



Using SD K12 SharePoint[®]

by

Liz Bennett

What is SharePoint?

- **Microsoft SharePoint Components**
 - Web Browser
 - Collaboration functions
 - Process management modules
 - Search modules
 - Document-management platform
 - Web sites that access shared workspaces, information stores and documents
 - Wikis and discussion boards
 - Exchange and AD integration

Getting your own SharePoint Site

- **Size limits:**
 - School – 500MB
 - Teacher – 200MB
 - Student – 50MB
- **Teacher/Individual Web Sites will be a sub site of the new SharePoint Site**

Why Use Sharepoint?

- Common look for all sites
- Inexpensive/user-friendly tool for teacher sites
- Collaboration across district for job-alike groups and district committees
- FREE works on browsers so no program to install.

Why Use Sharepoint?

- **Student Quotes ...**

- *“Having access to my class materials and digital drop box at home is very convenient, no more disks.”*
- *“The discussion groups are interesting and “listening” to my [foreign] language class has been very helpful.”*

- **Parent Quotes ...**

- *“Finally, a way to see my child’s class information online.”*
- *“Very helpful having the classroom syllabus, expectations and assignments online.”*

What Web Browser Should I Use?

- For best compatibility use Internet Explorer 7.0 or a newer version
- Other browsers are supported but may limit functionality
- Firefox, not safari on a MAC
- <https://members.k12.sd.us/in/Support/Faqs.aspx?id=891>

Logging In

- Open a web browser.
- Navigate or type in the URL to your SharePoint site in the address bar of the browser.
Example: `http://UserID.k12.sd.us`
- Enter in your User name and password.
- Note: include "k12sd1\" before the User ID.
- i.e. `k12sd1\lb034`
- With 2010 can now use complete email address.
- `liz.bennett@k12.sd.us`

User Permissions

- K12 System User Account is required
 - Add by full email address or browse address book
 - Email groups can be used
-
- **Site Actions -> Site Settings.**
 - Under the **Users and Permissions**
 - People and Groups
 - Advanced Permissions

Anonymous Access

- Allow Read-Only access to site content
 - **Site Actions -> Site Settings.**
 - Under the **Users and Permissions** column, click **Advanced permissions.**
 - Click **Settings** from the drop down arrow and select **Anonymous Access.**

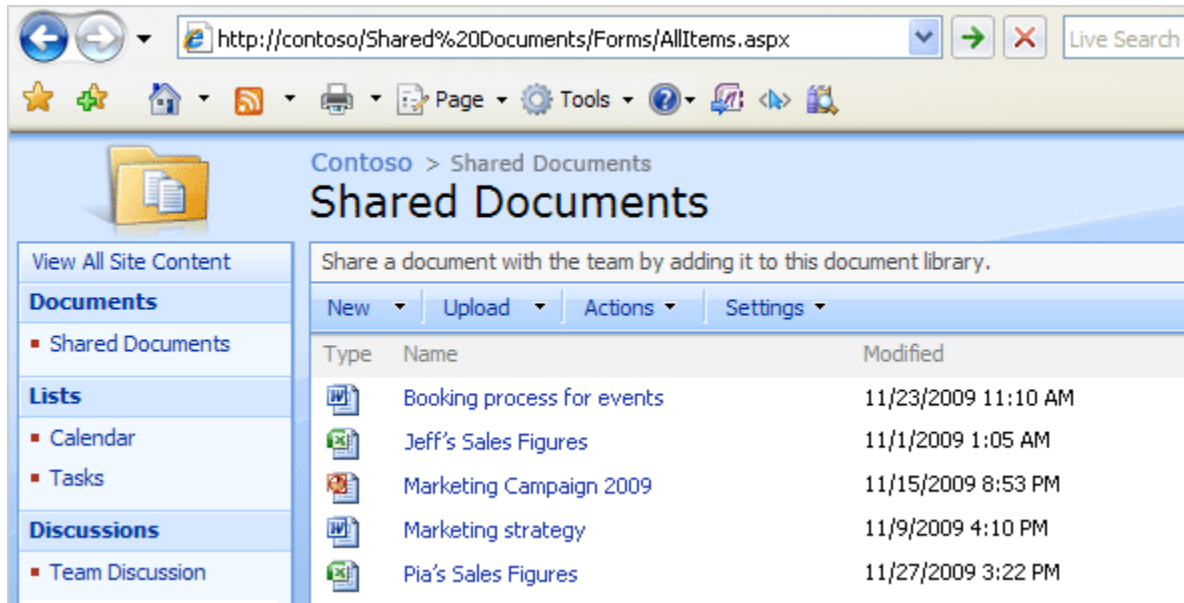
Posting Content

- **Controlling Look and Feel**
- **Controlling Navigation**
- **Understanding Web Parts**
- **Understanding Sites and Workspaces**
- **Placing Content onto your SharePoint Site**



Document Libraries

What is a document library?

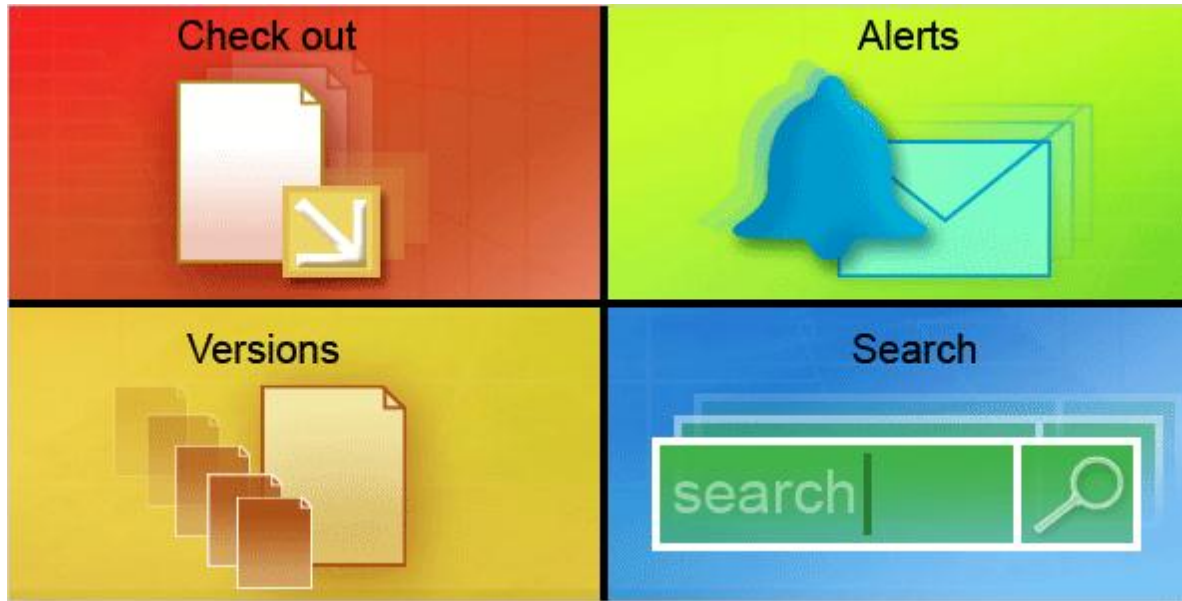


A SharePoint **document library** is a place on a site where you can create, collect, and update files with others.

Those changes will be stored in the library — not on their own computers.

And, because the library is on a Web site, other people can easily access the files using a Web browser, provided they have the permissions to do so.

Good reasons to use a library



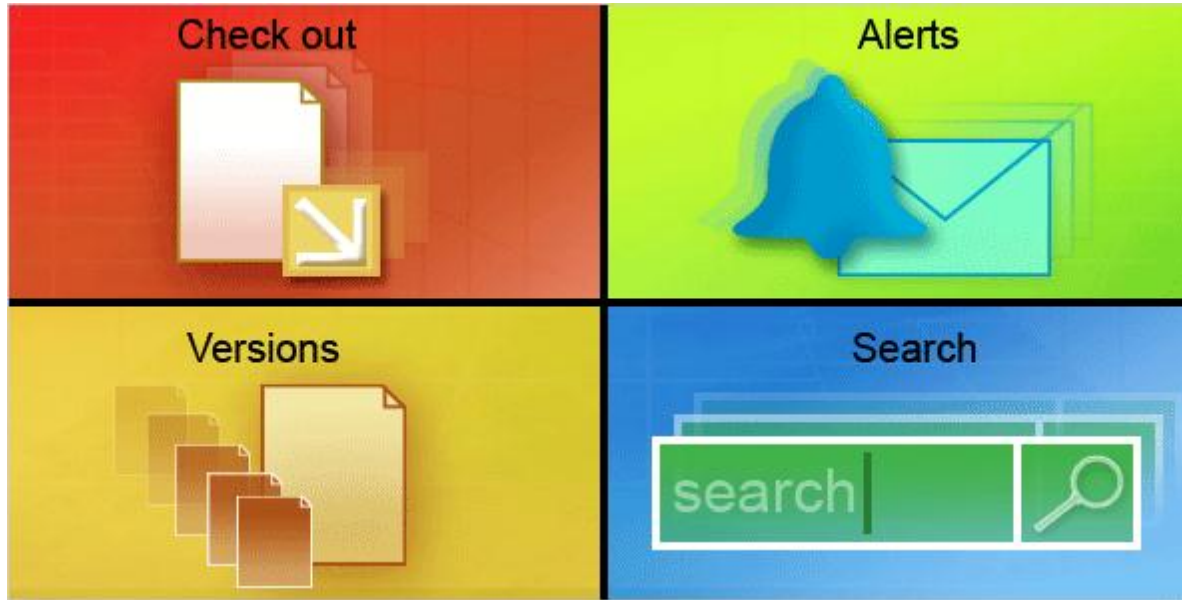
You might be thinking, “Why not just e-mail a file to my colleagues or use a network folder to share files?”

Because SharePoint document libraries provide more control.

There are many ways they do this:

- Checkout: You can check out a file to reserve it for your use so that others cannot change it while you are working on it.
- Versions: A library can also be set up to store previous versions for archiving purposes.

Good reasons to use a library



You might be thinking, “Why not just e-mail a file to my colleagues or use a network folder to share files?”

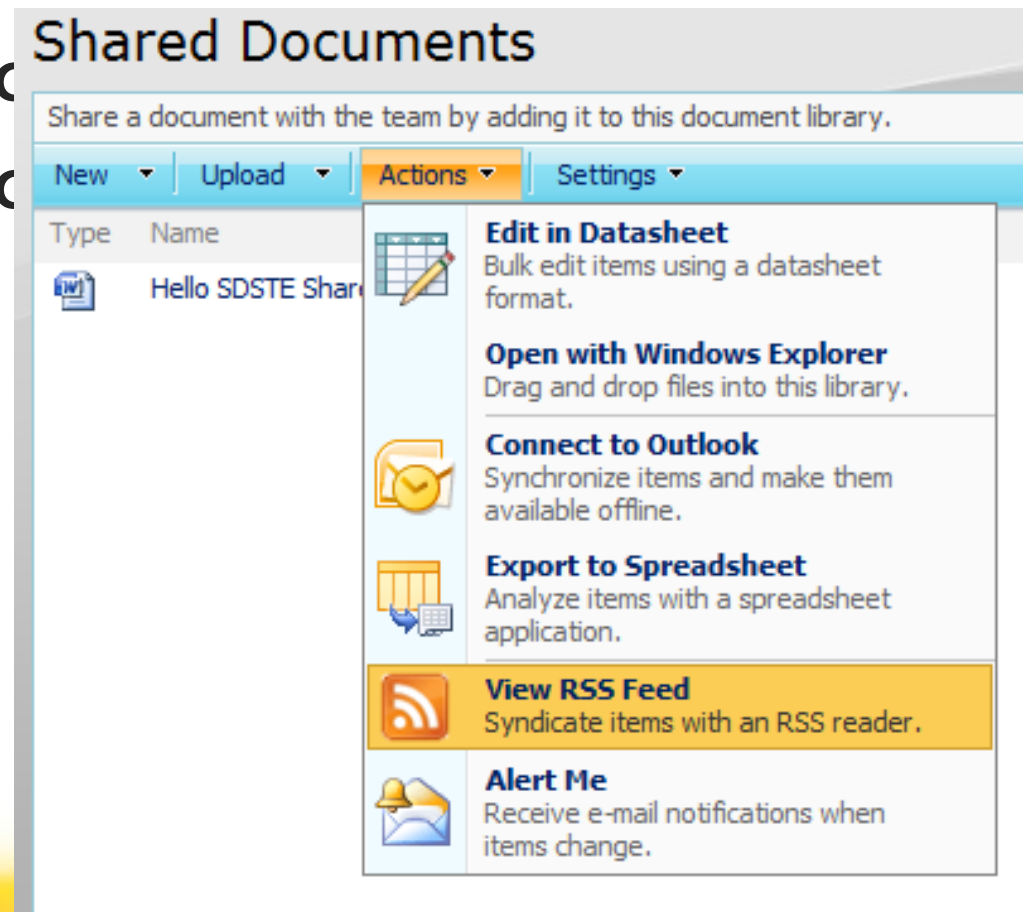
Because SharePoint document libraries provide more control.

There are many ways they do this:

- **Alerts:** You can set up e-mail alerts so that you are notified if a file is changed by someone else.
- **Search:** Libraries can also be set up so that they are searchable.

Examples

- Creating a Document Library and uploading files
- Document Library Actions
- Deleting files and rec



- **Enable Versioning in your Shared Documents library for Major Versions**
- **Enable the “Alert Me” feature to inform you when a change occurs immediately**
- **Create two sub folders under Share Documents**
 - Training Document
 - Shared Files
- **Using Windows Explorer, add a Word Document to each folder**
- **Delete one file, then restore the file from the SharePoint Recycle Bin**



Wiki, Discussion Boards,
Calendars, Picture Libraries, and
Surveys

SharePoint WIKI

- what-you-see-is-what-you-get (WYSIWYG) editing
- link to another page in this wiki library by enclosing the name of the page in double brackets on the edit form – Example **return to [[home]] page**
- Use the | character (pipe) to show display text that differs from the page name – Example **return to the [[home|Base Wiki Page]]**
- Contribute Permissions required to edit pages

Why a Wiki Library?

- You may have wondered, why wiki pages? A wiki is a site that's intended to be modified by many people. Think about the very popular wiki site Wikipedia. Everyone can contribute to Wikipedia. That also sounds like a sharepoint site.
- Wiki content consists of a very large text page where you place your content. You can place almost any kind of content—tables, freeform text, images, even web parts

Wiki Page or Web Part Page?

- **Wiki Content Page:** Use when you have a predominance of rich content; for example text, tables, links and images.
- **Web Part Page:** Use when you need mostly Web Parts with little text content. Web Part pages are simple to create without the editor needing skills.

Blogs or Wiki?

- Blogs are intended to be mainly one-way communication: an individual or group with an opinion or expertise creates posts that others read and subscribe to. You can comment on the posts, but blog posts themselves aren't collaborative.
- Wikis on the other hand are specifically collaborative efforts: information is added to, and maintained by a network of users. A Wiki is a very flexible way to share, refine and collect information.

Discussion Library

- Discussion group library
- Contribute Permissions required to create content

Discussion Boards

- **Create a new Discussion Board**
 - Name the library **Classroom Discussion**
 - Give a partner **Contribute Permissions**
- **Create a new discussion topic**
 - "SharePoint Uses"
 - How can you use SharePoint in your school?
- **Access your partner Classroom Discussion and reply to their discussion topic**

Classroom Calendar

- **Create a new Calendar**
 - Name the library **Classroom Calendar**
 - Add an event for today with out a meeting space titled "**SharePoint Training**"
 - Add an event for Friday December 11 with a meeting workspace named Winter Project
 - Use the same permissions as the parent site
 - Use the "Basic Meeting Workspace"
 - In the Workspace add one objective and one agenda item

Picture Libraries

- Storage location for image files
- Can manage editing revisions
- Slide Show
- Contribute permissions required to upload images

Picture Exercise

- **Create a new Picture Library named “Classroom Pictures”**
 - Upload 3 images
 - Add information to each image
 - Title, Date, Keywords
 - View the images in a Slide Show

Surveys

- Numerous Question Types
- Contribute permissions respond
- Provides web based results and spreadsheet results

Surveys

- **Create a new Survey named "Survey 1"**
 - Create 5 survey questions to survey your partner's opinion on SharePoint usage
 - Give your partner Contribute permissions to your Survey
 - Access your partner's survey and respond to their 5 survey questions
 - View the survey results using the "Graphical Summary of Responses"
 - View the survey results using Microsoft Excel



SharePoint Designer

SharePoint Designer

- Windows Application to provide advanced page editing
- Free Download from Microsoft.com
- Sharepoint 2010 is 32 bit

Using Designer

- **Open your site using SharePoint Designer**
- **Edit the default.aspx file**
 - Add “Welcome to My SharePoint Site” as a header in the content area of the page
 - Edit the new text: Bold, Red, 18 pt size
- **Save the default.aspx file and review the change on your site using Internet Explorer**

Home - marotta - Windows Internet Explorer

http://web.nrsd.net/schools/nrh/marotta/default.aspx

File Edit View Favorites Tools Help

Google C Go [Icons] Bookmarks [Icons] ABC Check [Icons] Settings

Home - marotta

marotta

Home SPBootCamp Computer Labs IT Tablet and UMPC Projects MovieMaker other Office SP

Podcast Class RSS Topics, CPS and more Blog Mod

Welcome to My Website

Welcome to my SharePoint Site.

On November 4th I will be holding two professional development sessions on two of my favorite technology tools SharePoint and Tablet PC's. We are now entering our fourth year with using this new technology and we are continuing to install projects to support teachers to integrate 21st century teaching tools into the classroom!

To learn more about SharePoint you can visit the Microsoft <http://www.microsoft.com/Education/SchoolPortals.msp#x> Tablet Pc's

[Edit text](#)

Content Editor Web Part - YouTube Video

Did you know that over 1.5 billion people, all over the world, are walking around with powerful computers in their pockets and purses?

FeedReader - RSS

K12 Online Conference 2008

- Day 8 Presentations: 29 October 2008
- Leading the Change Ramapo Islands: A New Dimension in Learning
- Kicking it up a Notch Back-channels in the Classroom
- Kicking it up a Notch Connecting Classrooms Across Continents: Planning and Implementing Globally Collaborative Projects
- Leading the Change Pushing the Limits: Web 2.0 and 21st Century Learning
- Day 7 Presentations: 28 October 2008
- Leading the Change Overcoming Entropy
- Kicking it up a Notch Oh the Possibilities
- Kicking it up a Notch Changing Disabilities
- Leading the Change Current leadership models are inadequate for disruptive innovations
- Day 6 Presentations: 27 October 2008
- Leading the Change Beyond the

Technology - Mrs. Marotta

Thumbnail

[Add picture](#)

Links

- Technology PD wiki
- PD Blog
- Neighborhood Book club blog
- Department of Education - Fra
- Biography Resource Center T
- 21st Century Learning
- MassCUE Conference - Nov 19
- Christa McAuliffe Technology
- New England Faculty Develop

HS Teacher

Home Acc. Geometry (B,C) Algebra and Beyond (D,G) AP Statistics (E) Misc

Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

- Add new announcement

Current Assignments/Agenda

Week #12: 11/21 - 11/23

Monday: mini quiz 4.1, 4.2, 4.3
 Tuesday: start section 4.4

- Edit text

FeedReader - RSS

Geometry Homework Help

- Welcome to the Geometry Homework Help Math Message Board
- Math!
- Prove angle bisectors of a triangle for concurrency
- shape name

last update on: 1/15/2006 6:21:45 PM

Digital Drop Box

Title

test word docu **NEW**

test pdf tablet file for dropbox marotta **NEW**

- Add new item

Documents

Type	Name	Modified By
	Answer Key - Extra Credit 2_1, 2_2, 2_3	nrsd\pclark
	HOMEWORK GUIDELINES	nrsd\pclark
	Acc Geometry I Syllabus 2005	nrsd\pclark
	1.2 Presentation	nrsd\pclark
	HOMEWORK KEEPER	nrsd\pclark
	Graph Paper	nrsd\pclark
	Tips for Success in Math Class	nrsd\pclark
	Geometry Jeopardy	nrsd\pclark
	Intro to functions	nrsd\pclark

- Add new document

Math Art

Thumbnail	Name
	FractalFantasy2h

- Add picture

Good Websites to Visit

- 01 NCTM Standards - Geometry 9-12
- 02 MCAS Test Questions
- 03 Video Lessons in Geometry
- 04 Homework Guidelines for Math
- 05 Study Skills
- 06 The Math Forum
- 07 History of Geometry
- 08 Famous Math Problems
- 09 Some Calculator Help
- 10 Origami & Geometric Construction
- 11 Patterns in Primes
- 12 Nice Math Lessons
- 13 Topology
- 14 Perfect Numbers
- 15 Fermat's Last Theorem
- 16 Geometry Calculators
- 17 Fibonacci Numbers & Golden Ratio
- 18 Pythagorean Theorem
- 19 The Sierpinski Triangle
- 20 Pascal's Triangle

(More Links...)

- Add new link

USA Internet


MS Teacher

Home - Computers: Mrs. Carroll & Mrs. Kadlec

http://web.nrsd.net/schools/res/computer/default.aspx

JoeBoxAdmin Web Email Web Cal RES SP RES staff SP My SP ITS SP PD SP pics4learning masscue

Home Documents Pictures Discussions Surveys Create Site Settings Help Up to Mary Rowlandson Elementary School

 **Computers: Mrs. Carroll & Mrs. Kadlec** [Modify Shared Page](#)
Home


Announcements

Welcomel 10/12/2005 10:04 PM
by Leslie Carroll
Welcome to the SharePoint of the Computer Lab at Rowlandson. Here you will find information about what goes on in your child's computer classes. Click on Assignments to see the details of the projects and click on the folder for your child's grade to...

Assignments

Grade	Title	Start Date	Status
5	Keyboarding Practice	11/7/2005	Not Started
K	Sorting & Sequencing with Sammie	10/24/2005	Not Started
1	Map Skills with Trudy	10/24/2005	Not Started
3; 4	Cut & Paste with Jack & Jill	10/11/2005	In Progress
2	Native American Symbol Writing	10/11/2005	In Progress
1	KidPix Community Picture	10/3/2005	In Progress
K	Numbers with Millie	10/3/2005	In Progress
5	PowerPoint on Nature's Classroom	9/26/2005	In Progress

Rowlandson Computer Lab



Links

- National Technology Standards for Students
- MA State Educational Technology Standards

Educational Web Activities


- Keyboarding Practice

General Information

5th Grade Documents

4th Grade Documents

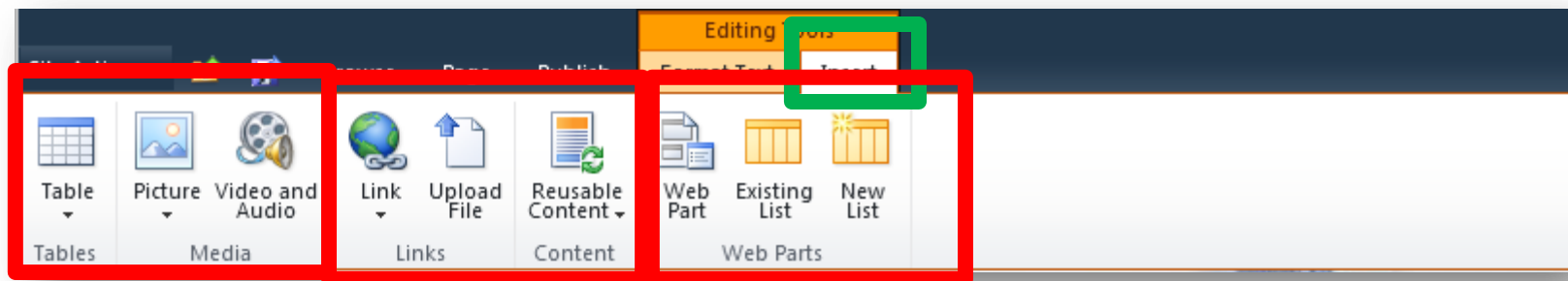
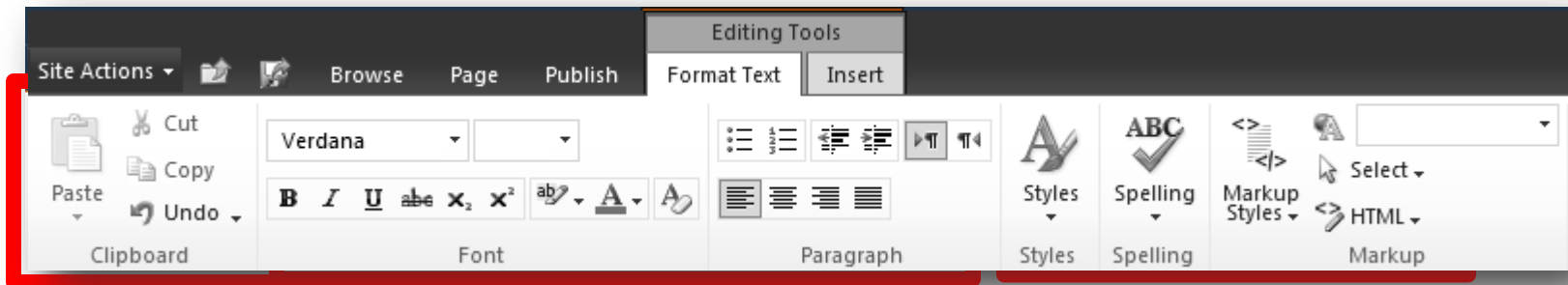
3rd Grade Documents



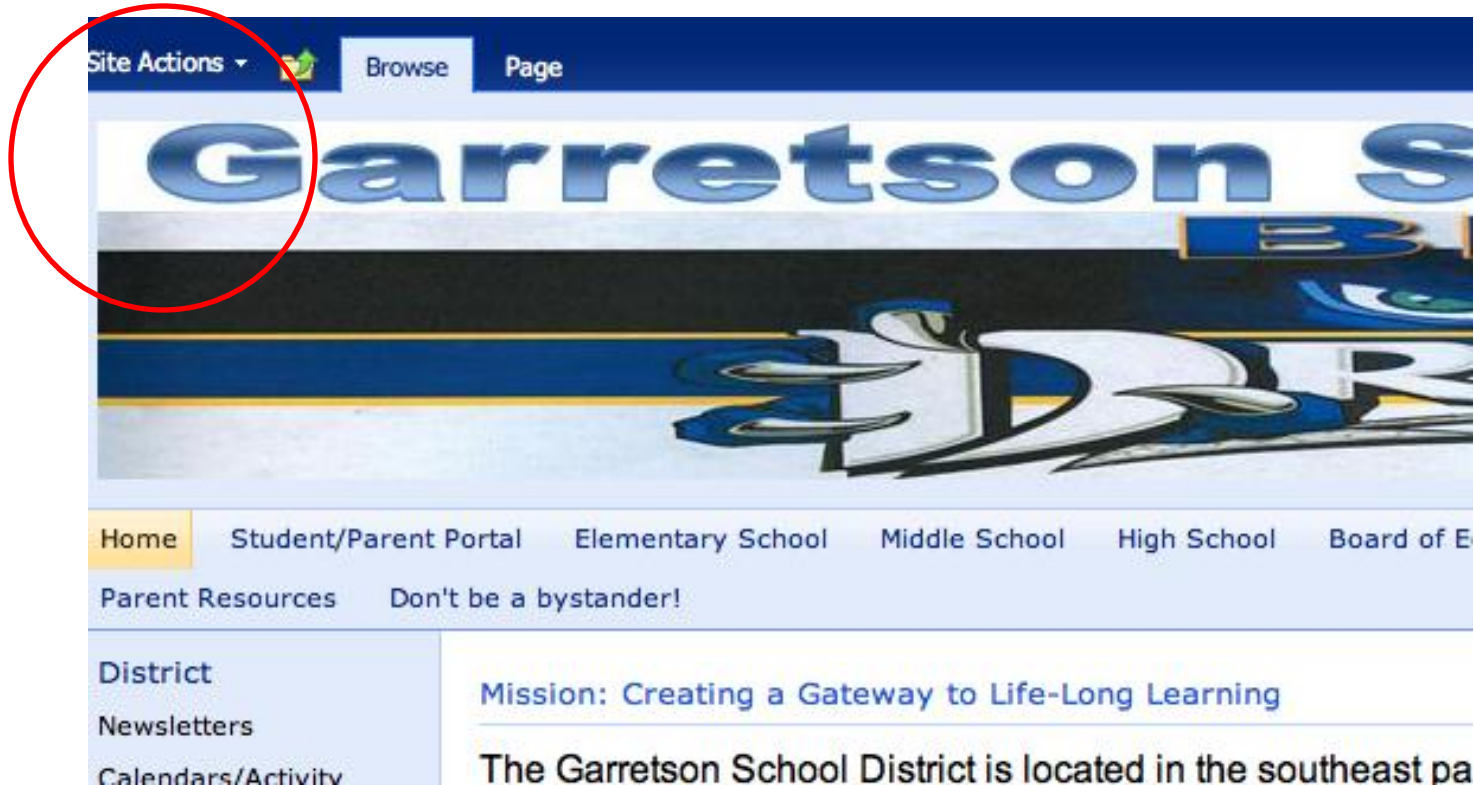
Other Sites to Look at

<http://lb034.k12.sd.us/Lists/Links%20for%20Class/AllItems.aspx>

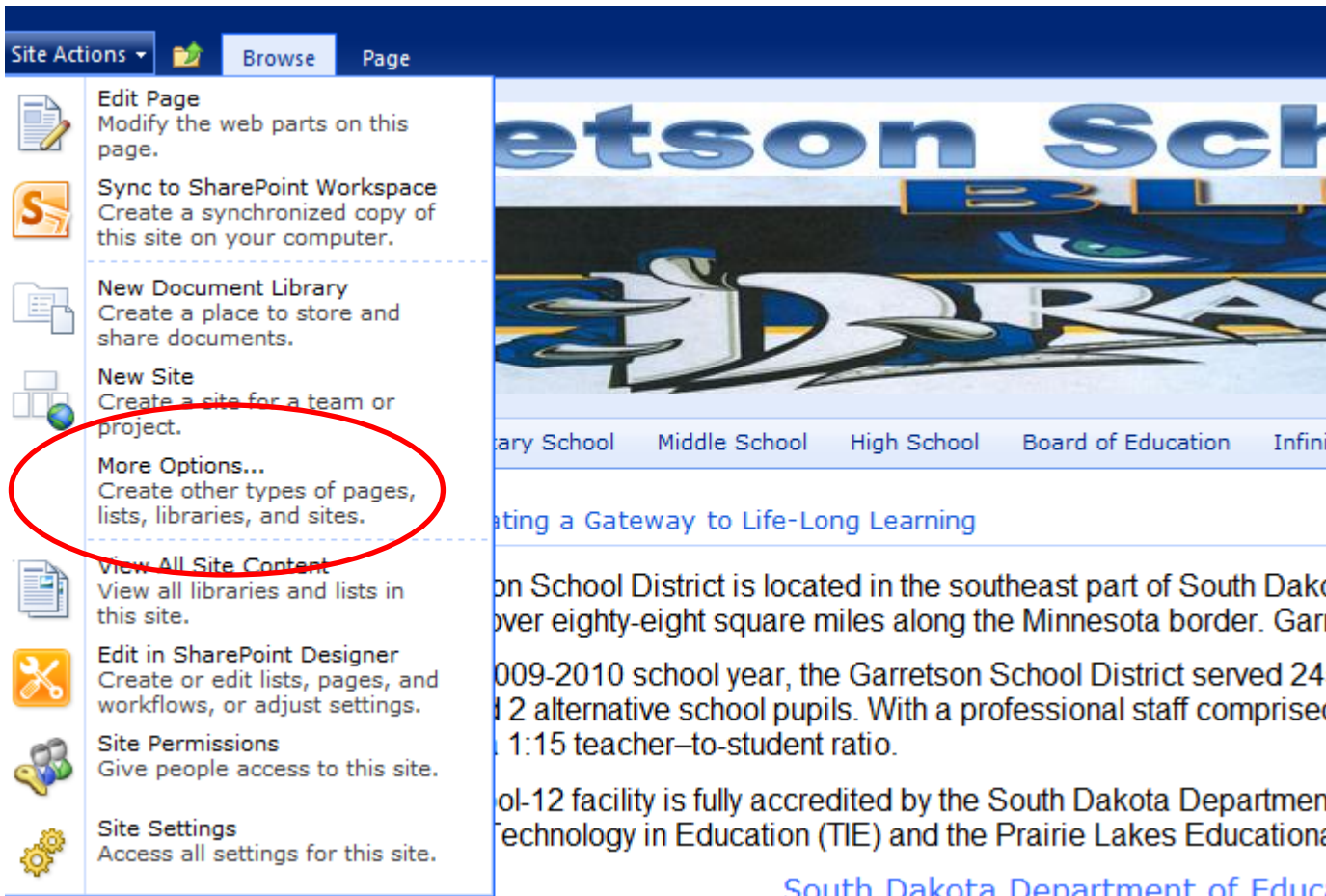
What is the ribbon?



Where's the Site Actions menu?












Where do I go to create a new page?



The screenshot shows a SharePoint site interface. At the top, there is a navigation bar with 'Site Actions' (a dropdown menu), 'Browse', and 'Page'. Below this, a 'Site Actions' menu is open, listing various options. The option 'More Options...' is circled in red. The background of the page shows a banner for 'Garretson School District' with a navigation menu below it containing 'Elementary School', 'Middle School', 'High School', 'Board of Education', and 'Infinite Campus'. Below the navigation menu, there is a heading 'Creating a Gateway to Life-Long Learning' and a paragraph of text about the Garretson School District.

Site Actions ▾ Browse Page

-  **Edit Page**
Modify the web parts on this page.
-  **Sync to SharePoint Workspace**
Create a synchronized copy of this site on your computer.
-  **New Document Library**
Create a place to store and share documents.
-  **New Site**
Create a site for a team or project.
-  **More Options...**
Create other types of pages, lists, libraries, and sites.
-  **View All Site Content**
View all libraries and lists in this site.
-  **Edit in SharePoint Designer**
Create or edit lists, pages, and workflows, or adjust settings.
-  **Site Permissions**
Give people access to this site.
-  **Site Settings**
Access all settings for this site.

Garretson School District

Elementary School Middle School High School Board of Education Infinite Campus

Creating a Gateway to Life-Long Learning

Garretson School District is located in the southeast part of South Dakota covering over eighty-eight square miles along the Minnesota border. Garretson School District is a rural district with a large geographic area. In the 2009-2010 school year, the Garretson School District served 24,000 students and 12 alternative school pupils. With a professional staff comprised of 1,500 employees, the district maintains a 1:15 teacher-to-student ratio. The Garretson School District's K-12 facility is fully accredited by the South Dakota Department of Education and the Prairie Lakes Educational Council.

South Dakota Department of Education

More Options, Page

The screenshot shows the 'Create' dialog box in Office 365. The 'Browse From:' section is set to 'Installed Items' and 'Office.com'. The 'Filter By:' section is set to 'Page', which is circled in red. The main area displays two options: 'Page' (with a document icon and a blue flower) and 'Web Part Page' (with a document icon and a dashed box). The right-hand pane shows details for the 'Page' type, including its categories and a description. At the bottom, there is a 'Name' input field and 'Create' and 'More Options' buttons.

Create

Browse From:

Installed Items >

Office.com

Filter By:

All Types

Library

List

Page >

Site

All Categories >

Blank & Custom

Collaboration

Communication

Title ▲ Type

Page

Web Part Page

Search Installed Items

Page

Type: Page

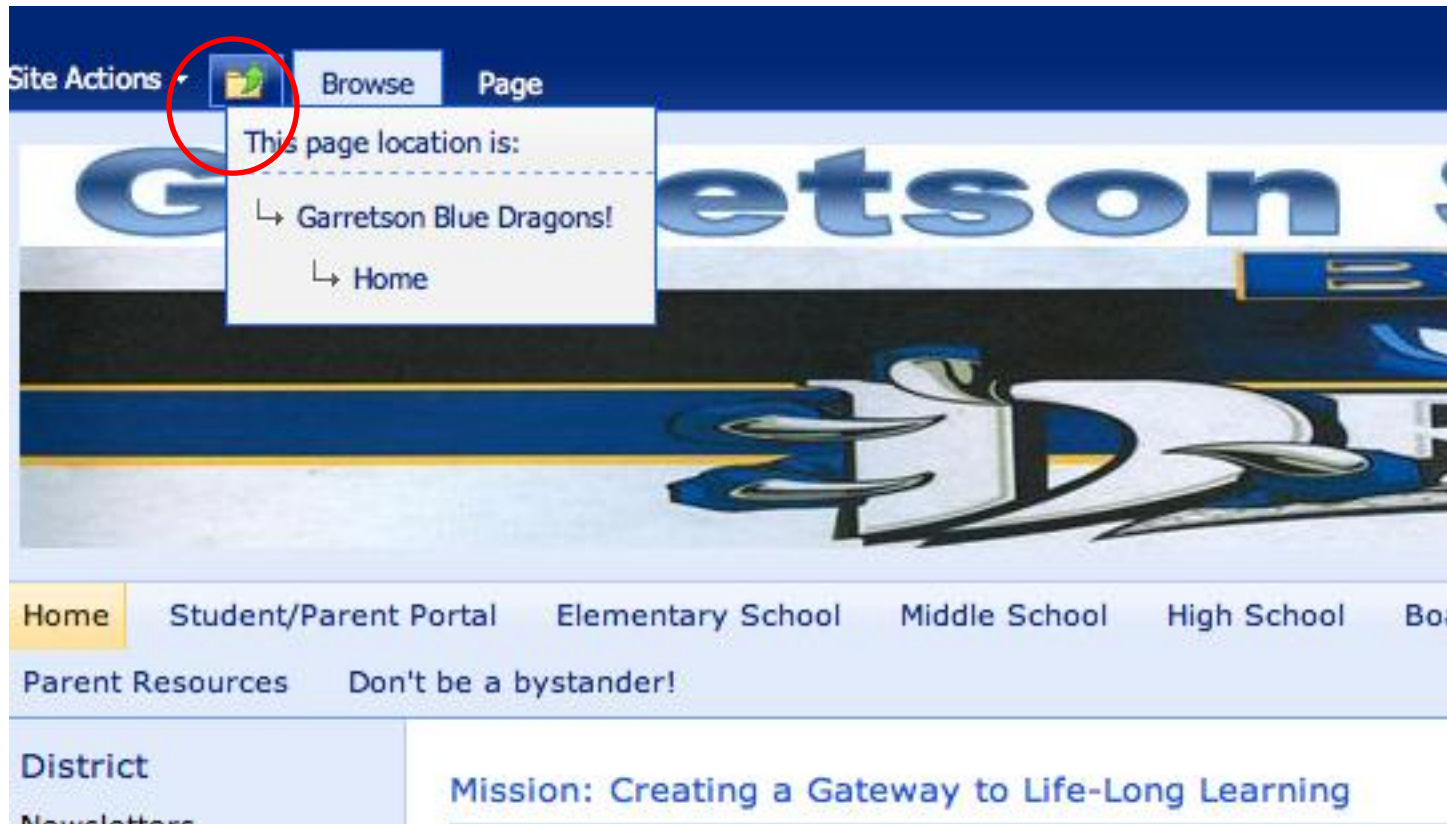
Categories: Content, Blank & Custom

A page which can be easily edited in the web browser using Web Edit. Pages can contain text, images, and wiki links, as well as lists and other web parts. Pages are useful for collaborating on small projects.

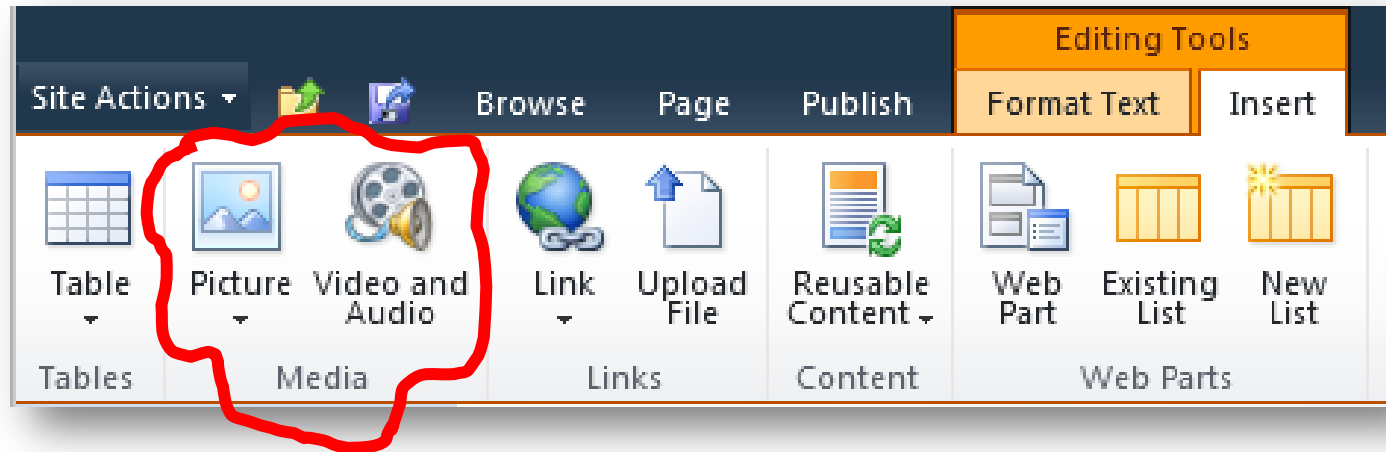
Name

Create More Options

How do I navigate backwards?



How do I insert an image, audio or video?



Can I make an image slide show?

The image shows a screenshot of a SharePoint interface. At the top, there is a dark blue navigation bar with 'Site Actions' and tabs for 'Browse', 'Page', and 'Publish'. Below this, the 'Web Parts' section is visible. On the left, under 'Categories', the 'Media and Content' folder is highlighted with a red circle. In the 'Web Parts' list, the 'Picture Library Slideshow Web Part' is also highlighted with a red circle. A large blue arrow points from this web part towards a configuration pane on the right. The configuration pane, titled 'Picture Library Slideshow Web Part', contains the following settings:

- Duration to Show Picture (seconds): 15
- Picture Library: 1st grade delete
- Library View: All Pictures
- Picture Display Mode: Random Order
- Display with: Title only below image
- Show Toolbar
- Appearance:
- Title: Picture Library Slideshow Web

Banners

Banner size: 700 x 300 pixels is what I see a lot of (Grant Deul)
Colman Egan 1333 x 150 pixels



Mr. Bennett - MS Social Studies

Welcome to Sharepoint Class!



Welcome to Sharepoint Class!



Mrs. Bennett
Technology Director

How do the calendars work?

The screenshot shows a web browser window with the address bar displaying <http://www.l.cbsd.org/sites/teachers/elementary/jjaffe/Pages/test-page-.aspx>. The browser has multiple tabs, including "Download Office 2010 training..." and "test page". The page content includes a navigation menu on the left with items like "Grants", "Live Movie Maker", "MovieMaker/PhotoStory 2.6", "Podcasting", "PowerPoint Resources", "Request a Blog", "SharePoint", "Smart Notebook", "Tech Tip of the Week", "This Date in History", "Today's Headlines", "9th Grade Assessment", "Quia", "Induction", "Lunch Meeting", "Test Blog", "Test Page 2011", and "test page". The main content area displays a calendar for August 2011, titled "Test 2011". The calendar shows the following events:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8 12:00 pm Lunc 1:30 pm Sharel	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3