MEMORIAL UNIVERSITY Sir Wilfred Grenfell College

Computing & Communications

Professor Course Site

Quick Reference Guide

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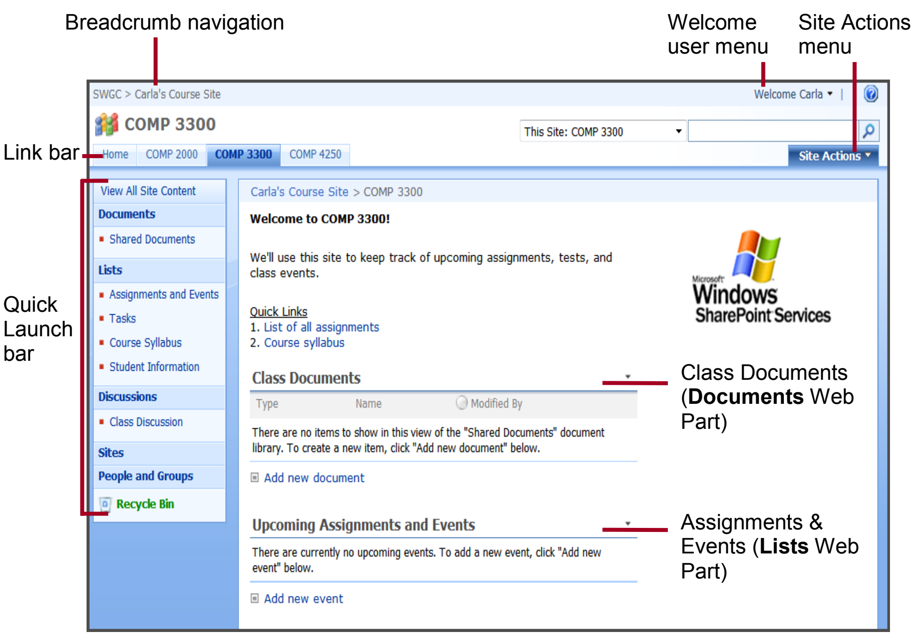
SharePoint Window



This image displays the home page of the Professor Course Site as it appears to a user with Full Control (a member of the Site owner group). The web page is composed of Web Parts, which can be customized and changed as necessary by users with the right permissions.

The Fundamentals

- There are three main tools for navigation in a SharePoint site:

  Link Bar This includes the tabs that appear along the top of the site. Subsites of the current site usually appear as tabs on the link bar. To go to a site, click its tab on the Link Bar.

  Quick Launch Bar Navigate to items on the current site, such as shared documents, and libraries, such as picture and slide libraries.

  Breadcrumb Navigation Breadcrumb navigation displays links to where you have been, and where the current page fits in the hierarchy of sites and items in the site.

- **To Navigate in a SharePoint Site:** SharePoint sites work just like any other site on the internet: click a hyperlink to view the page or item to which it is connected.

- **To View All Content in the Current Site:** Click the View All Site Content link at the top of the Quick Launch Bar. All the lists, libraries, discussion boards, and subsites and workspaces appear on one page.

- **Understanding Permissions:** Each user that has access to a site is assigned a permissions level. The permissions level limits the amount of control the user has in the site. See the list on page 2 for more information about permission levels in SharePoint.

- **To Search:** Click in the Search box at the top of the page. Type your search word or term and press <Enter>.

- **To Sign Out:** Click the Welcome (User) menu at the top of the screen and select Sign Out.

- **To Sign In as a Different User:** Click the Welcome (User) menu at the top of the screen and select Sign in as Different User. Enter the different user information in the dialog box.

- **To Change User Settings:** Click the Welcome (User) menu at the top of the screen and select My Settings. Click the Edit Item link on the toolbar and attach a file with updated user settings.

- **To Get Help:** Click the Help button in the top right corner of the SharePoint site page.

Quick Launch

Documents
Includes libraries that contain related files, such as documents, slides, and forms.

Lists
Store shared information here, such as events on a calendar or project tasks.

Discussions
Participate in group discussions using discussion boards.

Sites
Collaboration areas such as team sites, workspaces, & individual course sites. Important subsites may also appear in the Quick Launch

People and Groups
People and groups with permission to view or work with the site appear here.

Recycle Bin
Deleted information is stored here.

Site Theme

The theme is a set of colors, fonts, and decorative elements that provide a consistent appearance to your site. A site comes with a set of themes that enable you to quickly change the appearance.

- **To Change the Site Theme:** On the Site Actions menu, click **Site Settings**. Under **Look and Feel** click **Site theme** and select the theme that you want. Click **Apply**.

Discussions

Discussion Boards are set up to share information and discuss topics with other people. The discussion board shows the most recent discussion first, as well as the number of replies for each discussion.

- **To Create a New Discussion:** Click Discussions on the Quick Launch bar and click **Create**. Under **Communications**, click **Discussion Board** and type the name and description. Click **Yes** to display this list on the Quick Launch bar and click **Create**.

- **To Create a New Discussion Topic:** Click Discussions on the Quick Launch bar and open the discussion to which you want to contribute. Click the **New** button on the toolbar, enter the subject name and fill in the Body section. Click **OK**.

- **To Reply to a New Discussion Topic:** Click Discussions on the Quick Launch bar and open the discussion to which you want to contribute. Click the **Reply** button next to the post to which you want to reply. Enter your response to the topic in the fill in the Body section and click **OK**.

Documents

- **Document Library vs. Document Workspace:** These are the two primary ways to work with documents on a SharePoint site. A document library lets users share, collaborate, collect, and manage files with others. A document workspace has tools to help a team develop and prepare one or more documents.

- **To Open and Edit a Shared Document:** Click documents on the Quick Launch bar and click the library containing the document you want to open or edit. Click the document. In the dialog box that appears, click Read Only to open the document, click Edit to edit the document.

- **To Check Out a Document:** Click Documents on the Quick Launch bar and click the library containing the document you want to check out. Point to the document you want to open. Click the Edit list arrow and select Check Out from the list. Click OK and click the document to open it.

- **To Check in a Document:** Make sure the document is not open in another program. Click Documents on the Quick Launch bar and click the library containing the document you want to check in. Point to the document, click the Edit list arrow, and select Check In from the list. Complete the options that appear and click OK. Click Yes to confirm the check in.

- **To Create a New Document:** Navigate to the library or folder in which you want to create a document. Click the New button on the toolbar and click OK. Click Save when you have finished making changes to the document. Enter a name for the file in the File name box and click Save. Click the Close button to close the Word document.

- **To Create a New Folder:** Navigate to the library or folder in which you want to create a new folder. Click the New button list arrow on the toolbar and select New Folder from the list. Enter a folder name and click OK.

- **To Upload a Single Document:** Click Documents on the Quick Launch bar and click the library into which you want to upload a document. Click the Upload button list arrow on the toolbar and select Upload Document. Click the Browse button, select the document you want to upload, and click Open. Click OK, change document properties, and click OK again. Then check in the document, if necessary.

- **To Upload Multiple Documents:** Click Documents on the Quick Launch bar and click the library into which you want to upload a document. Click the Upload button list arrow on the toolbar and select Upload Multiple Documents. Select the location containing the documents you want to upload, and click the check box next to each document you want to upload. Click OK.

Lists

- **To Add an Event:** Click Lists on the Quick Launch bar, click the calendar you want to add the event to, and click New on the toolbar.
- **To Add a Task:** Click Lists on the Quick Launch bar, click the task list you want to add a task to, and click New on the toolbar. Enter the task information and click OK.
- **To Update/Edit a Task:** Open the task list containing the task you want to update. Click the task and click Edit Item on the toolbar. Update values in the Status and % Complete fields, Update other fields as needed. Click OK.
- **To Delete an Item:** Click Lists on the Quick Launch bar and click the check box next to the item you want to delete. Point to the list item and click the list arrow. Select Delete Item from the list and click OK.
- **To Restore an Item:** Click Recycle Bin on the Quick Launch bar and click the check box next to each item you want to restore. Click Restore Selection on the toolbar

Adding Users

- Click on the **Site** you want users to access
- Click on **Site Actions | Site Settings**
- Click on **Advanced Permissions** under **Users and Permissions**
- If checkboxes are not visible next to each user name, click on **Actions | Edit Permissions**, click **OK** on the message that appears
- Click on **New | Add Users**
- Type the **userid** of the person you want to add to your site and click on the check names icon

  OR

  Click on the address book icon to search for the users
- Click the **Give users permission directly** radio button
- Select the **permission level** for the user(s) (see the list below for information about the permission levels)
- Write a personal message for the **Welcome email**
- Click **OK**

Built-in Permission Levels

Full Control: All permissions are included. Users with this permission level have complete control over everything in the site. *Site Owners* are given this permission level by default.

Design: Create many things, including lists and document libraries. Also edit pages and change the appearance of the site by applying themes or style sheets.

Contribute: Add, edit, and delete items in existing lists and document libraries. *Site Members* are given this permission level by default.

Read: Read-only access to the Web site. View items and pages, open items and documents. *Site Visitors* are given this permission level by default.

Limited Access: This is a special permission level that gives access to a specific list, item, or document, without giving them access to the entire site.

Custom SWGC Permission Levels

Student User—Level 1: Add, view, and open items in lists, document libraries, and Web discussions. Can view and open pages in a Web site. *This is the default permission level used for Professor Course Sites.*

Student User—Level 2: Add, edit, delete, view, open items, create alerts in lists, document libraries, and Web discussions. Can view and open pages in a Web site.

Contribute—Level 2: Add, edit, delete, view, open items, create alerts, and view/delete versions in lists, document libraries, and Web discussions. Can view and open pages in a Web site, browse directories and user information, use SharePoint Designer interface, and use client application integration.

Contribute—Wiki: Add, edit, delete, view, open items, create alerts, and view/delete versions in lists, document libraries, and Web discussions. Can view and open pages in a Web site, browse directories and user information, use SharePoint Designer interface, and use client application integration.

Records Center Submission Completion: Used to complete missing properties on records submitted to the Records Center.

Further Information

For further assistance, please contact C&C HelpDesk: **ext. 2049** or email: **helpdesk@swgc.mun.ca**