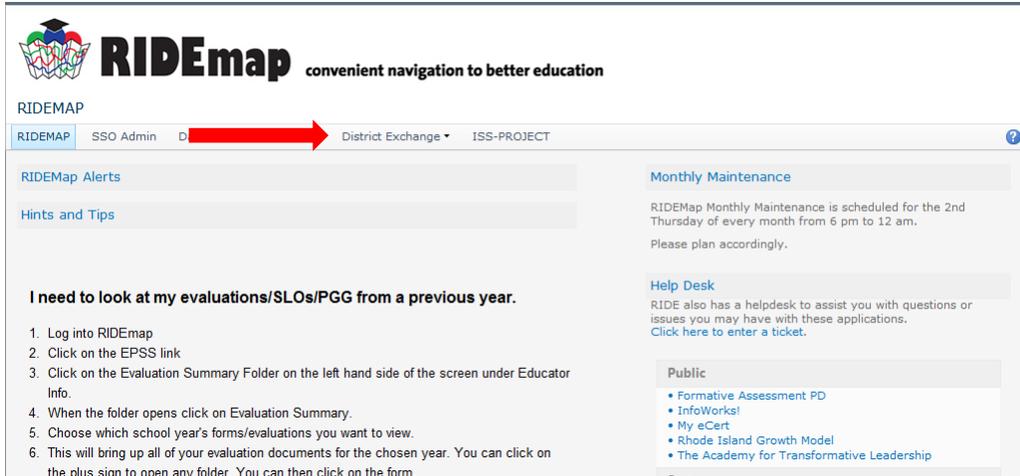
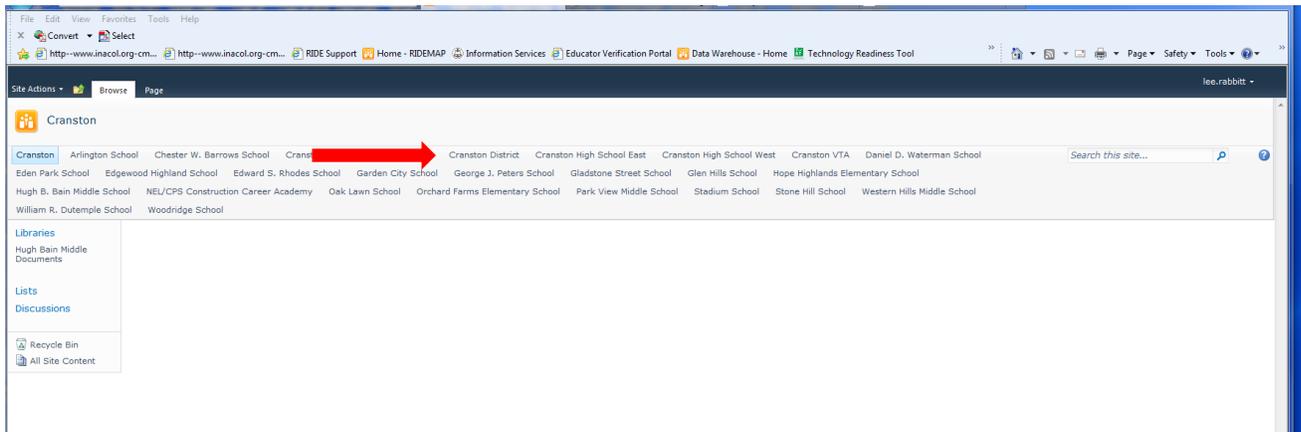


District Exchange Instructions

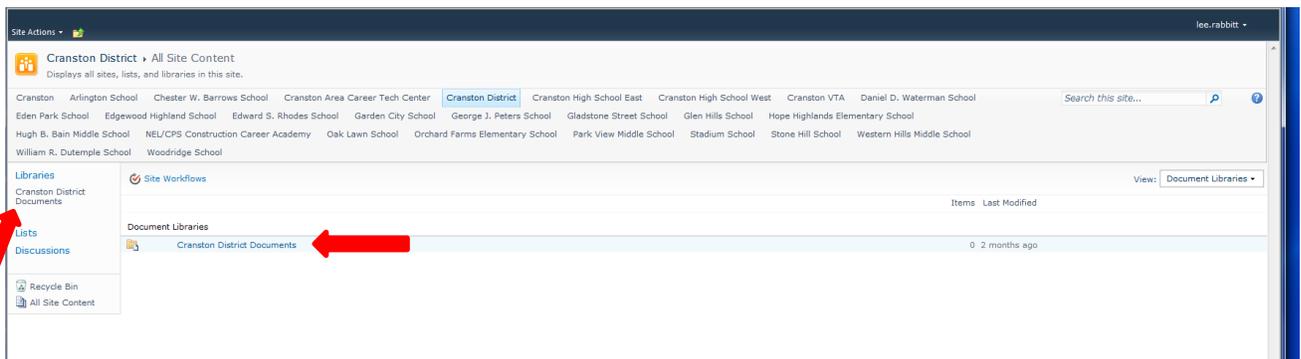
District Exchange is available after you login to RIDEMap.



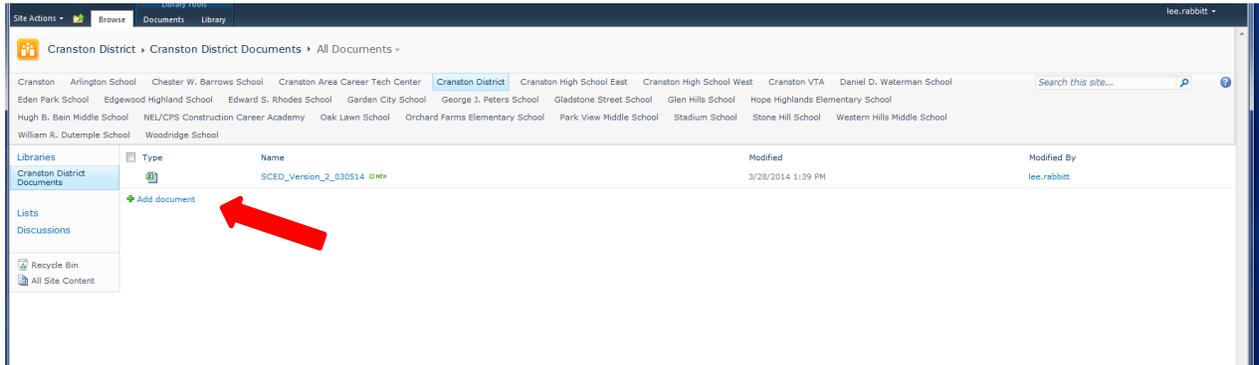
When you click on District Exchange, you will see the schools and district folders your SSO role allows you to access. If you have district access, you will see a district link. (Accountability Files are in the District folder only)



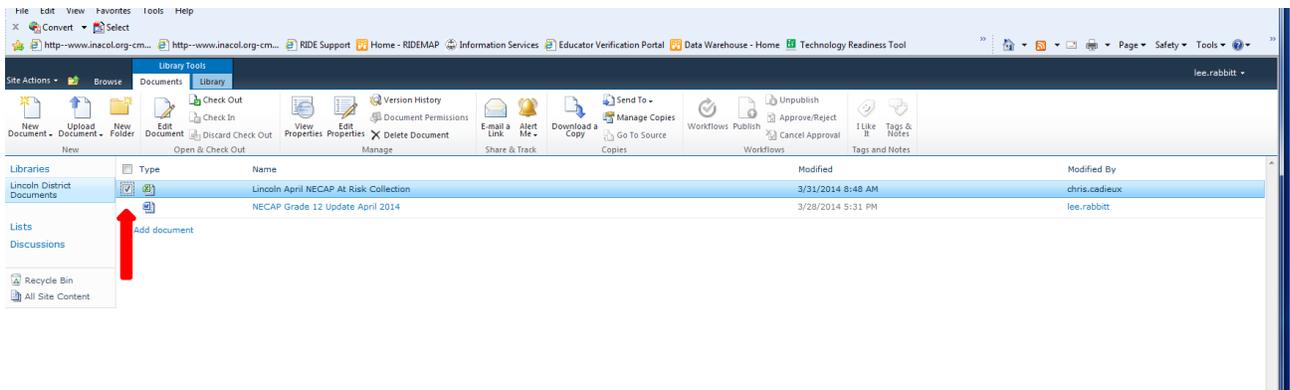
When you click on Libraries on the left, you will see the Document Libraries for the district.



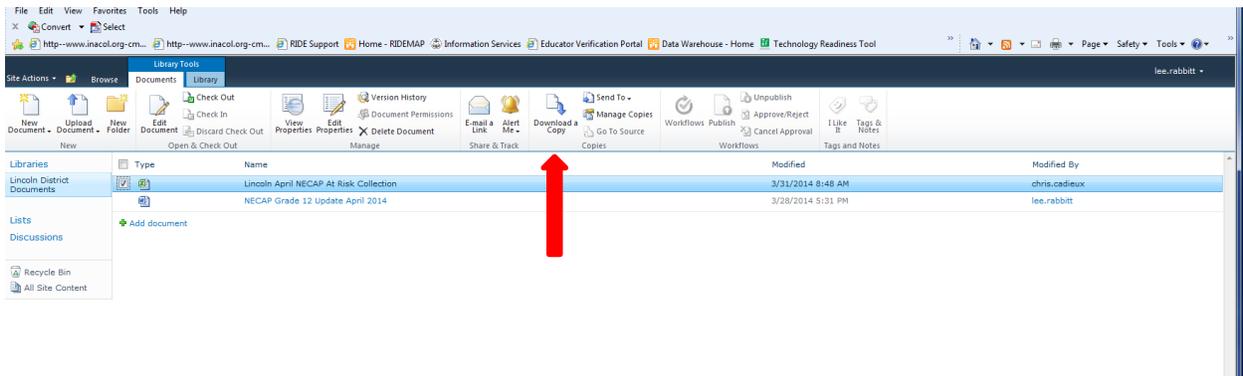
When you click on the document link, you will see documents in your library and be able to add documents to send to RIDE.



In order to open a document in District Exchange, check the box next to the document. The box will appear when you hover over the document.



Then click Download a Copy.



You will be able to open the document from the bottom of your screen.

