

Digital Learning Team

*embedding technologies in learning and teaching
to improve outcomes for all learners*

SharePoint User's Guide



1. What is SharePoint?
2. Accessing SharePoint
3. Apps in SharePoint
4. Permissions
5. 365 Central

Microsoft Office 365 is the new messaging and storage solution for the City of Edinburgh educational establishments. Office 365 is a cloud based suite of tools which allows collaboration and provides a considerable increase in storage space. Many of these tools are available as apps for mobile devices. Apps available in the App Store: Word, Excel, PowerPoint, OneNote and Sway

1. What is SharePoint?

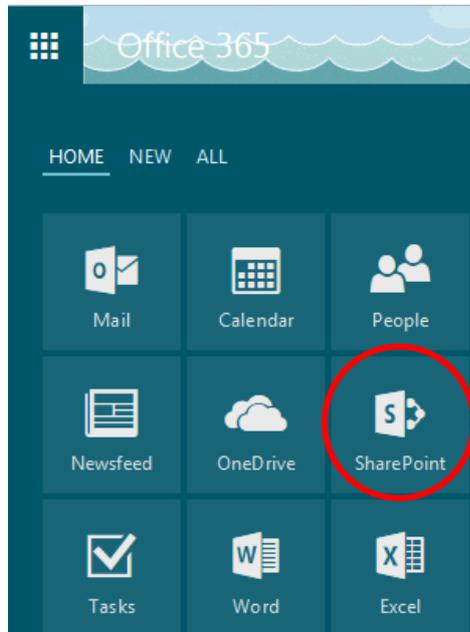
SharePoint is part of the cloud storage solution offered by Office 365. Data stored in SharePoint belongs to the council rather than to an individual user so it is an excellent place to store content that needs to stay accessible to a school even if there are staff changes.

Each school has its own SharePoint site, but there are also centrally run sites such as 365 Central as well as sites for some services that function within Learning and Teaching.

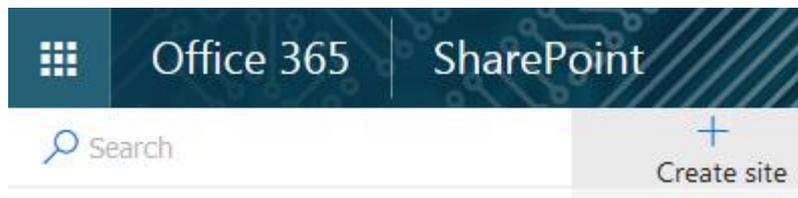
2. Accessing SharePoint

SharePoint can be accessed through Office 365, which you can log in to using <http://office365.edin.org> using your username in the form payrollnumber@ea.edin.sch.uk or SCNnumber@ea.edin.sch.uk and your usual password.

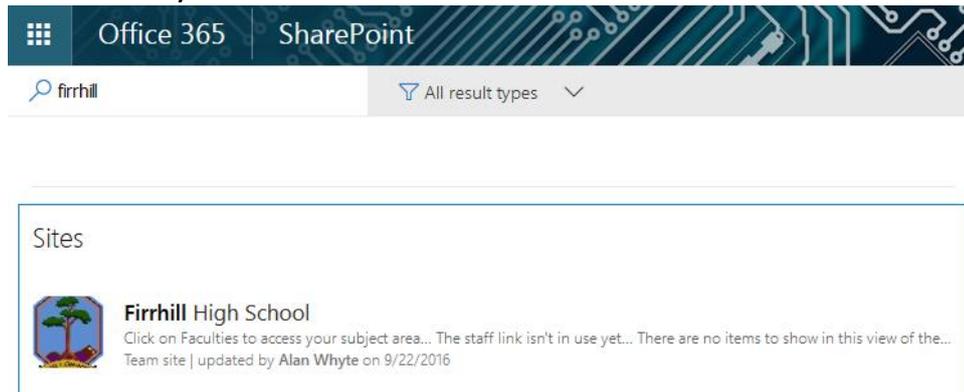
Click on the App Launcher to find SharePoint.



You can now search for any site, for example your school, using the search bar in the top left of the screen.



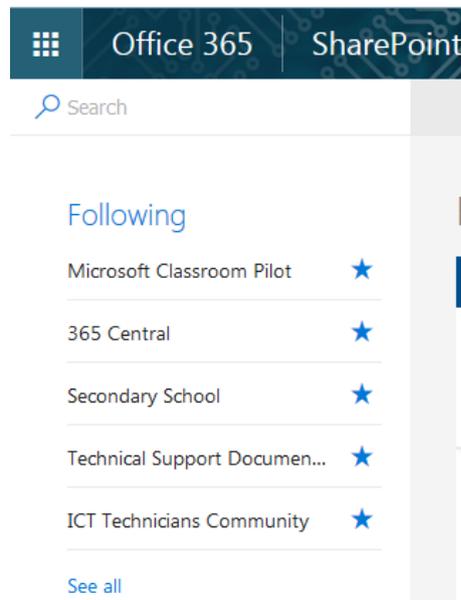
Click on the Site with your school name.



Once you are in the site, you can follow it so you don't have to search for it again. Click on the star in the top right-hand corner.



You can find sites that you follow in the column on the left of the SharePoint homepage menu.



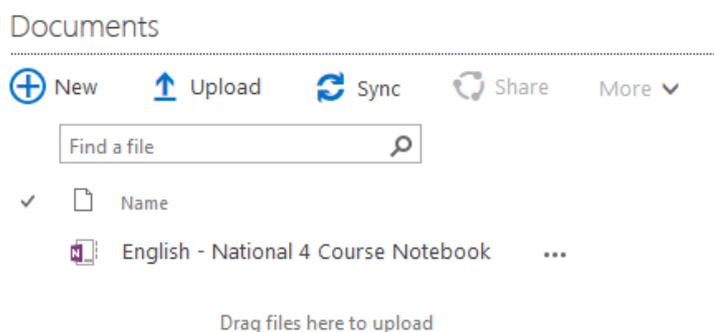
3. Apps in SharePoint

Each SharePoint site looks different dependent on what the site admin has decided to put on it, but here is some information on common apps used in SharePoint sites.

Document Library

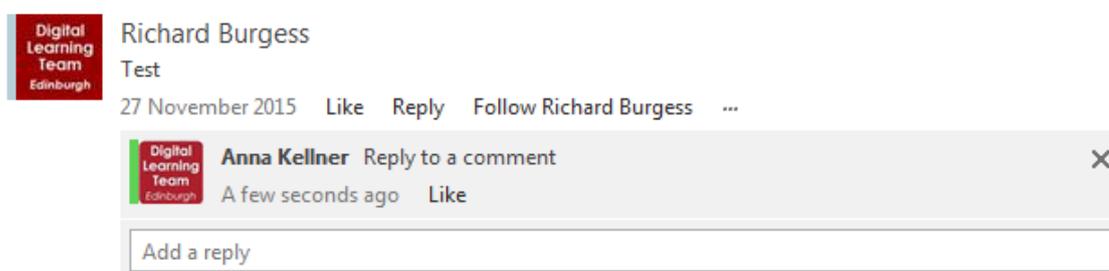
A document library works in a similar way to a personal OneDrive, except that the admin can control what permissions you have in the library. In most cases you will be able to upload and download documents in the same way as your OneDrive.

If you want to work on a document that multiple users may be working on at the same time, then it may be beneficial to use Office Online as it allows real-time collaboration and simultaneous editing.



Newsfeed

All users can write comments or questions on a Newsfeed, they will always show the most recent comment at the top. It is possible to reply to a comment without creating a new post on a Newsfeed.



Useful Links

These are similar to a document library but they are designed to be a bank of links. This could be a useful place to store links to websites used by staff in their teaching and learning.

Web Links

[+ new link](#) or [edit this list](#)

✓	📄	Edit	URL	Notes
	📄	School website guidance	...	Link to the Orb where you can find lots of information about creating and maintaining your school website

Discussion Board

A discussion board is a forum. Discussions can be split into topics so users can easily find what they are looking for.

Forum

[+ new discussion](#)

[Recent](#) [My discussions](#) [Unanswered questions](#) [...](#)



[iPads in School - Secondary](#)

Please use this forum to discuss the use of iPads in secondary schools.

By Anna Kellner | Latest reply by Nadia Kettles | December 6, 2016

[iPads in School - Primary](#)

Please use this forum to discuss the use and management of ipads in primary schools.

By Anna Kellner | Latest reply by Norry Leonard | November 29, 2016

4. Permissions in SharePoint

Permissions

Permissions in SharePoint are set by the site admin. You may have access to some areas of a SharePoint site but be restricted from others. If you try to access a site that you do not have access to then you will see a screen like this.

You need permission to access this site.

I'd like access, please.

If you believe you should have access and there is an error, then you can request access and an email will be sent to the site admin.

Sharing

We would request that you do not use the Share function within SharePoint as this can alter the permissions. Instead, send a copy of the URL for the site to any users that you would like to have a look at it.

5. 365 Central

365 Central is a SharePoint site that is maintained centrally. It has two areas: Curriculum and Communities.



Communities contains areas for working groups and teams that do not work in the same location, access to these sites is limited to the members of the relevant groups.

Curriculum is accessible to all staff and contains a large amount of resources curated by QIOs and Lead Teachers. Resources are organised by subject area and level.

