

SharePoint Teachers Training Agenda (April 2012)

1. Teacher SharePoint Sites – Key Concepts and Terminology
2. Accessing Your Site
 - a. URL for district's teacher home page: <http://teachers.d11.org>
 - b. Authentication (teachers and students): *domain\network login* plus network password
 - c. Domain for instructors is *cssd11*; domain for secondary students is *instructsec*
3. Navigation
 - a. Navigate Up breadcrumbs, horizontal breadcrumbs, D11 Logo
 - b. Site actions → View All Site Content
4. Default Functionality
 - a. Calendar
 - b. Assignments
 - c. Drop box
 - d. Discussion tool
 - e. Microsoft Office Web Apps
5. Setting Up and Editing Your Site
 - a. Uploading documents, images, etc.
 - b. Editing your home page (Remember to “Publish” changes!
 - c. Personalizing your home page – adding a picture
6. Customizing Your Site
 - a. Web parts
 - b. Adding a video via the media web part
 - c. Customizing class sites – content editor web part
 - d. Viewing permissions and adding new users
7. Advanced Features – topics for follow-up session and/or online training
 - a. Adding a personal “u-drive” to SharePoint
 - b. Adding new sites/pages
 - c. Modifying the quick launch bar
 - d. Customizing permissions and security settings
 - e. Creating/modifying alerts
 - f. Creating/modifying views
 - g. Using surveys