



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.**

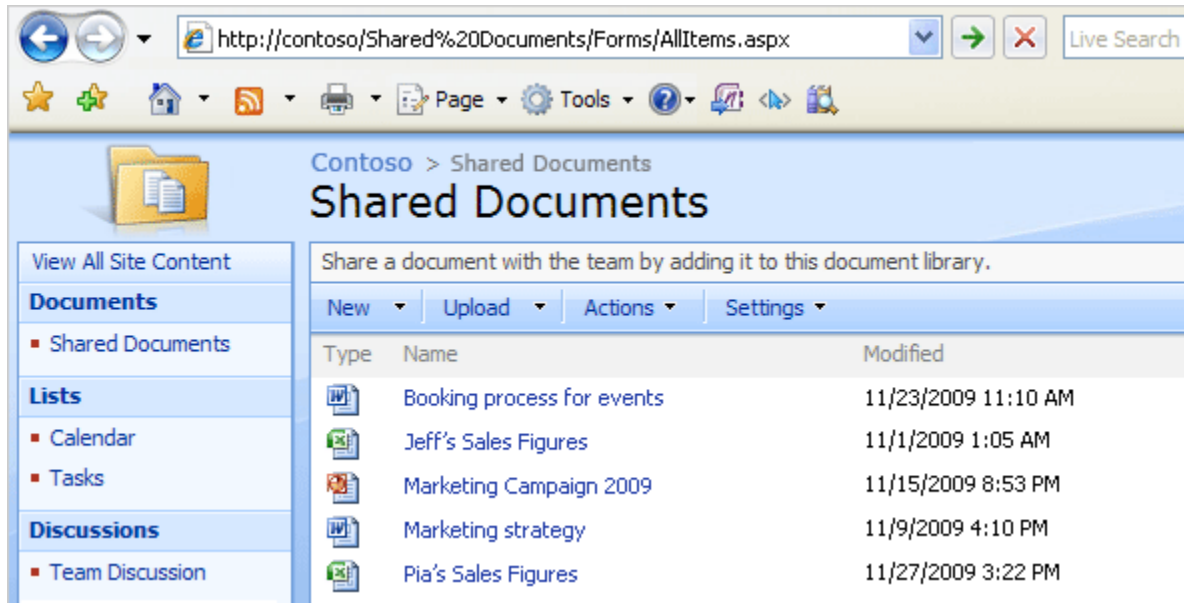
Posting Content

- **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?

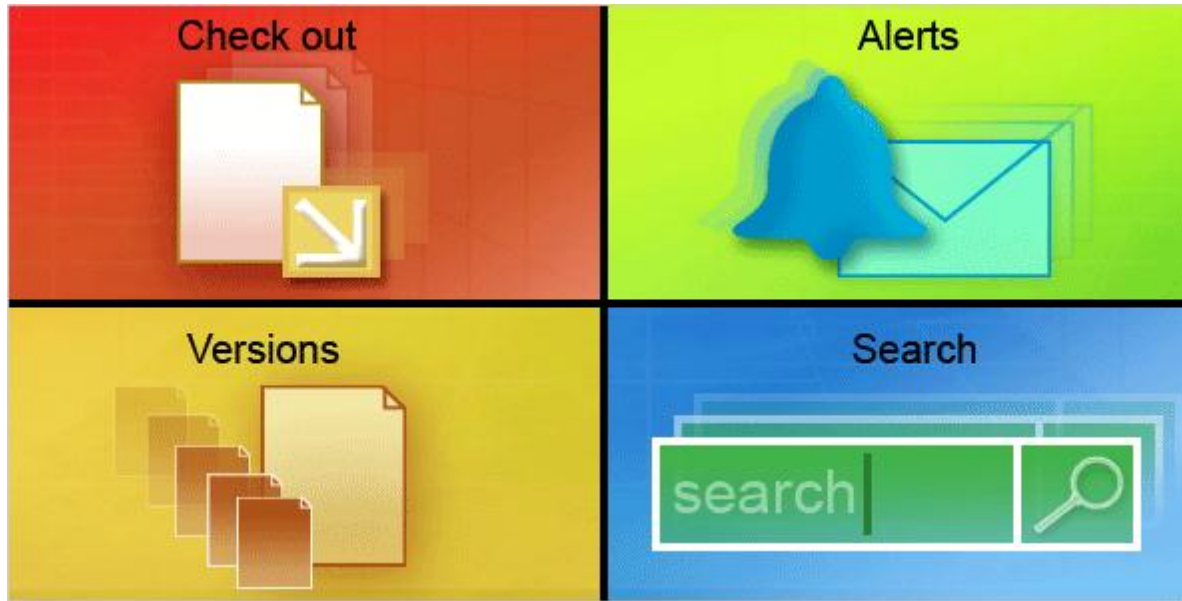


A SharePoint **document library** is a place on a site where you can create, collect, and update files with others.

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



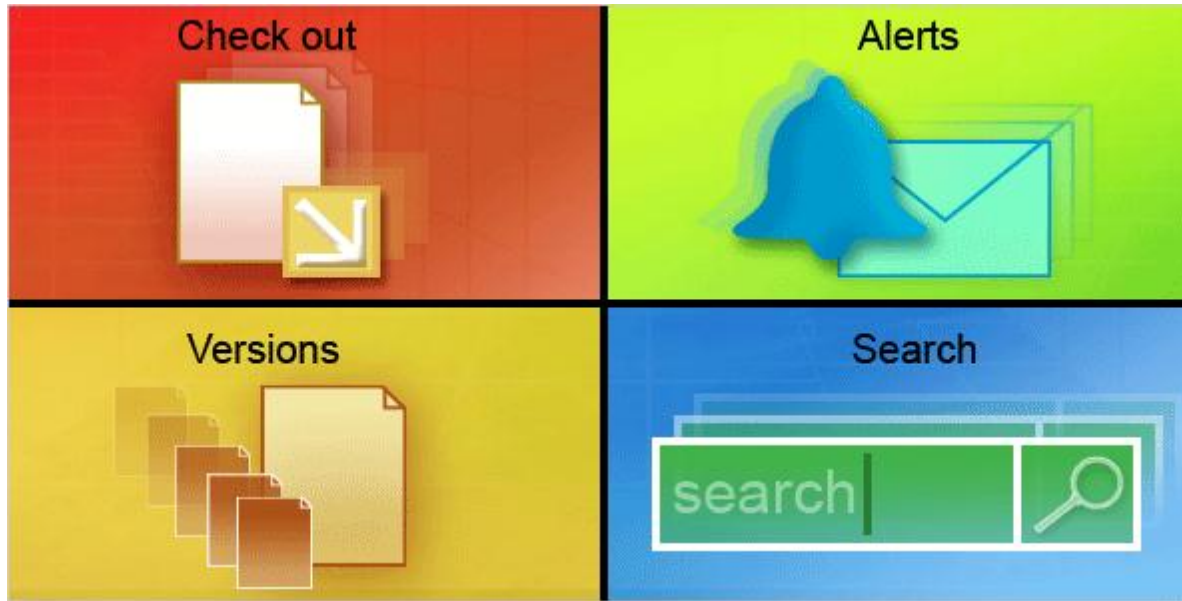
You might be thinking, “Why not just e-mail a file to my colleagues or use a network folder to share files?”

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?”

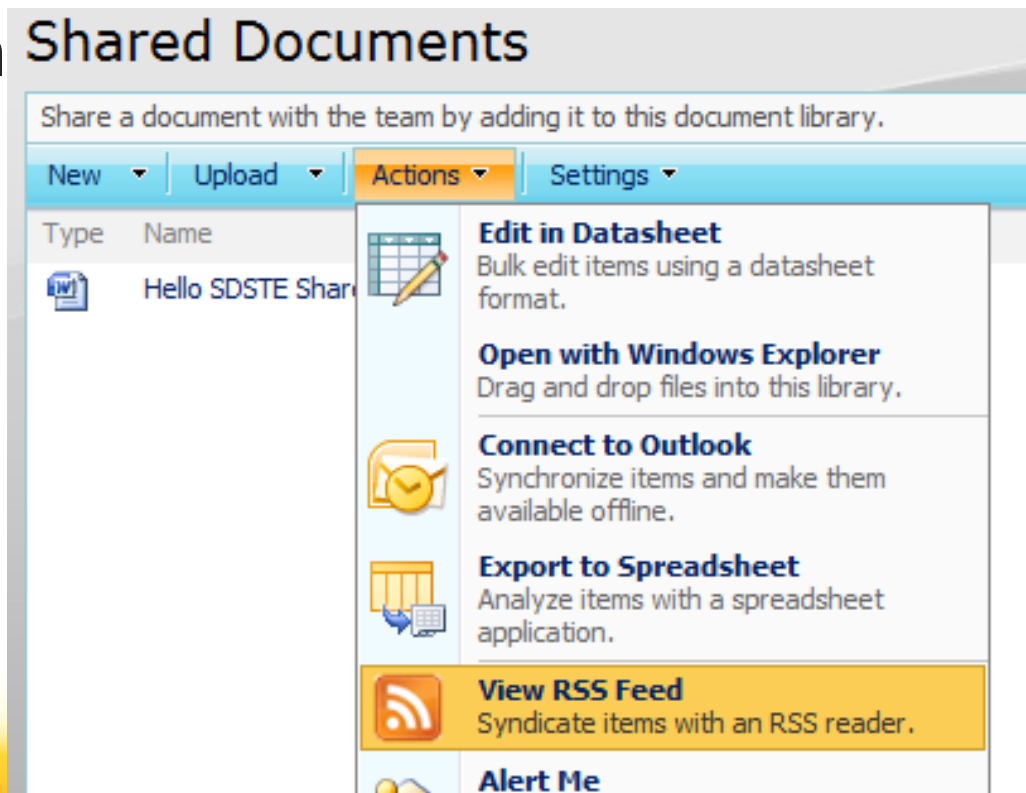
Because SharePoint document libraries provide more control.

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 Shared Documents





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 Boards

- **Contribute Permissions required to create content**
- **Create a new Discussion Board**
- **Create a new discussion topic**
Great way to get feedback in class!

Classroom Calendar

- Create a new Calendar
 - Name the library **Classroom Calendar**
 - Add an event for today with out a meeting space titled "**SharePoint Training**"
 - Calendars are great for classroom assignment
 - Calendars are great for coaches for practice schedules and events
 - Calendars are great for helpers lists!
 - Calendars can be linked to outlook!

Picture Libraries

- Storage location for image files
- Can manage editing revisions
- Slide Show
- Contributor permissions required to upload images
- If you use a picture library, remember to update! If you aren't going to keep it current, can hide or remove it!

Surveys

- Numerous Question Types
- Contribute permissions respond
- Provides web based results and spreadsheet results
 - 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 and 64 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.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 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>

[USF Workshop Site](#)

[Instructions for home page](#)

[How home page will look](#)

Other Sites to Look at

[Instructions for home page](#)

Welcome!

Put a paragraph here on your qualifications, what is your area of expertise. Why are you qualified to teach their child? Can add some personal items, just don't date yourself. What are your passions! Why should my child want to be in your class? We want this page to not have to constantly be updated. Add your picture approximately 66 pixels in size to the left. Add a contact, email line for how to get ahold of you.

[How home page will look](#)

Here's the finished product



Mrs. Bennett Technology Director

Liz Bennett

Home OLD Resumeinfo **Sample Teacher**

Search this site...

Recycle Bin
All Site Content

Designed with our Consistent Staff Look

Welcome to Technology World!



My name is Liz Bennett and welcome to our district! I have taught at Garretson since 1980. I have a masters degree in curriculum with a technology emphasis from Black Hills State University. I received a bachelors degree from Dakota State College with a major in Business Education and a minor in Music. I have been the network administrator since the early 1990s. My passion is technology! I LOVE all the gadgets and applications and love learning about them.

Feel free to contact me with any school related technology concerns and I will do my best to try to come up with a solution! liz.bennett@k12.sd.us

Mrs. Bennett's Schedule

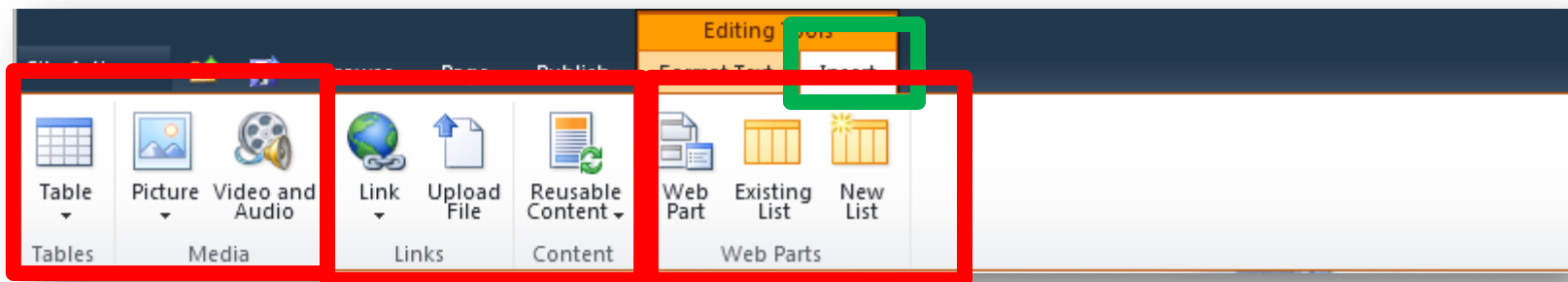
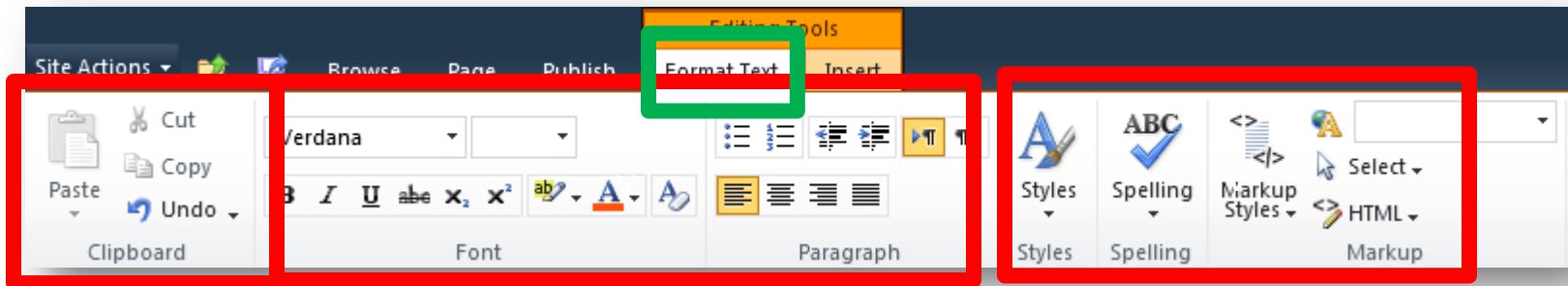
7:45-8:25 PREP
1st Period 8:25-9:15 Tech Co
2nd Period 9:18-10:08 Tech Co
3rd Period 10:11-11:01 Tech Co
4th Period 11:04-11:54 Tech Co
5th Period 11:57-12:47 Tech Co
LUNCH 12:50-1:26
Channel 1 1:29-1:39
7th Period 1:42-2:32 Tech Co
8th Period 2:35-3:25 Tech Co
3:25-3:45 PREP

Classroom Rules

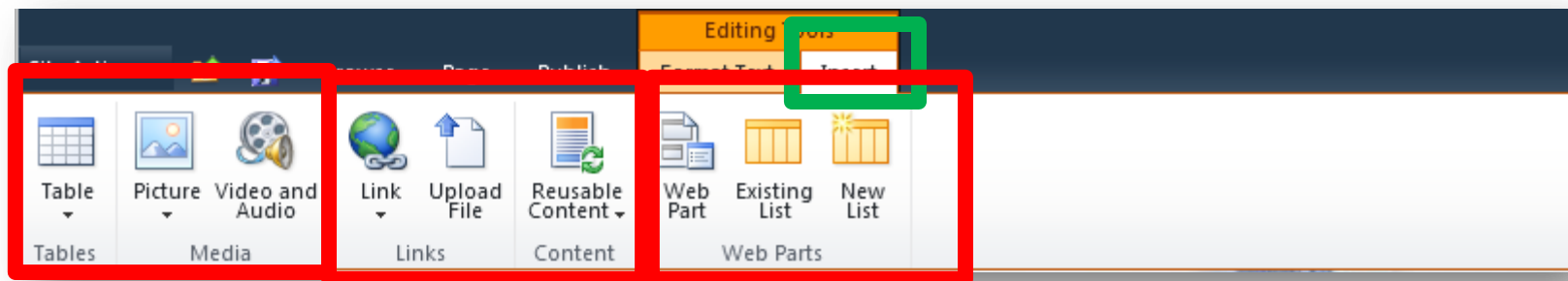
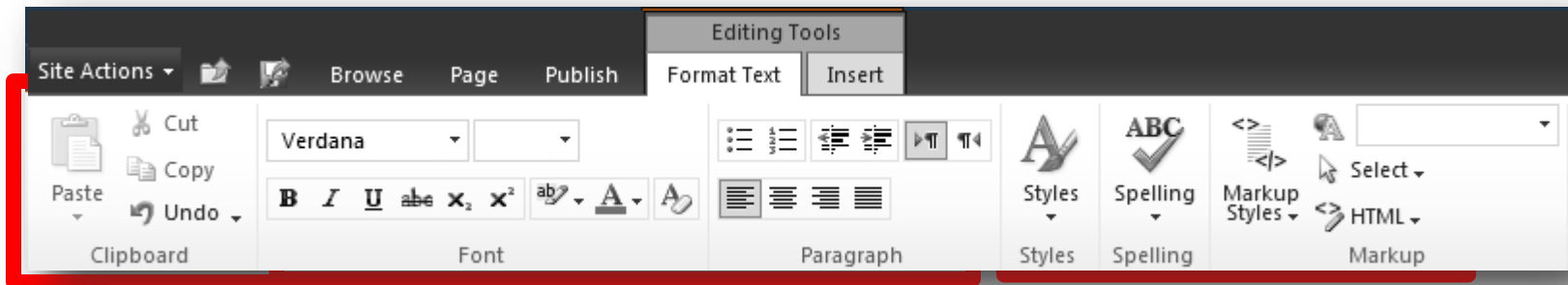
1. **Be Respectful** - of yourself and others.
2. **Be Responsible** - do assignments daily.
3. **Be Positive** - Follow the handbook.
4. **Be Here** - come to class ready to learn, be in your seat before the tardy bell.
5. **No Food or drink.**
6. **WE GO NOWHERE!** Go to the bathroom before class. Schedule your music lessons at a different time.

How home page will look

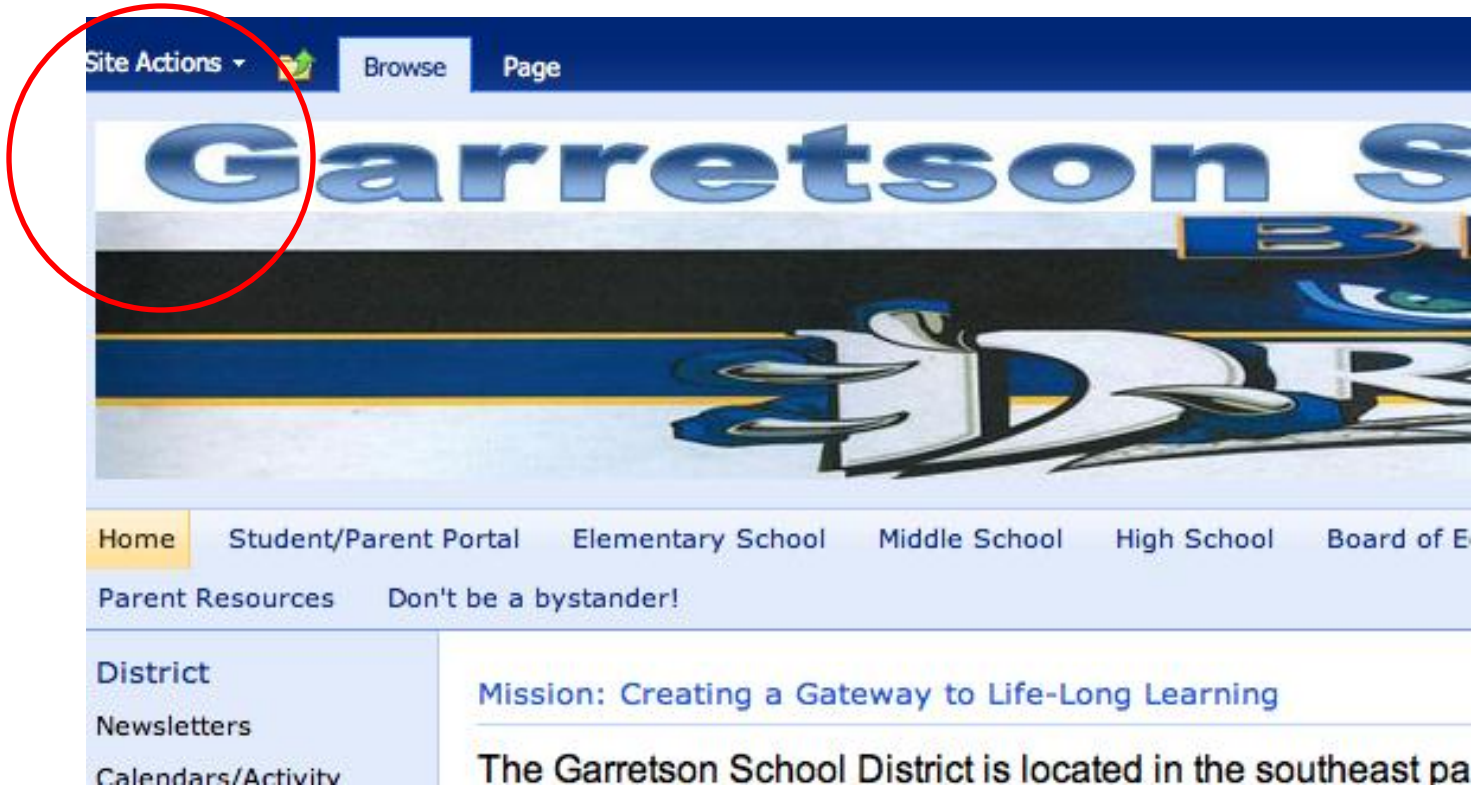
What is the ribbon?



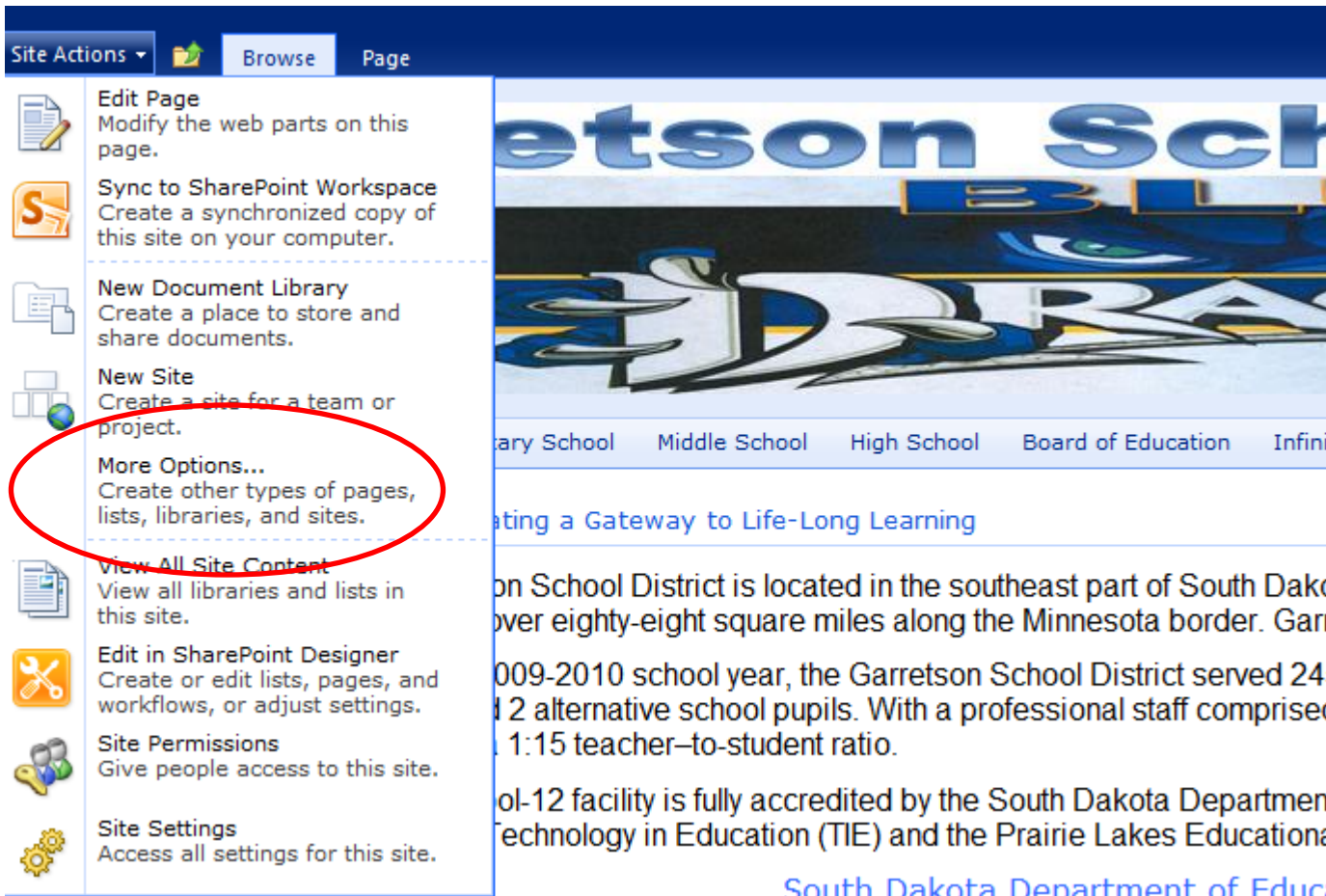
What is the ribbon?



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' and 'Page'. Below this, a dropdown menu is open, listing various actions. The 'More Options...' option is circled in red. The background of the page shows a banner for 'Garretson School District' with a navigation menu including 'Elementary School', 'Middle School', 'High School', 'Board of Education', and 'Infinite Learning'. Below the banner, there is a section titled 'Creating a Gateway to Life-Long Learning' and a paragraph of text about the school district's location and services.

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 Learning

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 population of approximately 1,000. In the 2009-2010 school year, the Garretson School District served 240 students, including 12 alternative school pupils. With a professional staff comprised of 16 teachers, 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 Association.

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). 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

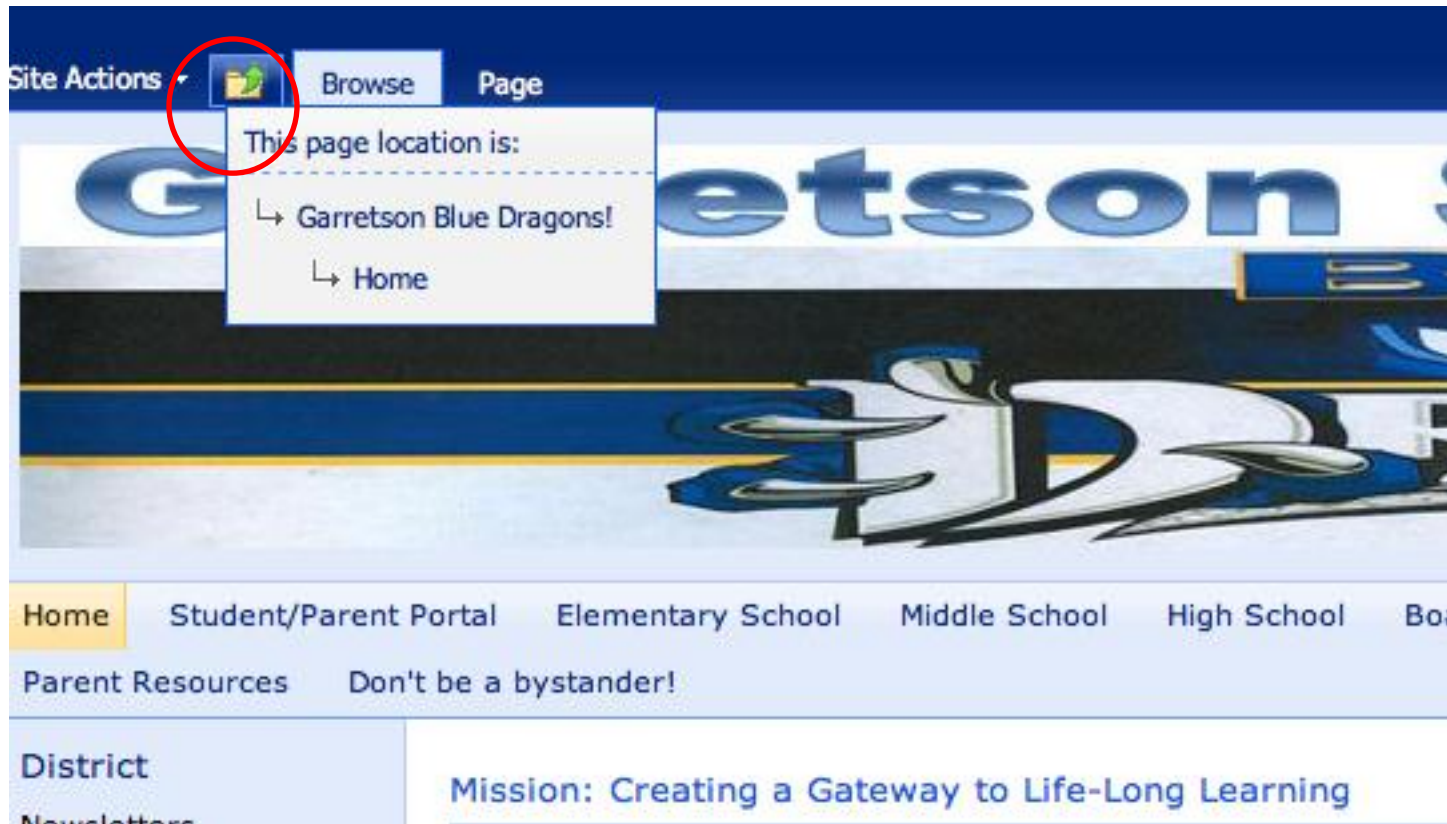
Type: Page
Categories: Content, Blank & Custom

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.

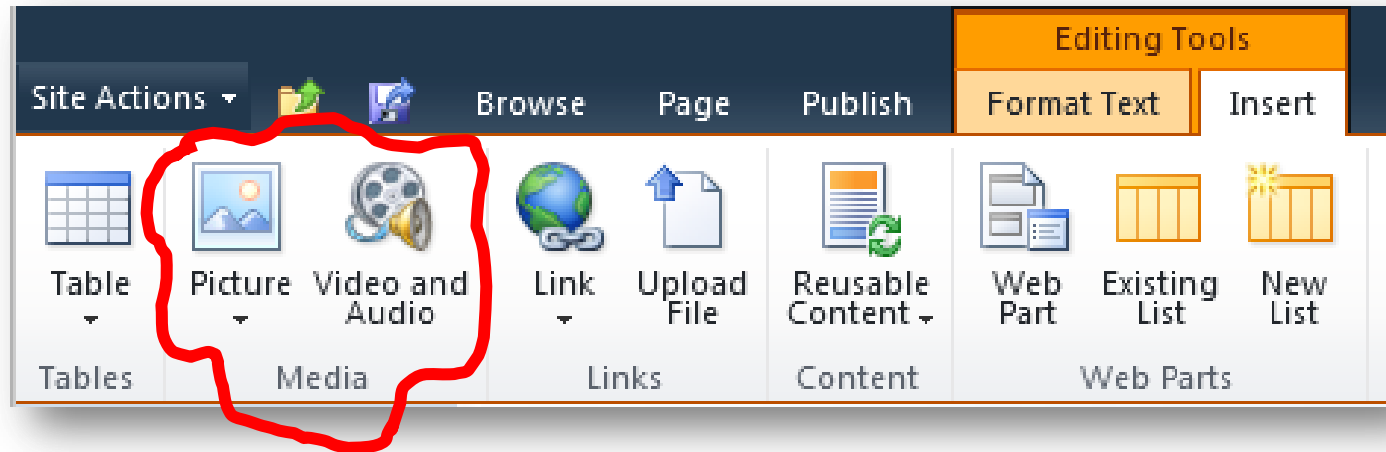
Name

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 header with 'Site Actions' and three icons. Below it, a navigation bar contains 'Browse', 'Page', and 'Publish'. The main area is divided into 'Categories' and 'Web Parts'. In 'Categories', 'Media and Content' is selected and circled in red. In 'Web Parts', 'Picture Library Slideshow Web Part' is selected and circled in red. A large blue arrow points from the selected web part to a configuration pane on the right. The configuration pane is titled 'Picture Library Slideshow Web Part' and 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: (collapsed)
- 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

Calendars are a GREAT Addition!

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 interface includes a search bar with the Google logo, a navigation menu with items like 'Edublog Survey', 'Campus Faculty', and 'Free Hotmail', and a user profile for 'JAFFE, JASON'. The main content area is titled 'Test 2011' and displays a calendar for August 2011. The calendar grid shows the following dates and 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



Let's Get to Work!