

SharePoint 3.0 Quick User Guide



TEXAS TECH UNIVERSITY
Health Sciences Center
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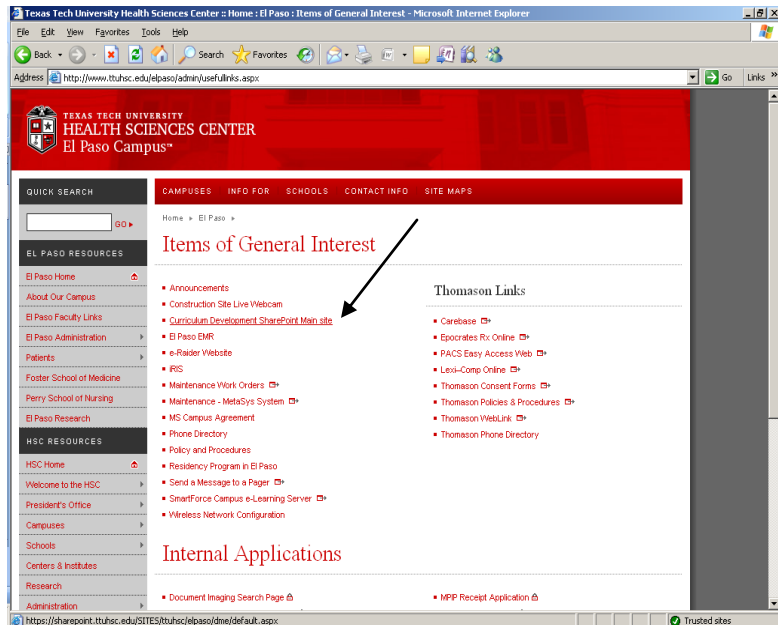
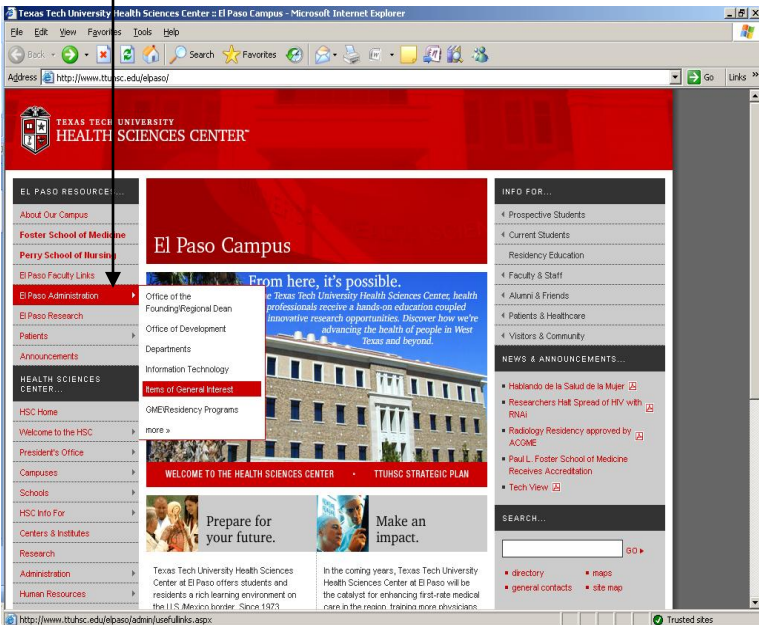
SHARE POINT 3.0 MANUAL

This document contains the basic instructions on how to access Share Point 3.0, and how to view and upload documents. Note: The only people that can access SharePoint are the Content Manager and Administrators that have permissions from the SharePoint Administrator.

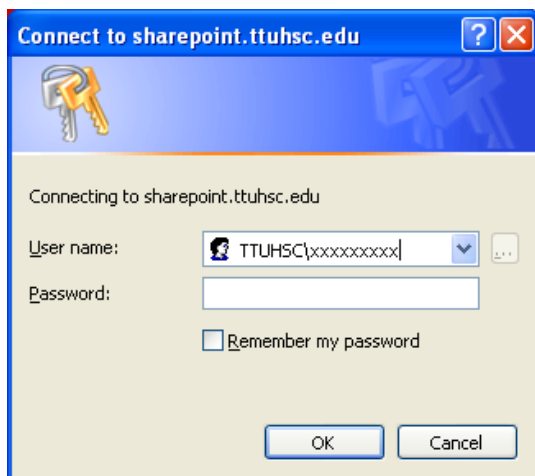
There are two means to access SharePoint: You may use the following URL:

<https://sharepoint.ttuhsoc.edu/sites/TTUHSC/elpaso/dme/default.aspx> or click on

<http://www.ttuhsoc.edu/elpaso/> and select El Paso Administration, Items of General Interest, and Curriculum Development SharePoint Main site.



If you have access to SharePoint, you will be asked to enter your eRaider and Password.



Enter your eRaider
beginning with
TTUHSC\username and
password

The main SharePoint home page.

Home - Department of Medical Education - Microsoft Internet Explorer

Address: <https://sharepoint.ttuhsc.edu/SITES/ttuhsc/el Paso/dme/default.aspx>

TTUHSC Main Website > TTUHSC El Paso Campus > Department of Medical Education

Welcome Romero, Hortencia

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™ Department of Medical Education

Home

View All Site Content

Documents

- Shared Documents

Pictures

Lists

- Contacts
- Tasks

Discussions

- General Discussion

Surveys

- Recycle Bin

Department of Medical Education

Courses

- Scientific Principles of Medicine
- Medical Skills
- Society Community and the Individual
- Masters Colloquium

Links

- SharePoint Help and Tutorials
- SharePoint Manual
- Add new link

Announcements

Unit 4 Pre-Surgical Exam Archived NEW 10/28/2008 12:44 PM
by Maldonado, Frankj
Pre-Surgical Exam has been Archived! An agreement between Unit Directors and Clinicians was made to archive this clinical presentation. Please note that on Unit 4 Main Menu you will see an Archive Folder, the presentation is there for you to use as a...

New area for graphics, images, etc. 10/20/2008 5:27 PM
by Guerra, Martha
Save your images, graphics, or any other media to this folder and link directly from the Document Content Spreadsheet or any other area of Sharepoint.
The link to this folder is right under the Document Content Spreadsheet link on the left of...

STEPS TO USE CHECK OUT AND CHECK IN PROCEDURE IN SHAREPOINT 10/8/2008 11:49 AM
by Romero, Hortencia
Take advantage of this **Check In and Check Out** procedure when you are working on a specific document. Take full command of a document and enjoy working in privacy. **INSTRUCTIONS on how to Check In and Check Out a document are under Shared Document.**

MINIMIZING THE USERNAME AND LOGIN PROMPT 6/2/2008 5:54 PM
by Acosta, Andrea
Below are instructions on how to add SharePoint as a trusted website to Internet Explorer which will reduce the amount of login prompts received.
Steps:

Error on page. Local intranet

Other Links for various locations in SharePoint

These are the four main Courses

Add Links

Various Links for Information

TTUHSC Main Website > TTUHSC El Paso Campus > Department of Medical Education

Welcome Romero, Horbencia

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

Department of Medical Education

This Site

Home

View All Site Content

Documents

- Shared Documents

Pictures

Lists

- Contacts
- Tasks

Discussions

- General Discussion

Surveys

Recycle Bin

Department of Medical Education > All Site Conte

All Site Content

| Name |
|------|
|------|

Error on page.

This menu will direct you to all the working areas. The first on the list is "View All Site Content".

This menu reflects all locations within SharePoint.

Document Libraries

- Shared Documents

Picture Libraries

There are no picture libraries.

Lists

- Announcements
- Contacts
- Courses
- Events
- Links
- Tasks

Discussion Boards

- General Discussion

Surveys

There are no surveys.

Sites and Workspaces

- Document Content Spreadsheet
- Graphics and Images
- Masters Colloquium
- Medical Skills
- Scientific Principles of Medicine
- Society Community and the Individual

Recycle Bin

- Recycle Bin

When you select the **Department of Medical Education**, you are able to view Courses, Announcements, and Links. In this section, you are able to upload documents and navigate throughout the site.

Home - Department of Medical Education - Microsoft Internet Explorer

Address: [https://sharepoint.ttuhscc.edu/sites/TTUHSC/el Paso/dme/default.aspx](https://sharepoint.ttuhscc.edu/sites/TTUHSC/el%20Paso/dme/default.aspx)

TTUHSC Main Website > TTUHSC El Paso Campus > Department of Medical Education

Welcome Romero, Hortencia

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™ Department of Medical Education

Home

View All Site Content

Documents

- Shared Documents

Pictures

Lists

- Contacts
- Tasks

Discussions

- General Discussion

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Recycle Bin

Department of Medical Education

Courses

- Scientific Principles of Medicine
- Medical Skills
- Society Community and the Individual
- Masters Colloquium
- Add new link

Announcements

Cardiac Arrest Moved 11/3/2008 6:29 PM
by Maldonado, Frankj
A reminder to all that Cardiac Arrest has been moved to Unit 5 Intergrative Systems I.

Unit 4 Pre-Surgical Exam Archived 10/28/2008 12:44 PM
by Maldonado, Frankj
Pre-Surgical Exam has been Archived! An agreement between Unit Directors and Clinicians was made to archive this clinical presentation. Please note that on Unit 4 Main Menu you will see an Archive Folder, the presentation is there for you to use as a...

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MINIMIZING THE USERNAME AND LOGIN PROMPT 6/2/2008 5:54 PM

Links

- SharePoint Help and Tutorials
- SharePoint Manual
- Add new link

There are numerous Links under each

Documents: Library of folders related to the Course.

Shared Documents: Various documents related to the Course

Units: All Units related to the Course.

When you select **Documents**, **Shared Documents**, or **Units**, you are able to **Insert New Document**, **Upload Document**, **Actions** for interface with other applications, and **Settings** for your preference on viewing your screen.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'All Site Content' page for the 'Scientific Principles of Medicine' course. The browser's address bar shows the URL: <https://sharepoint.ttuhscc.edu/sites/TTUHSC%20El%20Paso/Doc/Spm/ layouts/viewlists.aspx?BaseType=1>. The page header includes the Texas Tech University Health Sciences Center logo and the course title 'Scientific Principles of Medicine'. The main content area is titled 'All Site Content' and displays a table of 'Document Libraries'. A red arrow points to the 'Shared Documents' library in the table.

| Name | Description | Items | Last Modified |
|--|---|-------|---------------|
| Shared Documents | Share a document with the team by adding it to this document library. | 133 | 21 hours ago |
| Unit 1 Host-Defense | | 194 | 9 days ago |
| Unit 10 Integrative 2= 2 + Review of all CP's in 1st and 2nd year | | 79 | 8 days ago |
| Unit 2 Musculoskeletal/Neurological Systems | | 571 | 8 days ago |
| Unit 3 GI/Hematology | | 602 | 8 days ago |
| Unit 4 CVJ Respiratory | | 471 | 2 days ago |
| Unit 5 Integrative: Clinical Presentation= Review of all 1st year CP's | | 35 | 5 days ago |
| Unit 6 Renal/ Endocrine | | 720 | 6 days ago |
| Unit 7 Reproduction | | 449 | 2 days ago |
| Unit 8 The Mind and Human Development | | 634 | 2 days ago |
| Unit 9 Special Senses | | 461 | 9 days ago |

To return to the home page of the **Main Menu**, select **Home** at the top of the left menu. To return to the main Share Point site select **Department of Medical Education** at the top of the window.

To Log-out, point to the top right corner **Welcome Last Name, First Name** select the down arrow and view your selections.

The screenshot shows a Microsoft Internet Explorer browser window displaying a SharePoint site. The address bar shows the URL: <https://sharepoint.ttuhsu.edu/sites/TTUHSC/el Paso/dme/default.aspx>. The page title is "Home - Department of Medical Education - Microsoft Internet Explorer".

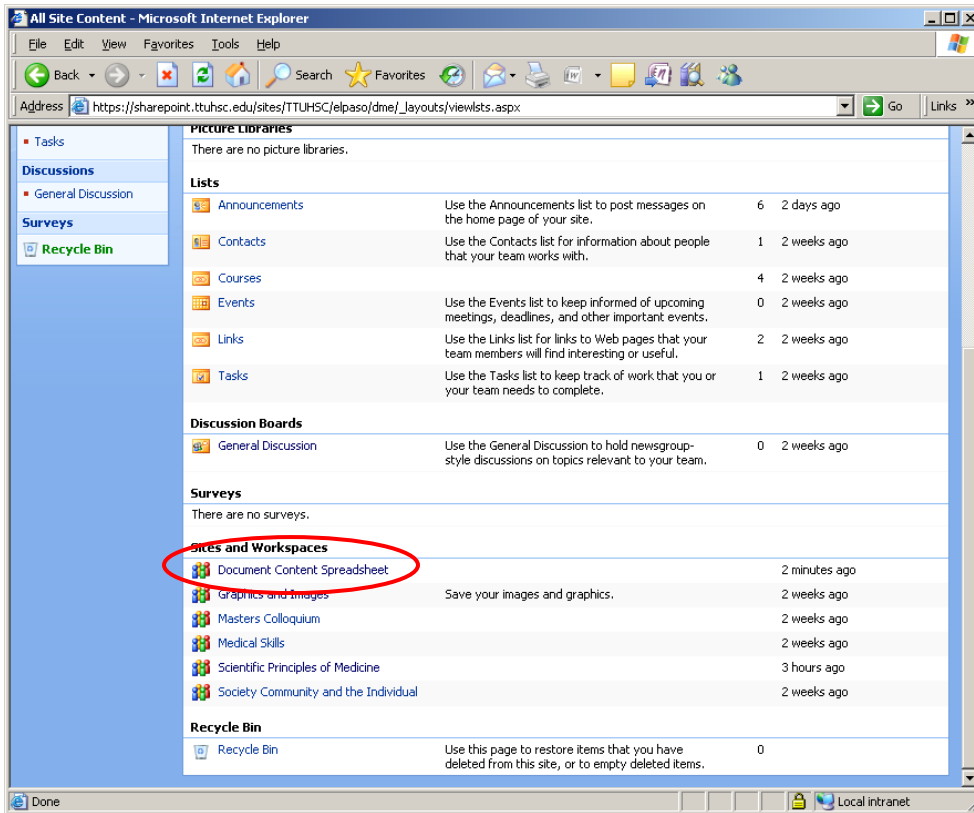
The page content includes a navigation sidebar on the left with sections for "Documents", "Pictures", "Lists", "Discussions", and "Surveys". The main content area is titled "Department of Medical Education" and contains several sections:

- Courses**: A list of courses including "Scientific Principles of Medicine", "Medical Skills", "Society Community and the Individual", and "Masters Colloquium".
- Announcements**: A list of announcements including "Cardiac Arrest Moved", "Unit 4 Pre-Surgical Exam Archived", "New area for graphics, images, etc.", "STEPS TO USE CHECK OUT AND CHECK IN PROCEDURE IN SHAREPOINT", and "MINIMIZING THE USERNAME AND LOGIN PROMPT".

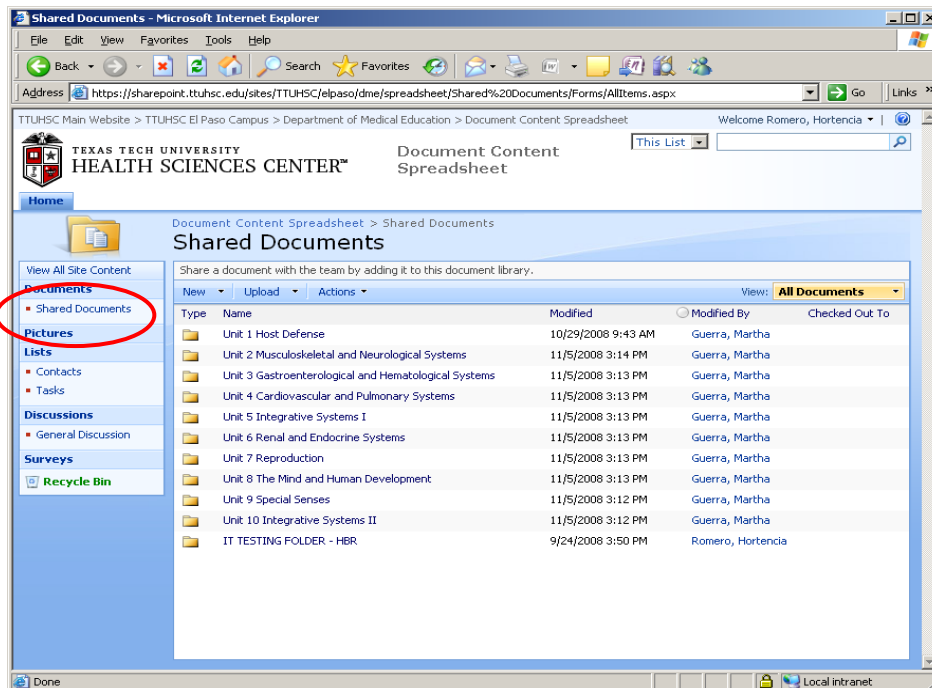
The "My Settings" sidebar on the right includes options for "My Settings", "Sign in as Different User", "Request Access", "Sign Out", and "Personalize this Page". A red arrow points to the "Welcome Romero, Hortencia" dropdown menu in the top right corner of the page.

STEPS TO CHECK IN AND CHECK OUT A SPREADSHEET IN SHAREPOINT

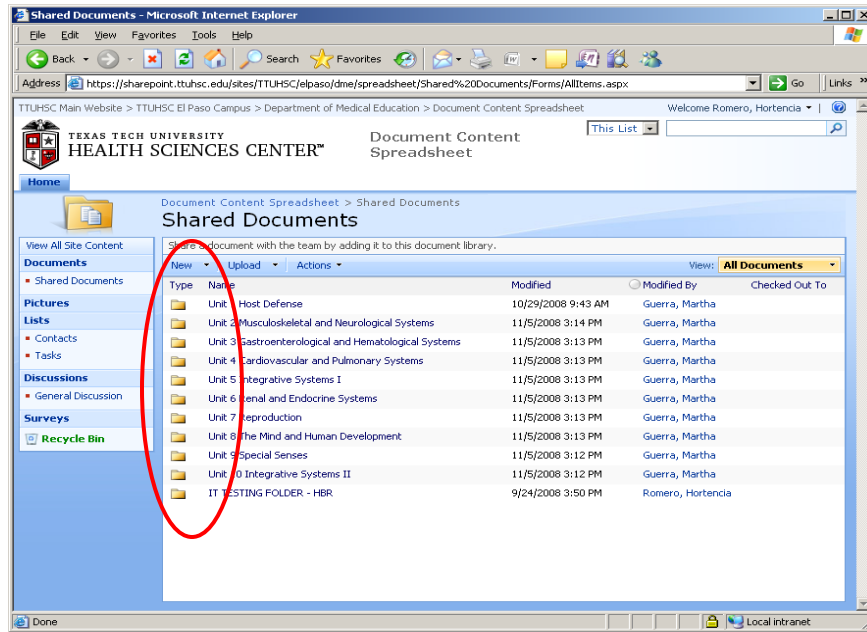
1. Select the "Document Content Spreadsheet" link



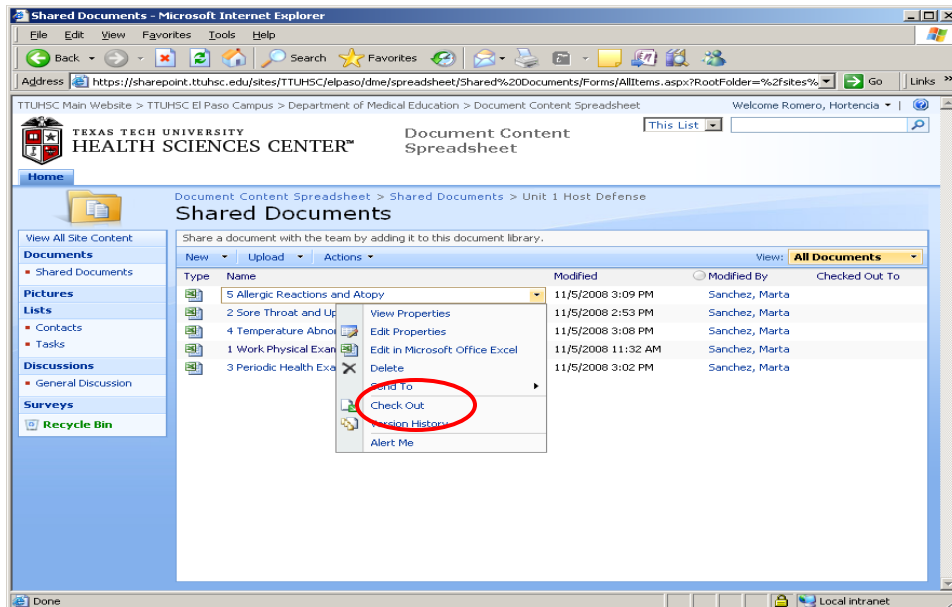
2. Select "Shared Documents"



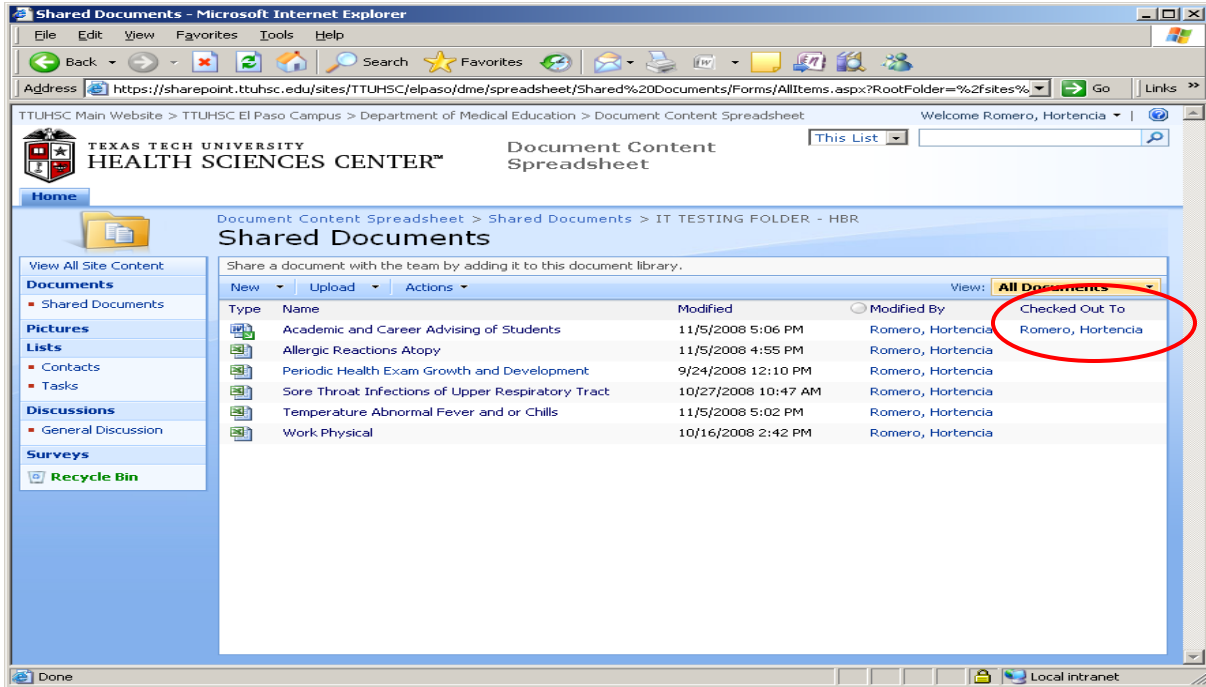
3. Select the Unit folder you want to check out



The screen below shows the first clinical presentations with the dropdown menu. Click on the scroll down menu and select Check out.

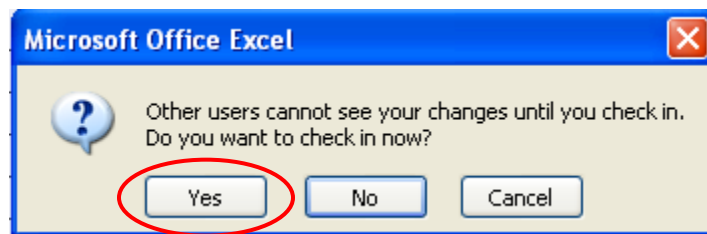


In the window below note your name will appear next to the document that you checked out. This notifies everyone that you are currently working on the spreadsheet. When you check out a document, you are the **only** person that has access to the document. If someone else tries to open a document, it will give them a notice that you have the document checked out.

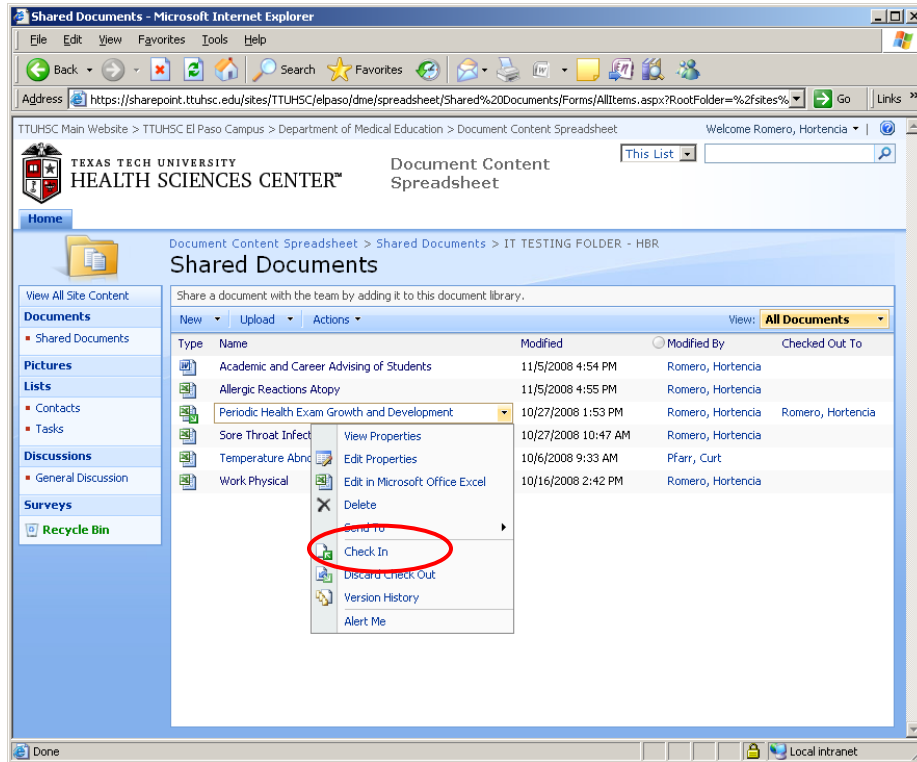


Once you are done working on the spreadsheet there are two means to Check in your document.

First, you save your changes. After you save, the following window will appear, please select "Yes".

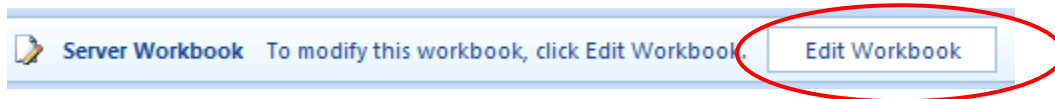


Second, “Check in” is by using the same menu that you used to “Check out”, next to the Clinical Presentation title.

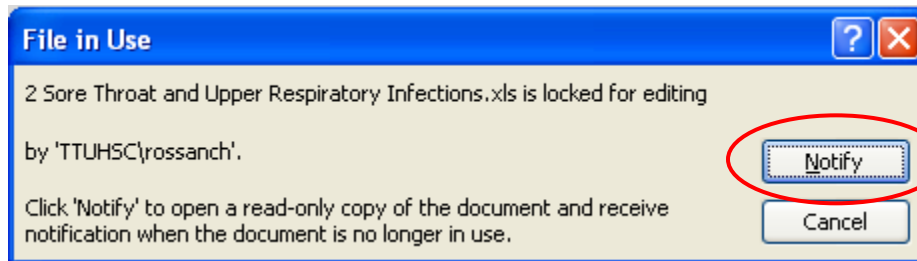


To be notified when a document is available:

1. Open the document
2. Press the “Edit Workbook” button that appears on the top of the document



3. In the following window select “Notify” and keep spreadsheet open.



Once the faculty that was working with the spreadsheet is done and the document is checked-in, you are going to receive the following message. Please select cancel at this time and close the document to prevent overwriting of the spreadsheet.

