

## Introduction to Sharepoint

First, you need to email [help@k12.sd.us](mailto:help@k12.sd.us) and request to convert your website to a sharepoint site. If you have an existing site, you can keep it in a folder, which is what I did. Check out lb034.k12.sd.us and you will see my old web on tabs to the right.

Your SharePoint site will be the same as your website example: lb034.k12.sd.us

Password is same as email, but you need to put k12sd1

Then your password, like k12sd1\lb034

When you start out, no one can see your site unless you give them access. To allow everyone to see it, do the below:

### Category: Web

#### How do I change anonymous access settings in my SharePoint site?

1. Navigate to the parent site (the main original site).

**Note:** When you change anonymous access settings on your parent site, all child sites will inherit the settings as well unless you explicitly change them on the child site.

2. Click **Site Actions** -> **Site Settings**.

3. Under the **Users and Permissions** column, click **Advanced permissions**.

4. Click **Settings** from the drop down arrow and select **Anonymous Access**.

Mr. Smith > Site Settings > Permissions

### Permissions: Mr. Smith

Use this page to assign permission levels to users and groups. This is a top-level Web site.

	Users/Groups	Permissions
<input type="checkbox"/>	Default Members	Contribute
<input type="checkbox"/>	Default Owners	Full Control
<input type="checkbox"/>	Default Visitors	Read

**Settings** dropdown menu:

- Site Collection Administrators**  
Add and remove Site Collection Administrators.
- Access Requests**  
Enable or disable access requests for this site.
- Anonymous Access** (highlighted)  
Manage anonymous access to this site.
- Permission Levels**  
Configure the available permission levels on this site.

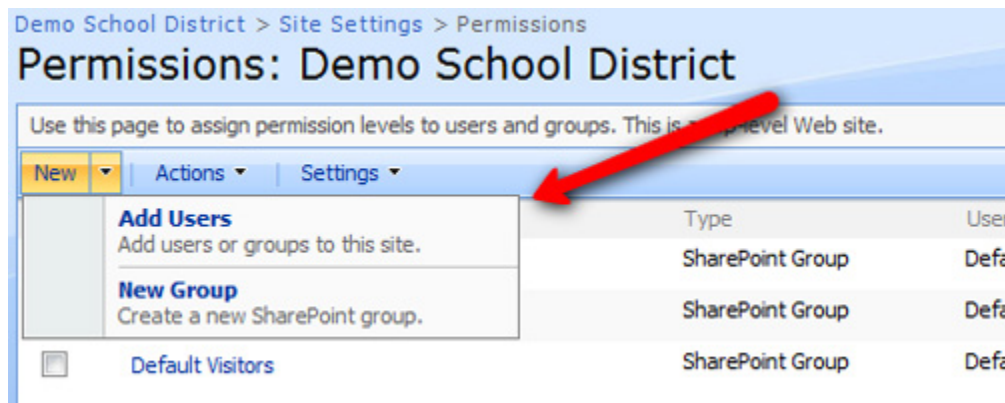
5. Select what anonymous users can access and click **OK**.

If you want to enable certain users, see below:

## Category: Web

### How do I add users to my SharePoint site?

1. Navigate to the site in which you want to add the new users.
2. Click **Site Actions** -> **Site Settings**.
3. Under the **Users and Permissions** column, click **Advanced permissions**.
4. Click **New** from the drop down arrow and select **Add Users**.



5. Enter names, group names, or e-mail addresses (separated with semicolons) into the **Users/Groups** section. You can use the **Check Names** button or the **Browse** button to add your items.
6. Assign which permission you would like to give them.

Users/Groups:

Young, Tony

Give Permission

Add users to a SharePoint group

Default Members [Contribute] ▾

[View permissions this group has on sites, lists, and items...](#)

Give users permission directly

Full Control - Has full control.

Design - Can view, add, update, delete, approve, and customize.

Contribute - Can view, add, update, and delete.

Read - Can view only.

Send welcome e-mail to the new users

Subject:

Welcome to the SharePoint group: Default Members for site: Demo

Personal Message:

OK Cancel

7. Choose to send a welcome message and click **OK**.

## Site Appearance/Settings

### Background and Appearance

To change the site's appearance:

- Click on **site settings**
- Choose **apply theme to site** under customization.
- Choose the background you would like, then click **apply**

## **Set a base theme:**

1. Log in to your SharePoint site with a site administrator account.
2. Click **Site Actions** → **Site Settings**.
3. Under Look and Feel, click **Site theme**.
4. Select the theme that is closest to what you want your site to look like and click **Apply**.

### Name of Site

To change the name of your site:

- Click on **site settings**
- Then choose **change site title and description**
- Click **ok** after you have made the changes

### Moving Items Around on Your Site

To move information boxes on your site (i.e. calendar, announcements, weblinks, etc.)

- Click **site settings**
- Then under **customization**, click **customize my homepage**
- You can then click and drag items around

## **Posting On Your Site**

### Announcements

- Click on **Add New Announcement** at the bottom of your announcements
- You will be prompted to add in a title, which is a requirement
- You may then add in more information below if wanted
- You may add in an expiry date
- Your title will show up in bold in your announcement section with six lines of the body of the announcement
- This will also appear in your Quick Launch bar in the left-hand margin.

### Calendar

To add a calendar to your site:

- Click **Modify Shared Page**
- Click **Modify Shared Parts**

- Click **Events**
- Choose **Selected View**
- Click on **Calendar** and hit **Ok**
- To post information on the calendar, click on **Add a New Event** at the bottom of the calendar. Click **New Item** then fill in the fields (i.e. Title, beginning and end dates, other details), and click **Save and Close**.

### Discussions

To add a discussion to your site:

- Click **Discussions** on the **Quick Launch Bar**
- Click **Create Discussion Board**
- Click on Discussion Board
- Type in the name of your discussion board. This is what will be posted on the Quick Launch Bar. You may also fill in a description if needed.
- Click on **Yes** under **Navigation** to display the discussion on the Quick Launch Bar.
- Click on **Create**, now you can hit **Home** on top left.
- Note: if you decide to not give students Contributor access, you will need to give them specialized access under Modify Settings and Columns. See Site Administration below.

### Surveys

To add a survey to your site:

- Click on **Survey**
- Click **Create New Survey**
- Click **Survey**
- Type in the name of your survey. This is what will be posted on the Quick Launch Bar. You may also fill in a description if needed.
- Click on **Yes** under **Navigation** to display the discussion on the Quick Launch Bar.
- Click **Yes** and **Yes** under **Survey Options**.
- Hit **Next**
- Type in your **Question** and choose the value that the answer can be.
- Keep adding questions by clicking **Add Question** and hit **Finish** when done.
- Click on **Home** on top left.
- Note: if you decide to not give students Contributor access, you will need to give them specialized access under Modify Settings and Columns. See Site Administration below.

### Documents

To upload documents to your site:

- Click on **Documents** on the **Quick Launch Bar**
- Create **New Document Library** or click on already created Document Link (under name you created)
- Click **Upload Document**
- Use **Browse** feature to find document
- Click **Save and Close**

### Weblinks

To place a weblink on your site:

- Click on **Links** on **Quick Launch Bar**
- Click on **New Link**
- Type or copy/paste the URL
- Give the site a title
- Click **Save and Close**
- The link will show up on the Quick Launch Bar or where you have placed it on your page.

### Picture Library

- Click on **Create** button
- Click on **Picture Library**
- Give a name to the picture folder, then click **Create**
- Click the **Add Picture** and then the **Browse** button and select the picture from the place it is stored on your computer (you need to have saved your picture from your digital camera or the internet to your computer)
- Hit **Save and Close**
- This will set up a **Picture library** from the **Quick Launch Bar**
- If you would like to delete a picture, click on the **picture title**, then select the picture and hit the **delete button**.

### Site Administration

To change whether students or the public can view your Sharepoint page:

- Go to **Site Settings**
- Under **Administration**, click on **Manage Users**
- Click on **Add Users**
- You will be prompted to give **Reader, Reader/Contributor, or Administrator**. We suggest you don't give them Administrative privileges.

- You can add people individually (username), or add groups by school number. i.e. sd43\108-staff (or students)
- If you choose to not give students Contributor Access, each time you want them to have access to contribute to an area of the site (i.e. surveys, discussions), you must click on the item once created, click on Modify Settings and Columns, click on Change Permissions for this... then add in students and under Advanced Permissions, given them access as Contributors.

### Extras

#### **BubbleShare**

If you would like to add in pictures to your main page.

- Go to **bubbleshare.com**
- Create a **new album** (you need to enter your email to sign up)
- Click on **Share Album and scroll to Share on a Blog**
- Copy the **HTML**
- Go to your website
- Click on **Modify Shared Page, Add Web Part**
- Click on **Browse**
- Drag **Content Editor Web Part** to where you want it on your page
- Click on **Open the Tool Plane**
- Click on **Source Editor**
- Paste your **HTML** from Bubbleshare in the box
- To change title, click on **Appearance** and type in your title
- Click **OK**
  - To port a YouTube or TeacherTube video onto your page, follow the above instructions, but copy the **Embed Code** instead of the HTML code.

#### **RSS Feed (Really Simple Syndication)**

If you would like to add a live feed to your page:

- Go to your favourite **RSS feed site**
  - Search on Google (<http://www.cbc.rss>)
  - Copy the URL
  - Go to your website
    - § Click on **Modify Shared Page, Add Web Part**
    - § Click on **Browse – Virtual Server Gallery**
    - § Drag **FeedReader** to where you want it on your page
    - § Click on **Open the Tool Plane**
    - § Paste your **URL** from the RSS website in the box
    - § To change title, click on **Appearance** and type in your title
    - § Click **OK**

