

SharePoint

A solution depending on how you define the problem

SharePoint misconceptions

- ▶ How do you think SharePoint can help you?
- ▶ What questions do you have about SharePoint (beyond, “what is it?”)

Brief discussion

Initial conception: SharePoint is closely related to MS Office Teams.

Advice from *the Hitchhiker's Guide to the Galaxy*: DON'T PANIC.

SharePoint explained simply

What's the difference?



Teams

- ▶ computer or mobile app only
- ▶ focus on communication
 - ▶ chat
 - ▶ video conferencing
 - ▶ calendar



SharePoint

- ▶ web based only
- ▶ focus on sharing & managing
 - ▶ files
 - ▶ libraries
 - ▶ lists
 - ▶ pages

First, define and clarify your purpose

Information Management

▶ Think SharePoint

Communication

▶ Think Teams

How does this play out?

Educational Technology Support

Information Review Commission

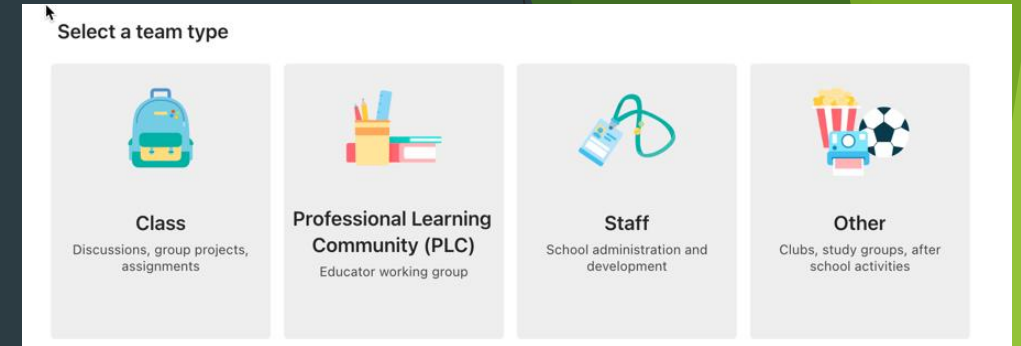
Teams and SharePoint are inseparable.

sharepoint



- ▶ SharePoint is cloud-based storage of information.
- ▶ A SharePoint “site” is an intranet
 - ▶ For offices
 - ▶ Departments
 - ▶ Clubs
 - ▶ Any entity that needs to share news and information with its members.
- ▶ A Teams site is always connected with an MS Office 365 Group.
- ▶ You cannot store a file in Teams, only in the Teams’ Sharepoint site(s).
- ▶ Teams can be used to manage a SharePoint site.
- ▶ Each Teams “channel” has its own SharePoint site.

Strategy? Try these.



Begin with Outlook Group

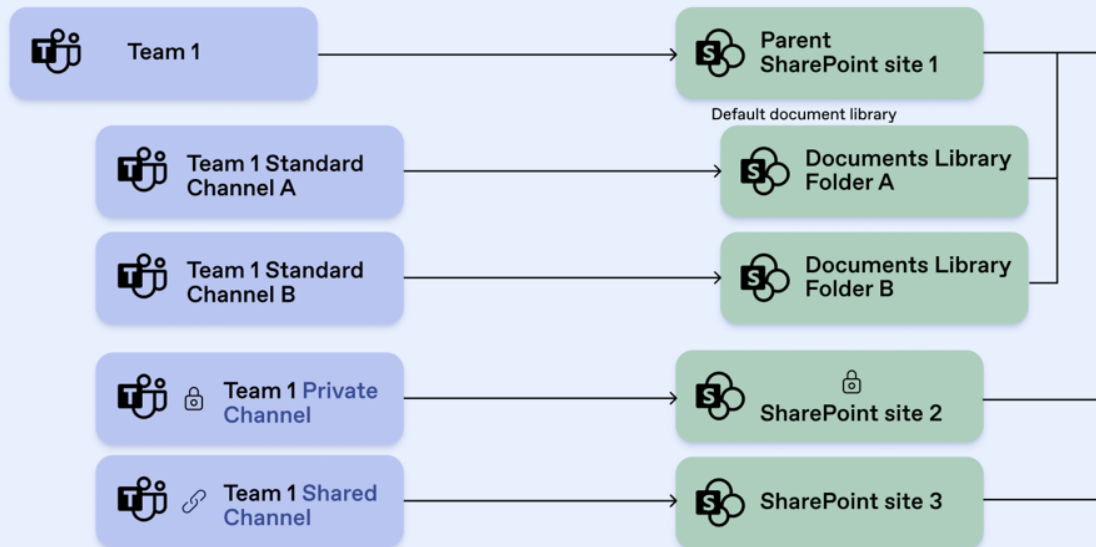
- ▶ Start a Microsoft Office 365 Group.
- ▶ Wait for the invitation and view the SharePoint site.
- ▶ Check the option to “Follow” the site.
- ▶ At the SharePoint site, add a Microsoft Team.
- ▶ Open Teams (download the app).
- ▶ Find the new Teams site and use it.

Begin with Teams

- ▶ Download/install Teams.
- ▶ Open Teams- create and join.
- ▶ Choose a Teams option (e.g., Staff)
- ▶ Add people.
- ▶ Add files
- ▶ Open SharePoint.
- ▶ Check the option to “Follow” the site.

Teams Channels

Teams channels = SharePoint folders(ish)



- ▶ Teams “channels” can be used for small group activities.
- ▶ Teams will re-name SharePoint folders to match the name of a channel, after you “sync.”

Plan and Design the SharePoint site

- ▶ Plan: What do you want the site to help you do? Write it down.
- ▶ Use a cookie cutter template, or
- ▶ Design your own.
- ▶ Similarity to Word Press.

Hypothetical example? Using the Teams to SharePoint model....

Realities

- ▶ Security is considered “top notch” by some credible reviewers (Jard, 2015).
- ▶ Most reviews are positive: 4.3 on 5-point scale; 8 on 10 point scale.
- ▶ SharePoint is not user friendly:
 - ▶ Options are overwhelming,
 - ▶ set up time is steep (SharePoint Reviews, 2022).
 - ▶ Navigation is awkward.
- ▶ Training by the Tech Support Center:
 - ▶ Classroom labs.
 - ▶ One-on-one consultation.
 - ▶ Documentation as we all learn, moving forward.
- ▶ Also at Microsoft: <https://support.microsoft.com/en-us/office/sharepoint-video-training-cb8ef501-84db-4427-ac77-ec2009fb8e23>

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