

SHAREPOINT WEBPAGE CREATION

Advantages to using SharePoint:

- Easy Webpage creation
- Less time consuming than webpage design software
- Allows for immediate updates
- Access from home to edit
- Consistency between teacher webpages

Accessing your SharePoint Teacher Webpage:

Elementary School URL:

<http://teachers2.wcs.edu/elem/schoolinitials/username>

Middle School URL: <http://teachers2.wcs.edu/middle/schoolinitials/username>

High School URL: <http://teachers2.wcs.edu/high/schoolinitials/username>

To Log-in from school/home:

User name: username@wcs.edu

Password: usual password

SharePoint Homepage:

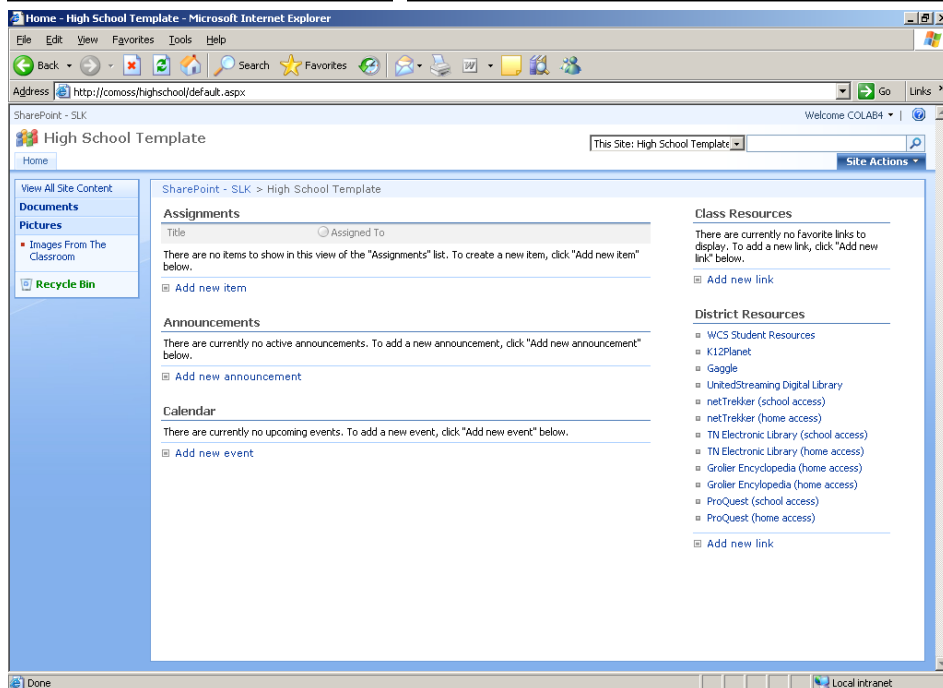
Quick Launch bar: allows for quick and easy access to Web Parts.

SharePoint Toolbar: allows you to navigate back to your "Home" page and modify "Site Settings".

Homepage URL: give your web address to students and parents.

Documents: shows all the document libraries. You can create a document library for each of your classes. Add lesson plans, notes, handouts, etc to a Document Library.

Pictures: shows all the Picture Libraries. The Picture Libraries can hold a variety of pictures.



Modify Shared Page menu: allows you to modify each Web Part.

Web Parts:

- **Assignments:** allows you to display assignments made in the classroom
- **Announcements:** allows you to tell students about special events in the classroom
- **Calendar:** allows you to display events on specific dates
- **Resources:** allows you to create links to web sites that pertain to your curriculum.
- **District Resources:** allows you to easily navigate to district provided Internet resources

Web Parts: pieces that are on the center and right of the web page that allows for access to these parts. Assignments, Announcements, Calendar, Class Resources, and District Resources are all web parts.

Documents

You may create your own document libraries. You may wish to create a document library for each class that you teach. You may add documents (notes, handouts, presentations, worksheets, etc.) to the libraries that you create.

Creating a Document Library:

1. On the left side of the page on the Quick Launch Bar, click "Documents".

Documents

2. Click "Create".

3. On the left side of the page, under the heading "Libraries", "Document Library".

Libraries

- Document Library
- Form Library
- Wiki Page Library
- Picture Library

click

4. Type in a name for the new Document Library. Leave all other buttons as the default.

5. Click "Create".

Uploading a Document:

1. Click on an existing document library (i.e. the library that you created above).

Documents

English I

2. To upload an existing document, select "Upload Document".

3. Click "Browse" to locate the document you wish to add and then click "OK".

Opening a File in a Document Library:

1. Open an existing document library (i.e. the library that you created above).

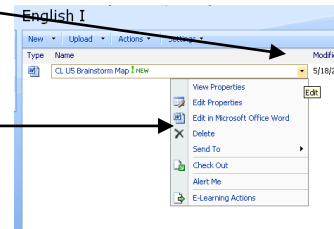
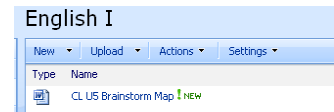
2. Click on the file name that you uploaded. (You will have to have

Type	Name
	CL US Brainstorm Map 1 NEW

the program that the file was created in before it will open.)

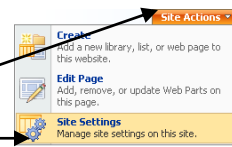
Deleting a File in the Document Library:

1. Open an existing document library (i.e. the library that you created above).
2. Hover your mouse over the file name. A down arrow should appear to the right of the file name. Click the down arrow.
3. Click "Delete".

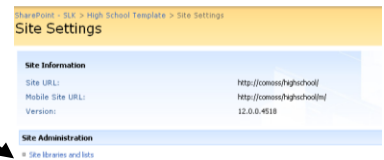


Editing/Deleting a Document Library:

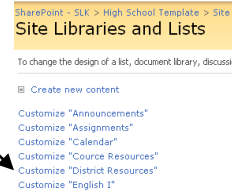
1. On the right side of the screen, click the down arrow beside "Site Actions".
2. Click "Site Settings".



3. Under the heading "Site Administration", click "Site libraries and lists".

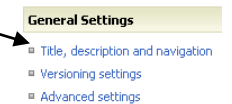


4. Click on the name of the document library that you want to delete.



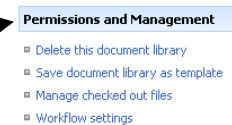
To Edit:

5. Under "General Settings" click "Title, description and navigation". To edit the title or description of the library



To Delete:

6. Under "Permissions and Management" click "Delete this document library". Then click "OK" to permanently delete the library.

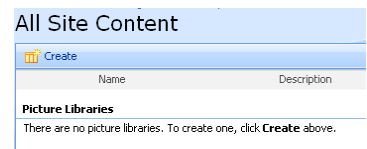


Pictures

Before images of a student can be displayed, the student must have a signed Media Release on file. You may create your own picture libraries. As with FrontPage websites, pictures will need to be resized to 33%. You may edit within SharePoint under Actions, Edit, Resize

Creating a new Picture Library:

1. Click on the "Pictures" heading in the Quick Launch.

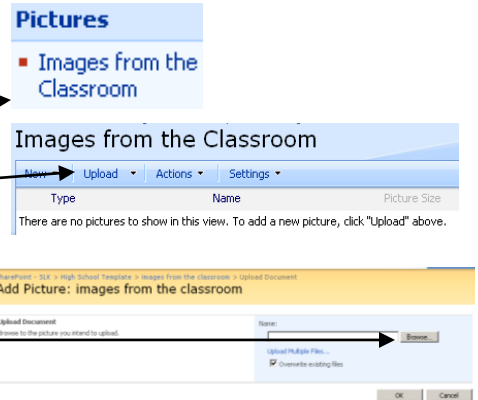


2. Click "Create".
3. On the left side of the page, under the heading "Libraries", click "Picture Library".
4. Type the name of the library and a description (if desired). Leave all other buttons as the default.
5. Click "Create" at the bottom of the page.



Adding Images to the Picture Library:

1. Click on an existing Picture Library.
2. Click "Upload".
3. Click "Browse" to locate the document you wish to add and then click "OK".



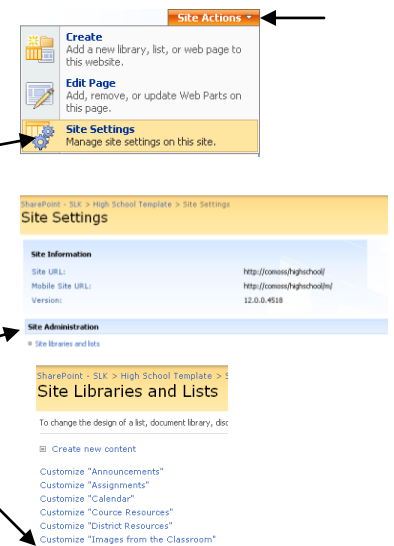
Deleting Images from the Picture Library:

1. Open an existing Picture Library.
2. Place a check under the image that you wish to delete.
3. Click the down arrow beside "Actions" on the toolbar and then click "Delete".



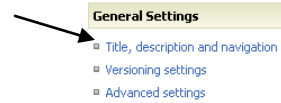
Editing/Deleting a Picture Library:

1. On the right side of the screen, click the down arrow beside "Site Actions".
2. Click "Site Settings".
3. Under the heading "Site Administration", click "Site libraries and lists".
4. Click on the name of the document library that you want to delete.



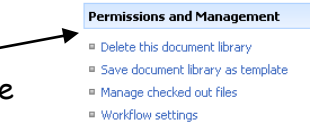
To Edit:

7. Under "General Settings" click "Title, description and navigation". The edit the title or description of the library



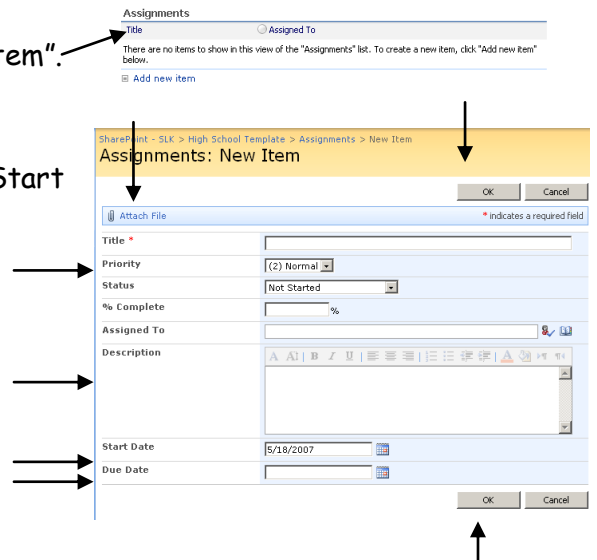
To Delete:

8. Under "Permissions and Management" click "Delete this document library". Then click "OK" to permantly delete the library.



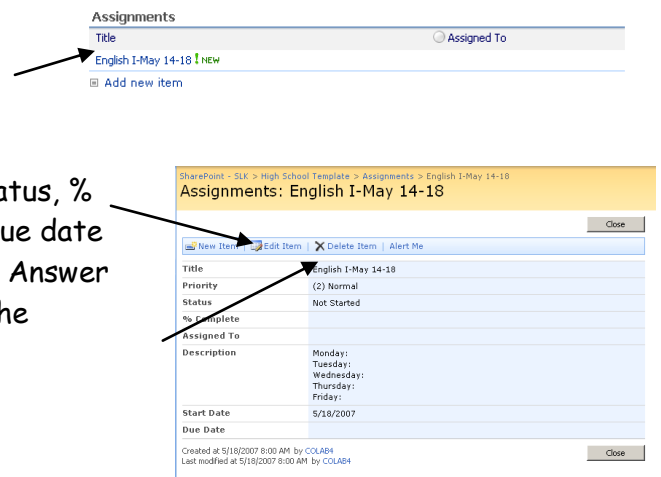
Adding Assignments:

1. Under the heading "Assignments", click on "Add new item".
2. Type in a Title and Description. If needed, type in a Start Date and Due Date.
3. Files may be attached if so desired.
4. Click "OK".



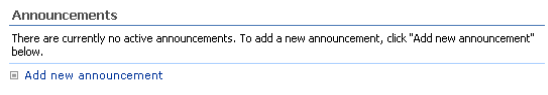
Editing/Deleting Assignments:

1. Click on the assignment you wish to edit/delete.
2. Select "Edit Item" to edit the title, priority, status, % complete, assigned to, description, start date, due date
3. Select "Delete Item" to delete the assignment. Answer "yes" if you are sure you want to proceed with the deletion.



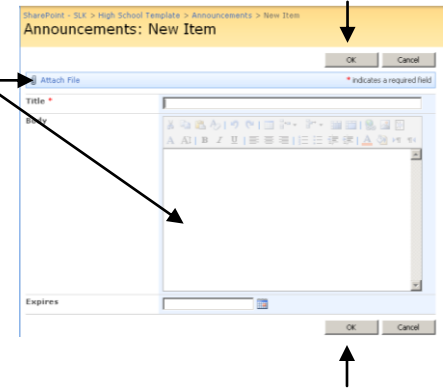
Adding Announcements:

1. Under the "Announcements" heading, click "Add new announcement".



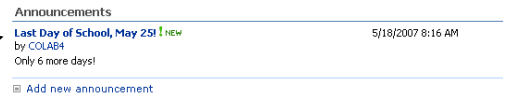
Type in a title and the body of the announcement. If needed, type in an expiration date. The announcement will be automatically removed.

- Files may be attached if so desired
- Click "OK".



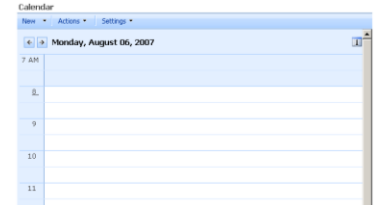
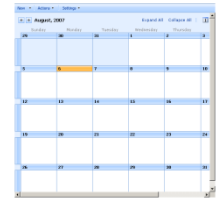
Editing/Deleting Announcements:

- Click on the name of the announcement that you want to edit or delete.
- Select "Edit Item" or "Delete Item".
- Edit the item, then click OK; or if you delete, answer yes if you are sure you want to proceed.

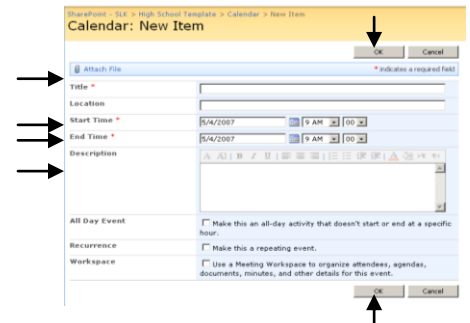


Adding events to the Classroom Calendar:

- Under the "Calendar" heading, click the date on which the event will take place.
- Then click the time the event will take place.

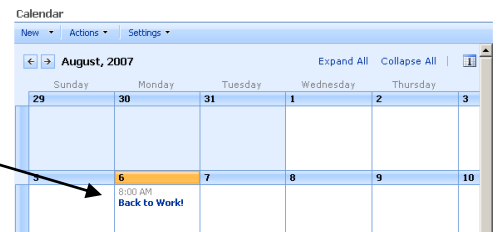


- Type in the title, begin/end dates, description, and recurrence (as needed)
- Files may be attached if so desired.
- Click "OK".

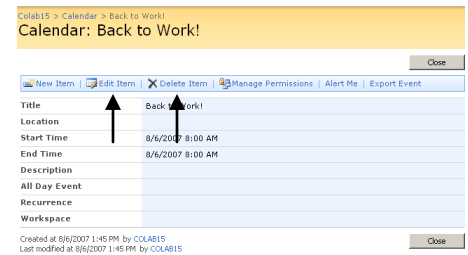


Editing/Deleting Classroom Calendar events:

- Click on the name of the calendar event.



2. Select "Edit Item" or "Delete Item".
3. Select "Edit Item" to edit the title, begin date, end date, description, etc.
4. Select "Delete Item" to delete the assignment. Answer "yes" if you are sure you want to proceed with the deletion.
5. Click "Close".

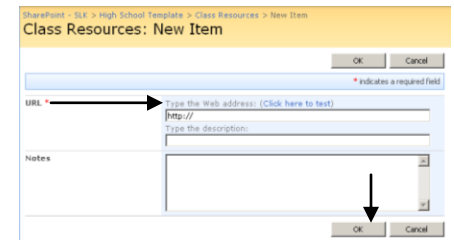


Resources

On the right side of your page, you will see *Class Resources* and *District Resources*. You can add your own Internet links to *Class Resources*. *District Resources* provides links to district provided Internet resources.

Adding links to Class Resources:

1. Under the heading "Class Resources", click "Add New Link".
2. Type (or paste) the URL.
3. Type the name of the website or what you would like to call the website in the description box.
(Note - You may wish to provide additional information about the website in the notes box. The notes will only be visible by clicking on the heading "Class Resources".)
4. Click "OK".



Deleting links in Class Resources:

1. Click on the "Class Resources" heading
2. Hover over the link you wish to remove in order to see the down arrow
3. Click the down arrow beside the URL of the site.
4. Select "Delete Item".
5. Click "OK" if you are sure that you wish to delete the item.

