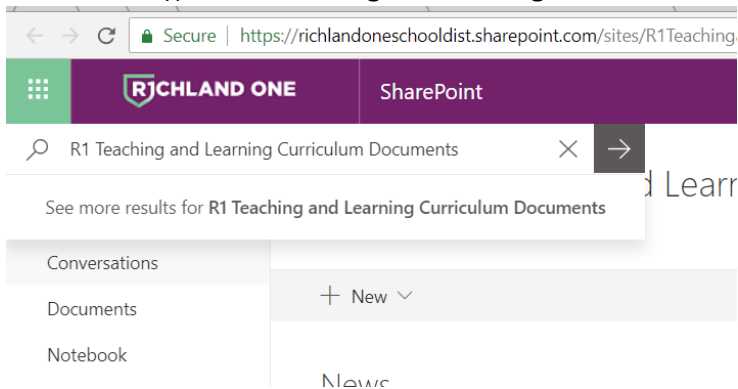
Your landing page will look like this:



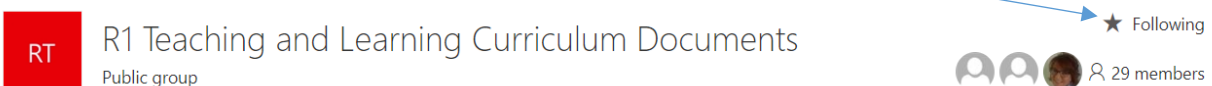
Select SharePoint – this will open and you can follow the SharePoint where Curriculum Docs are located.

To find the Curriculum Documents in the SharePoint →

In the Search type in **R1 Teaching and Learning Curriculum Documents**

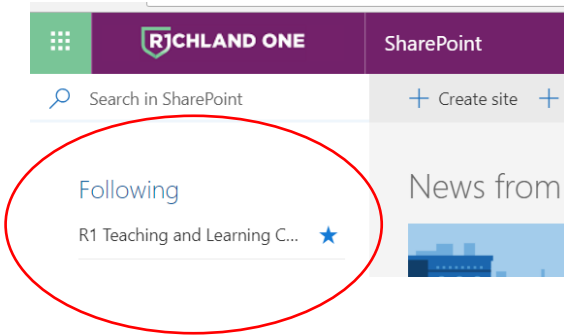


Click to start Following the SharePoint by selecting the ★



Accessing SharePoint

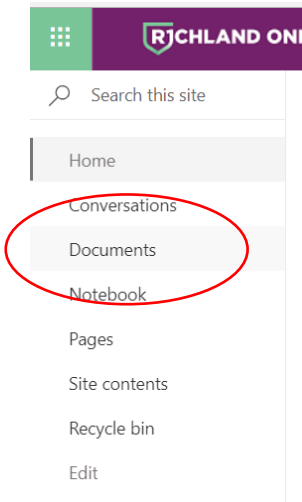
After you start following the SharePoint it will appear under 'Following' anytime you open SharePoint.



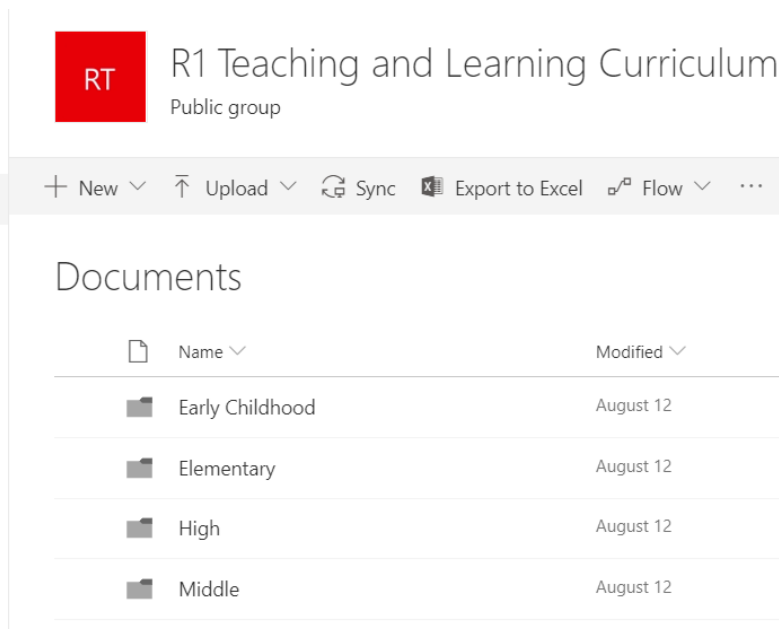
NAVIGATING IN THE SHAREPOINT

Select the SharePoint you want to work in.


To look for shared documents – select documents from the left hand menu.

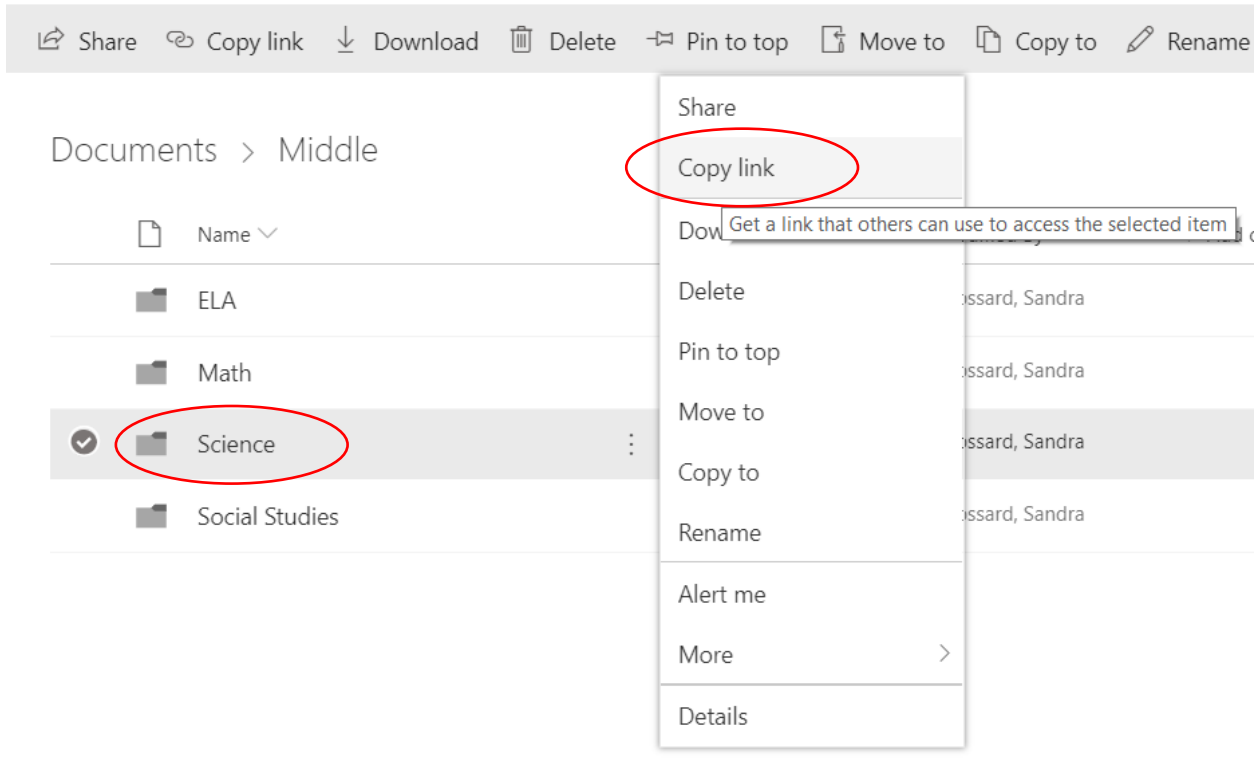


Select the folder you want to use as a resource:



Accessing SharePoint

Teachers can also create a shortcut from their desktop to the curriculum folder they will be accessing by navigating to the content they will use most frequently and clicking on the  next to the subject and selecting “Copy link”. This will give them a direct link to the folder – they can create a shortcut on their desktop with that link.



Creating a Shortcut to a Web Link on your Desktop:

Right click on your mouse to get the menu shown to the right in the image below:

Select **New** → **Shortcut** and past the copied link in from the previous step.

