Curriculum SharePoint - SharePoint Folder Sync

NSW / ACT

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Curriculum Folder Sync

This setup enable's a live sync between the folders on the NSW Curriculum Sharepoint Site and a folder on your computer. If you aren't online you can edit your Teaching and Learning documentation offline and when your computer is back online it will upload your updated documentation via the OneDrive app.

This setup means that you can edit you teaching and learning documentation from your computer rather that having to upload at the end of the term. It is important that we have the most up to date version of Teaching and Learning documentation on this site because. As part of maintaining our accreditation with NESA, we must be able to make sure that our teaching and learning documentation is all compliant at all times. To be able to justify this, the curriculum specialists require access to all of the school companies up to date teaching and learning documentation. IMPORTANT

⚠️

You only need the **CURRENT YEARS** Teaching and Learning documentation in the main Sharepoint site as the previous years will be available in the the **archive section** in the NSW Curriculum SharePoint site.

Primary

1. Navigate to the Stage of the year level, in your school's folder, that you area you teaching and then click **Sync**.
    a. NOTE: Don't have any folders selected in that folder otherwise you won't be able to sync.
    b. If you can't see the Sync button look the 3 dots for more options as your screen might be big enough to see all folder options.
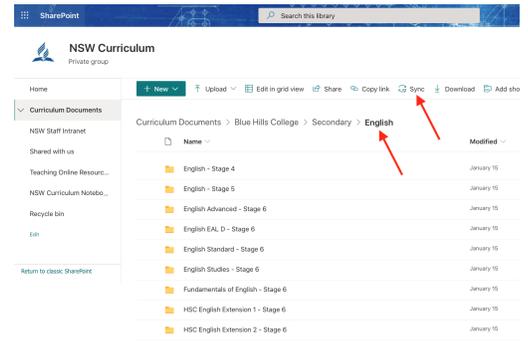
Secondary

1. Navigate to a **KLA area** of a subject, in your school's folder, that you area you teaching and then click **Sync**.
    a. NOTE: Don't have any folders selected in that folder otherwise you won't be able to sync.
    b. If you can't see the Sync button look the 3 dots for more options as your screen might be big enough to see all folder options.

c.
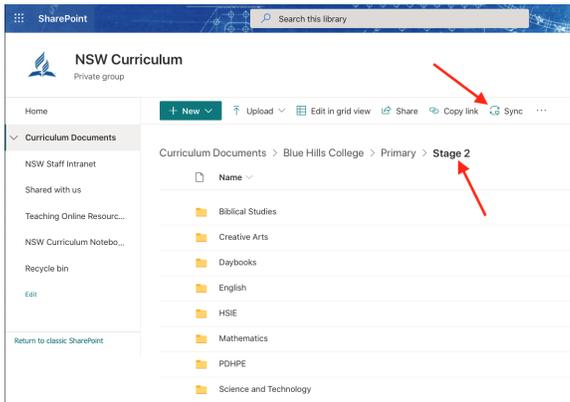
2. Once you click sync all the website to open the OneDrive app. This will create a link between that folder on the NSW Curriculum SharePoint and a space on your computer. It will take a good 5-10mins for the first sync to happen, so be patient.
3. If you don't want to see all the folders in that stage you can follows the steps for **choosing folders** in the OneDrive setup page and just unselect the year levels you aren't teaching

If you are teaching all of a KLA for the school. I would sync at the primary level and then go through the **choosing folders** steps and remove all the other KLA from each stage. It takes a bit longer but makes it much easier to navigate in the long run.

c.

2. Once you click sync all the website to open the OneDrive app. This will create a link between that folder on the NSW Curriculum SharePoint and a space on your computer. It will take a good 5-10mins for the first sync to happen, so be patient.
3. If you don't want to see all the folders for English you can follows the steps for **choosing folders** in the OneDrive setup page and just unselect the year levels you aren't teaching
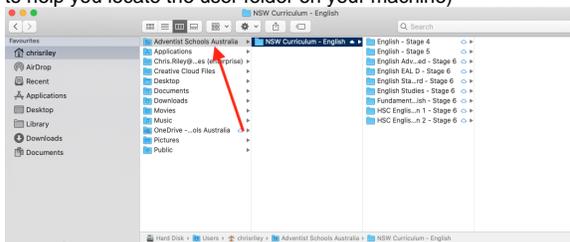
Teaching more than one KLA?

⚠️ Just repeat Steps 1-3 for the other KLA's you are teaching
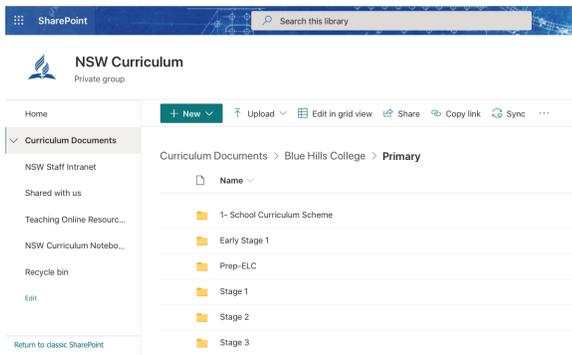
Folder Locations on your Computer

MAC

1. You will find a **folder** under you user tab called **OneDrive - Adventist Schools Australia.** (Your local IT help will be able to help you locate the user folder on your machine)


a. You are able to drag that folder into the sidebar to create shortcut the folder whenever you need it.
2. This will become the place where you update and work on your teaching and learning documentation and it has a live link to

Windows

the online folders, while you are connected to the internet, so they are always backed up.

1. You will find an **Adventist Schools Australia icon** on your sidebar in the file explorer
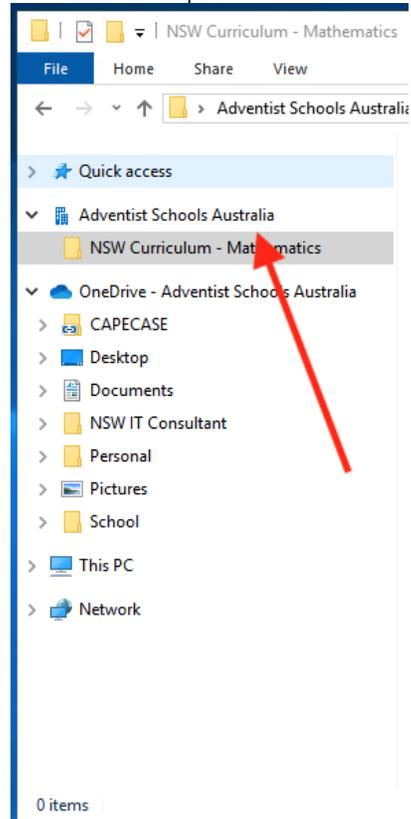
2. This will become the place where you update and work on your teaching and learning documentation and it has a live link to the online folders, while you are connected to the internet, so they are always backed up.