

Share Fair SharePoint for Teachers

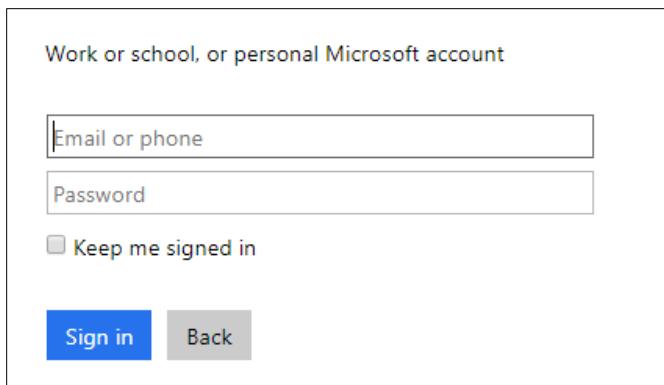
Step 1: Go to our Share Fair SharePoint Site. (Internet Explorer works best.)

<https://roco.sharepoint.com/sites/elemshare>

There is also a link on the RCS Webpage under **Staff Resources**.



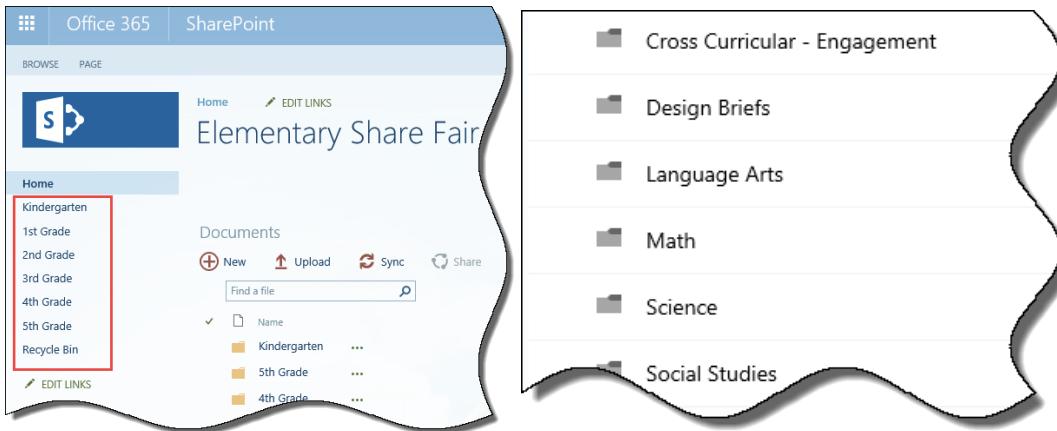
Step 2: You will be prompted to **login** to Office 365.



Step 3: Click the star to **follow** the site so you can easily find it again from your SharePoint tile in Office 365.*



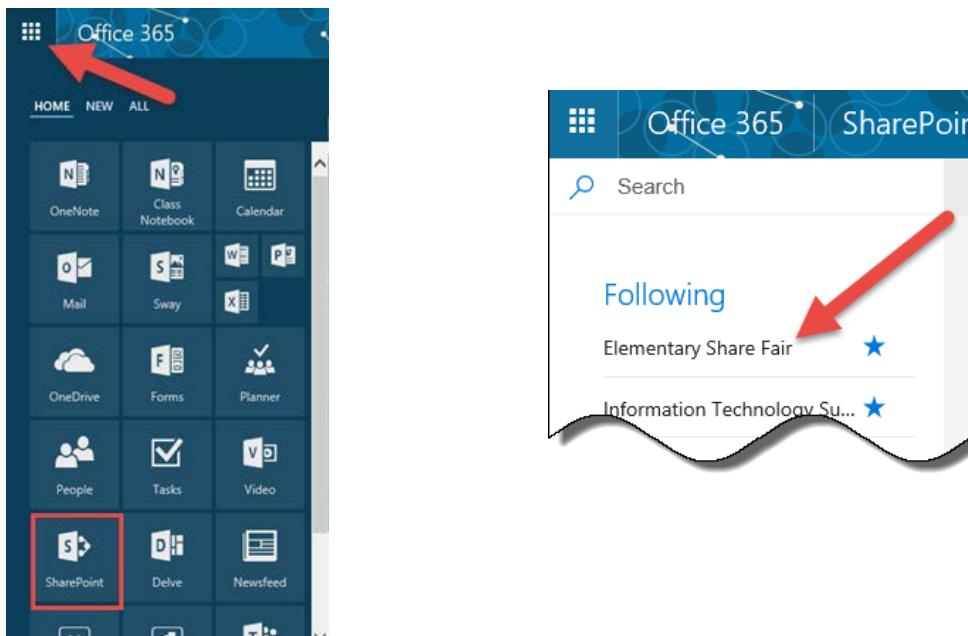
Step 4: Use the menu to find the correct grade and subject.



The screenshot shows the SharePoint site 'Elementary Share Fair'. The navigation menu on the left is highlighted with a red box, showing categories like Home, Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, and Recycle Bin. The 'Kindergarten' category is selected. The main content area shows a 'Documents' library with options to 'New', 'Upload', 'Sync', and 'Share'. A search bar is present. To the right, a list of subjects is displayed: Cross Curricular - Engagement, Design Briefs, Language Arts, Math, Science, and Social Studies.

Step 5: You will be able to download and save any of the files, but not make changes.

***Note:** Once you follow the SharePoint Site, you will be able to find by using the SharePoint tile in Office 365.



The screenshot shows the Office 365 home screen. A red arrow points to the 'SharePoint' tile in the bottom-left corner, which is highlighted with a red box. To the right, a second screenshot shows the 'Following' section of the SharePoint tile. It lists 'Elementary Share Fair' and 'Information Technology Su...', each marked with a blue star icon. A red arrow points to the 'Elementary Share Fair' entry.