Microsoft® Office

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

Office Microsoft

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."*

Office Microsoft®

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

Office

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 <u>Read-Only </u>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.**
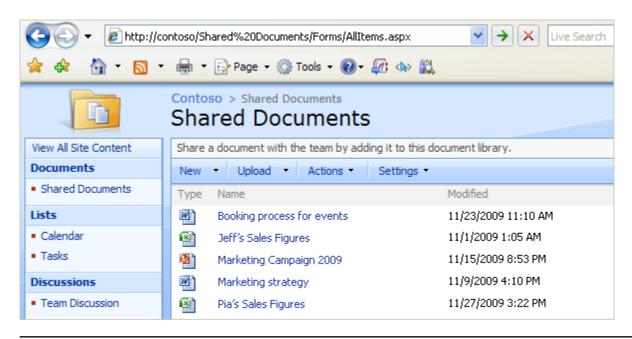
Office Microsoft

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 A** [...]
- **Deleting files and rec** [...]

Shared Documents

Share a document with the team by adding it to this document library.

New ▾ | Upload ▾ | Actions ▾ | Settings ▾

Type	Name
	Hello SDSTE Shar[...]

Edit in Datasheet
Bulk edit items using a datasheet format.

Open with Windows Explorer
Drag and drop files into this library.

Connect to Outlook
Synchronize items and make them available offline.

Export to Spreadsheet
Analyze items with a spreadsheet application.

View RSS Feed
Syndicate items with an RSS reader.

Alert Me
Receive e-mail notifications when items change.

- **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**

Office

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

Office Microsoft®

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 popoular 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 predominace of rich content; for example text, tables, links and images.**

- **Web Part Page: Use when you need mostlyu Web Parts with little text content. Web Part pages are simple to create without the editor needing skills.**

Office Microsoft

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 subscript 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 bya 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**

Microsoft® Office

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

Office

Picture Libraries

- Storage location for image files

- Can manage editing revisions

- Slide Show

- Contribute permissions required to upload images

Office

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

Office Microsoft

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

Office

SharePoint Designer

SharePoint Designer

- Windows Application to provide advanced page editing

- Free Download from Microsoft.com

- Sharepoint 2010 is 32 bit

Microsoft Office

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**

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

Google

File   Edit   View   Favorites   Tools   Help

Google   Go   Bookmarks   Popups okay   Check   Settings

Home - marotta

Page   Tools

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.

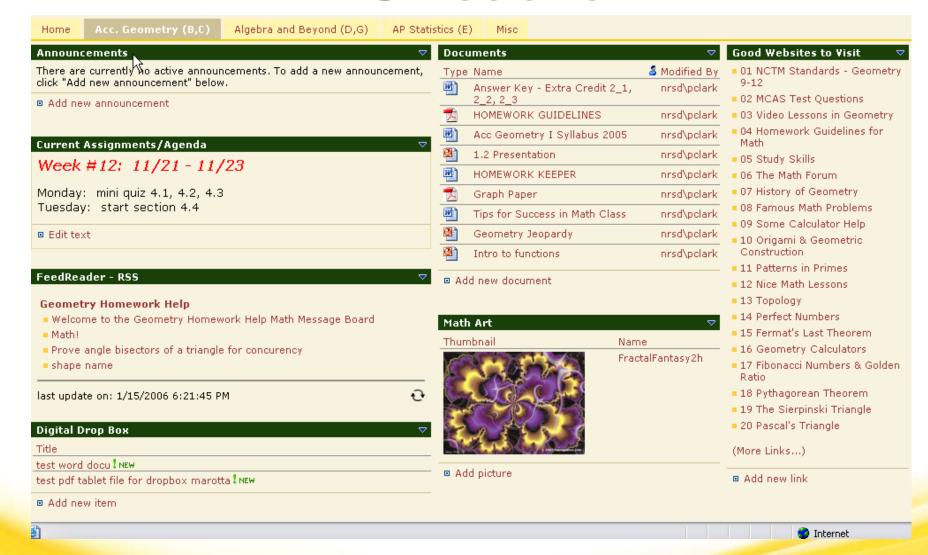On November 4th I will be holding two professional development sessions on two of my favorite technology tools SharePoinnt and Tablet PC's. We are now entering our fourth year with using this new technology and we are continuing to install projectors to support teachers to integrate 21st century teaching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

 To learn more about SharePoint you can visit the Microsoft
http://www.microsoft.com/Education/SchoolPortals.mspx
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 NotchConnecting 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 ChangeOvercoming Entropy
■ Kicking it up a Notch Oh the Possibilities
■ Kicking it up a NotchChanging Disabilities
■ Leading the ChangeCurrent leadership models are inadequate for disruptive innovations
■ Day 6 Presentations: 27 October 2008
■ Leading the ChangeBeyond 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 1
■ Christa McAuliffe Technology
■ New England Faculty Develop

Internet   100%

HS Teacher

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 concurency
- 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

🌐 Internet

MS Teacher

Other Sites to Look at

http://lb034.k12.sd.us/Lists/Links%20for%20Class/AllItems.aspx
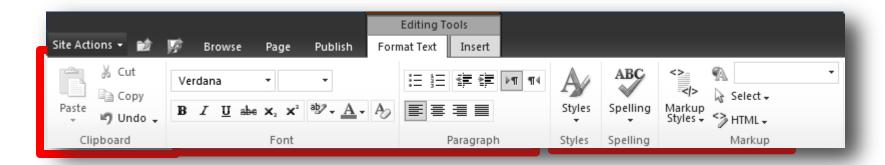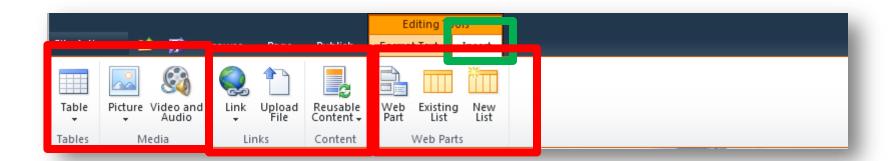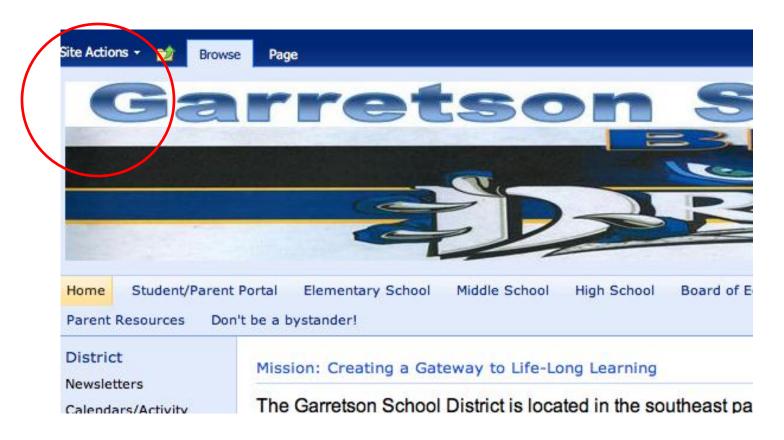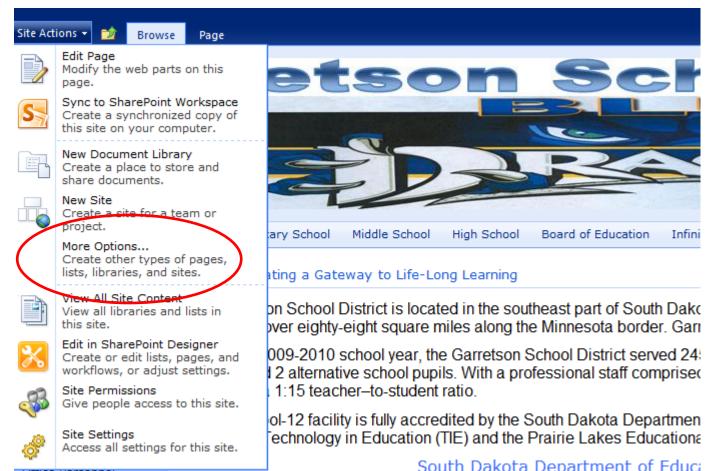
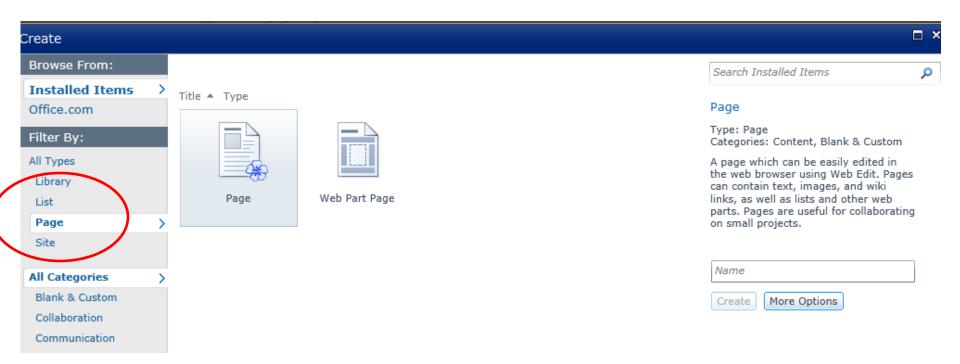# What is the ribbon?

Where's the Site Actions menu?

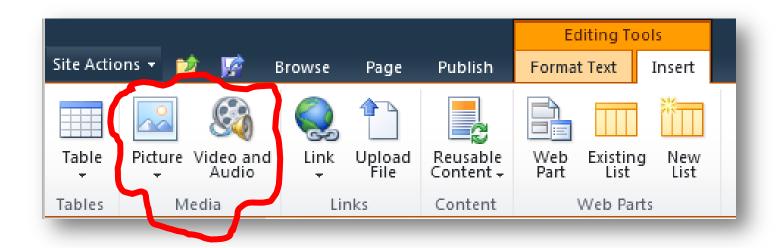# Where do I go to create a new page?

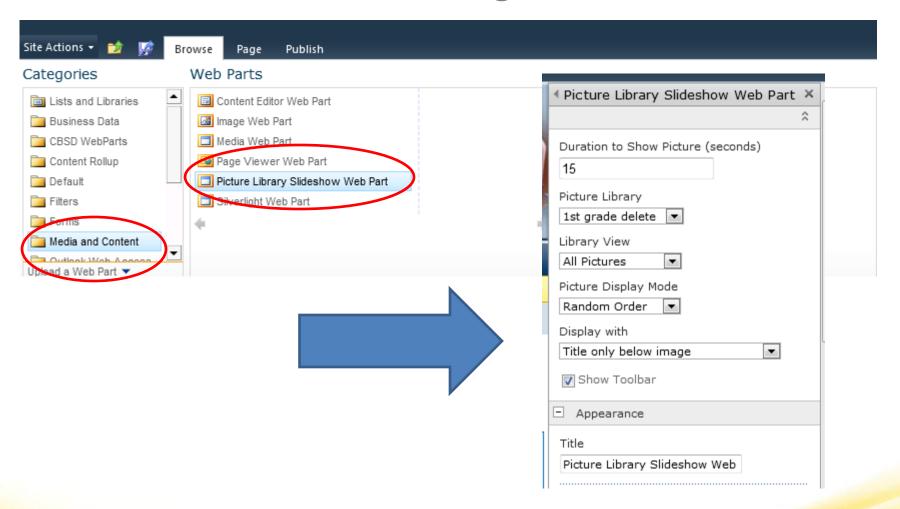# More Options, Page

How do I navigate backwards?

How do I insert an image, audio or video?

Can I make an image slide show?

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!

Mrs. Bennett
Technology Director

How do the calendars work?