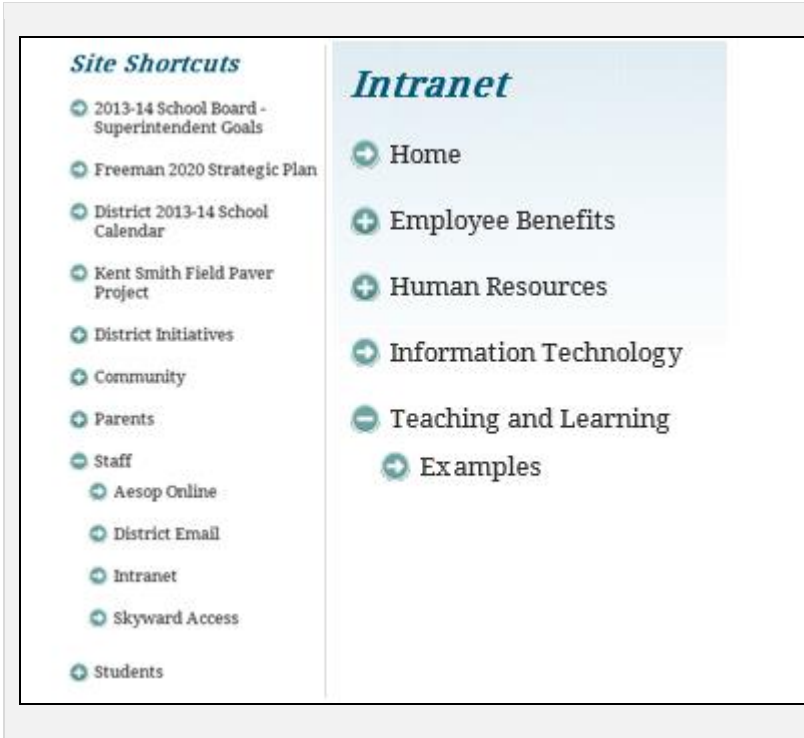


Introduction

Schoolwires Synergy is an online web-based file sharing resource that's secure and easy to use. You can organize, upload, and share your example files for convenient access anywhere, anytime. You can access Synergy by one of two ways through our FSD Intranet or by browsing to: <http://examples.freemansd.org>.



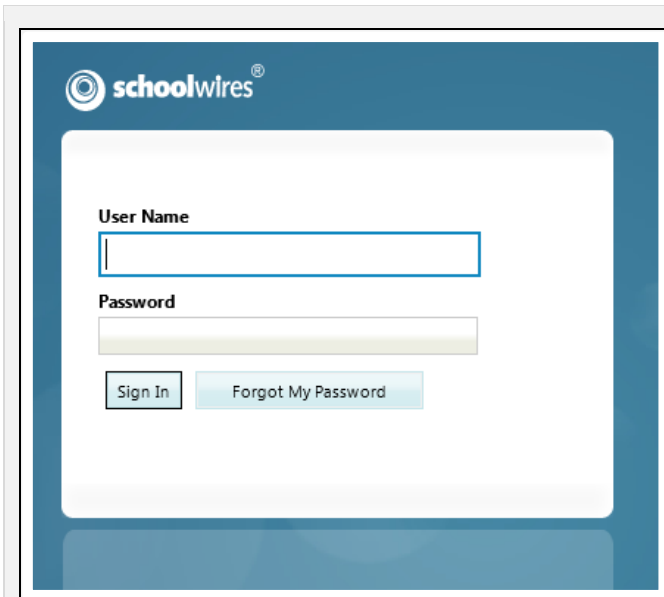
STEP 1

Open your browser and browse to www.freemansd.org

On the left hand column under site shortcuts click **Staff** and then **Intranet**.

Enter your network **username** and **password** and click **Sign In**

After Successful Sign In, click the **Teaching and Learning** link on the left hand column and then choose **Examples**.



STEP 2

You will now be redirected to the Synergy Online File Sharing Portal. You may skip **Step 1** by browsing to <http://examples.freemansd.org> instead.

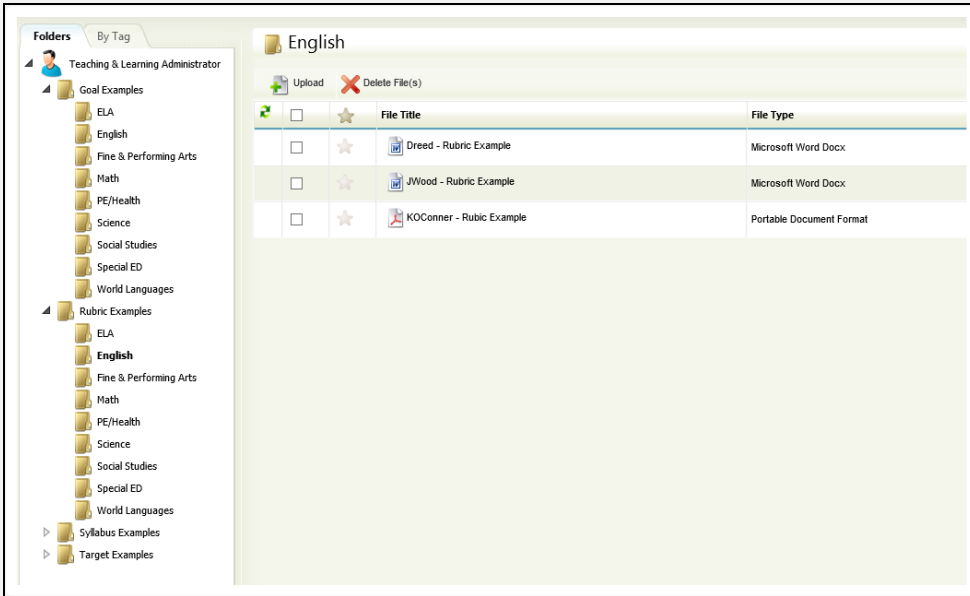
Login using your same network **username** and **password** and then click Sign In.

STEP 3

You are now signed in. Select the **Administrator, Teaching & Learning** link from the left hand column.

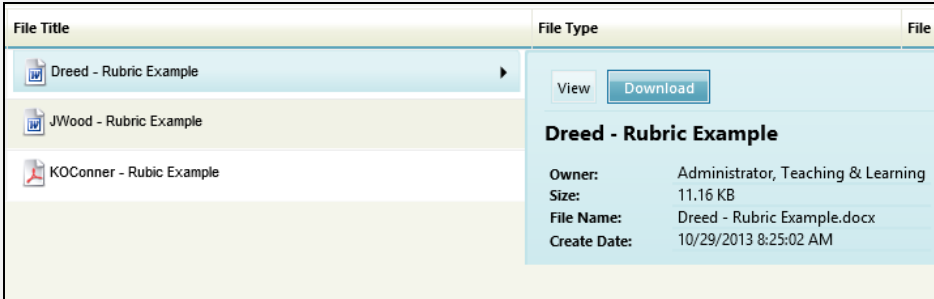
You will now see different categories in the left hand column. If you click the triangle next to the category it will expand to **reveal different content areas**.

The different content areas are where examples will be **stored and uploaded**.



STEP 4

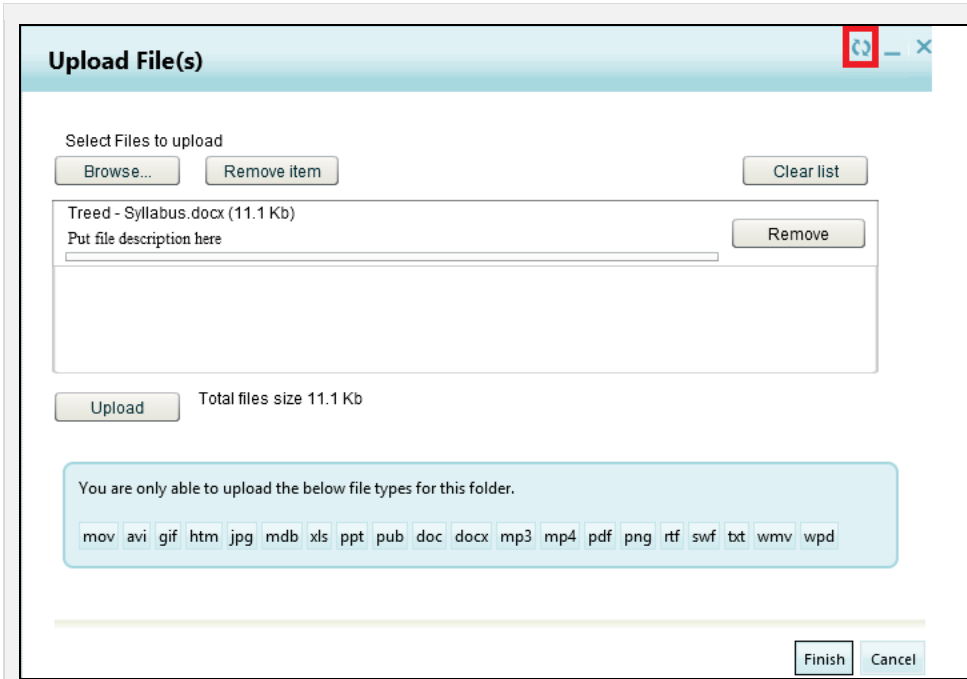
To view a shared document click the **File Title** and then the **Download Button**. **DO NOT** Select the view Button.



STEP 5

To Upload a document for others to view, Select the **Upload button** under the correlating content area.





STEP 6

A new window will open. Select the **browse button** and then browse to the document you would like to Upload.

The document you select will be shown in the middle portion of the window. Select the **Upload button** to begin uploading. **Select Finish** when upload says complete.

If the Upload button does not appear click the button highlighted in red which will refresh and display the upload button

TIPS

- Schoolwires synergy is predominately used on a PC platform. You cannot upload files from an iPad, but you may view them. You may upload office documents, movies, images, and audio files. Depending on the type of file uploaded by a peer you may need an app to open it.
- If you would like to share a document from your iPad you will need to email it to yourself and then upload it from your PC.
- Make sure you rename your documents to a name that is relevant to others. The File Title appears when the document is uploaded to a content area.