

# Office 365 and SharePoint 4 Schools Essentials

## Description

This one-day intensive course is an introduction for people who are new to SharePoint 2013 and want to use it for staff intranets, classroom sites, class blog sites, document management and student-parent collaboration.

## Target Audience

Trainer, End User, Project Manager, Knowledge Manager, Help Desk.

**Morning Only (9am - 12.30pm):** for people who need the introduction to **using** SharePoint, and what is possible.

**Afternoon also (9am - 5.00pm):** for people who need to be able to configure the site, and introduce new processes.

### MODULE ONE (MORNING)

#### WORKING WITH CONTENT

Explore the Collaboration and Social features for staff and students to work together.

- Use My Site and Personal Profile
- Use Discussion Boards for Collaboration
- Add an Announcement or School Notice

### MODULE TWO (MORNING)

#### LISTS, LIBRARIES AND BLOG SITES

Introduction to using lists, libraries and blog sites, for classroom collaboration. You will learn how to work with content, upload and view documents, and interact with a SharePoint site.

- Sort, Filter and Working with Content in Lists
- Change Views on Lists and Libraries
- Upload Documents
- Create and Comment on Blog Sites

### MODULE THREE (MORNING)

#### COLLABORATION AND OFFICE INTEGRATION

Make the most of tools you use daily and learn about integration points with SharePoint. Use OneNote and Lync along with other Office tools.

- OneNote
- LYNC in Classrooms
- Document Co-authoring
- Export SharePoint Data
- Integration with Outlook

### MODULE FOUR (AFTERNOON)

#### CREATING A SITE

Create a Staff Intranet and a classroom collaboration site.

- Modify a Site Collection
- Create a Team Site for a Subject
- Edit the Home Page A: Format Tab
- Edit the Home Page B: Insert Tab
- Inserting a Video
- Changing the Site Icon
- Changing Regional Settings

### MODULE FIVE (AFTERNOON)

#### MODIFYING NAVIGATION

Use navigation to help people quickly and easily find the information they need.

- Navigation
- Change the Quick Launch
- Change the Top Link Bar (Global Navigation)

### MODULE SIX (AFTERNOON)

#### LISTS AND VIEWS

Create a school notices list, classroom list and contacts list as examples to manage information online and customise lists and views to meet your needs.

- Lists
- Modify a List
- Create a Pre-populated List
- Create a Custom List
- Delete a Column

### MODULE SEVEN (AFTERNOON)

#### PAGES AND WEB PARTS

Display your information such as school events, notices and documents on specific pages. Explore the use of SharePoint as a Knowledge Wiki.

- About Web Parts
- Using Web Parts
- Create a Page
- Check In and Publish a Page
- Create New Wiki Pages
- Publishing Pages

### MODULE EIGHT (AFTERNOON)

#### LIBRARIES

Learn how to use SharePoint to effectively manage documents and images.

- Introducing Libraries
- Working with Documents
- Create a Document Library
- Enable Document Versioning
- Collect Feedback on a Document
- Create a Picture Library