SharePoint 3.0 Quick User Guide

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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.ttuhsc.edu/sites/TTUHSC/elpaso/dme/default.aspx or click on http://www.ttuhsc.edu/elpaso/ and select El Paso Administration, Items of General Interest, and Curriculum Development SharePoint Main site.
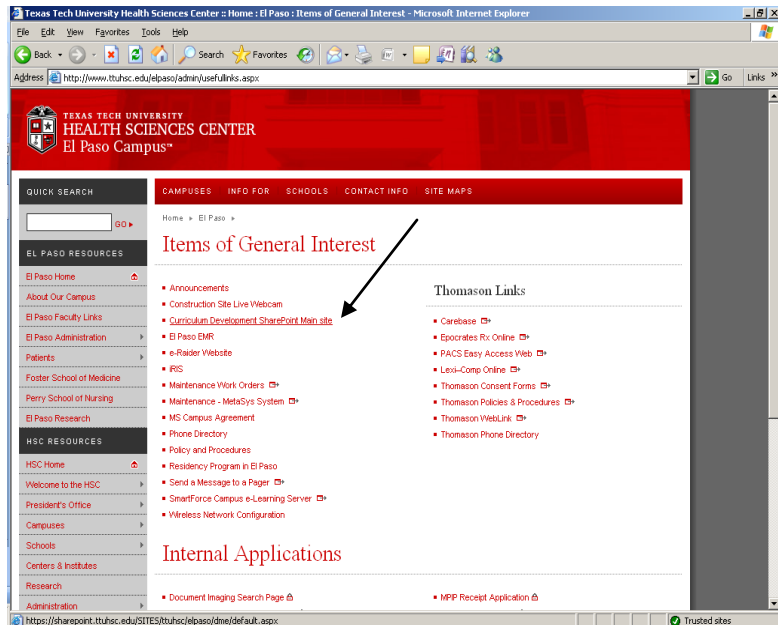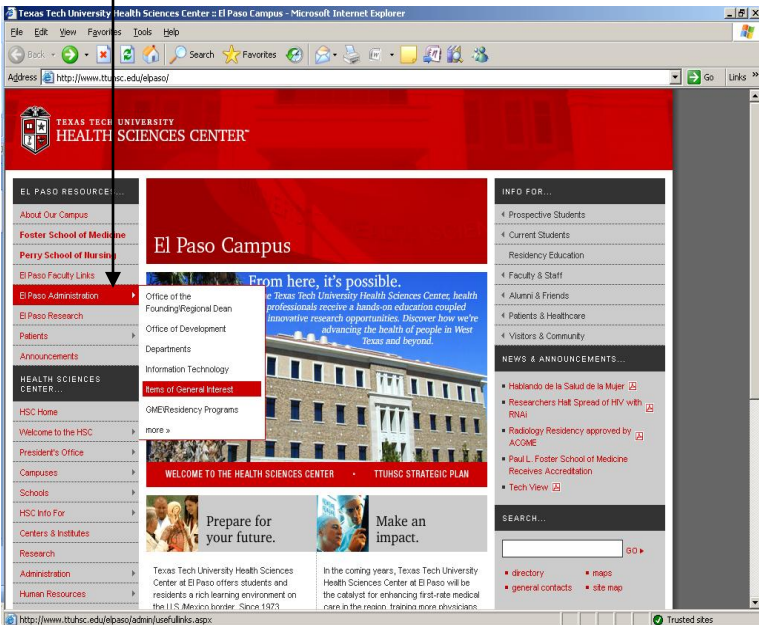
If you have access to SharePoint, you will be asked to enter your eRaider and Password.
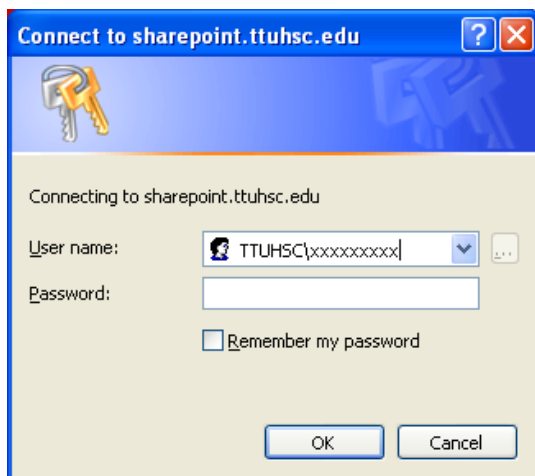
Enter your eRaider beginning with TTUHSC\username and password

The main SharePoint home page.

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**

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

Error on page.

This menu reflects all locations within SharePoint.

Department of Medical Education > All Site Conte

All Site Content |

Name

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.

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.

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.

STEPS TO CHECK IN AND CHECK OUT A SPREADSHEET IN SHAREPOINT

1. Select the "Document Content Spreadsheet "link
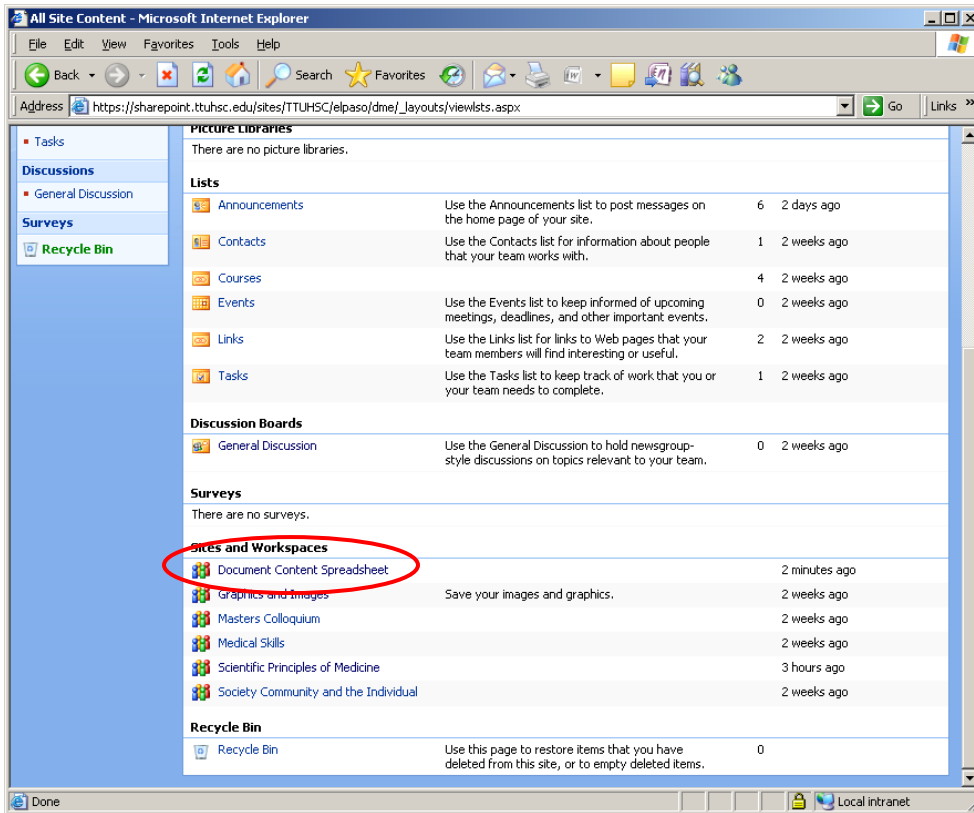
2. Select "Shared Documents"
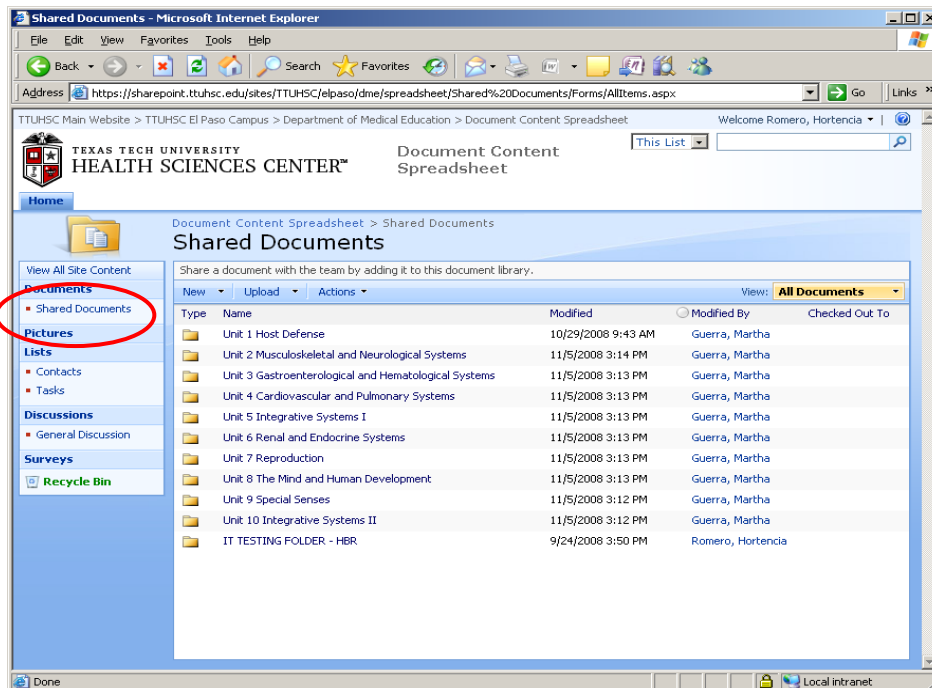
3. Select the Unit folder you want to check out

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

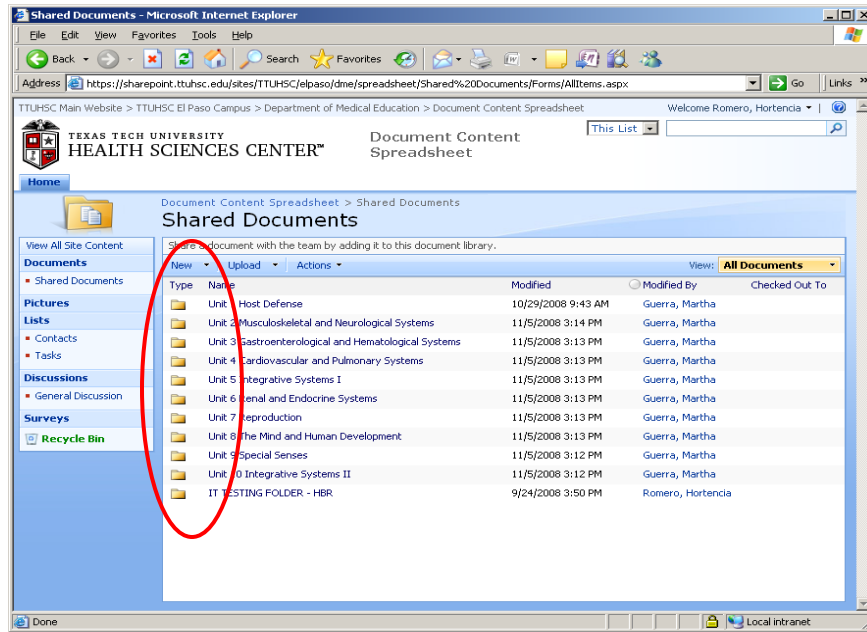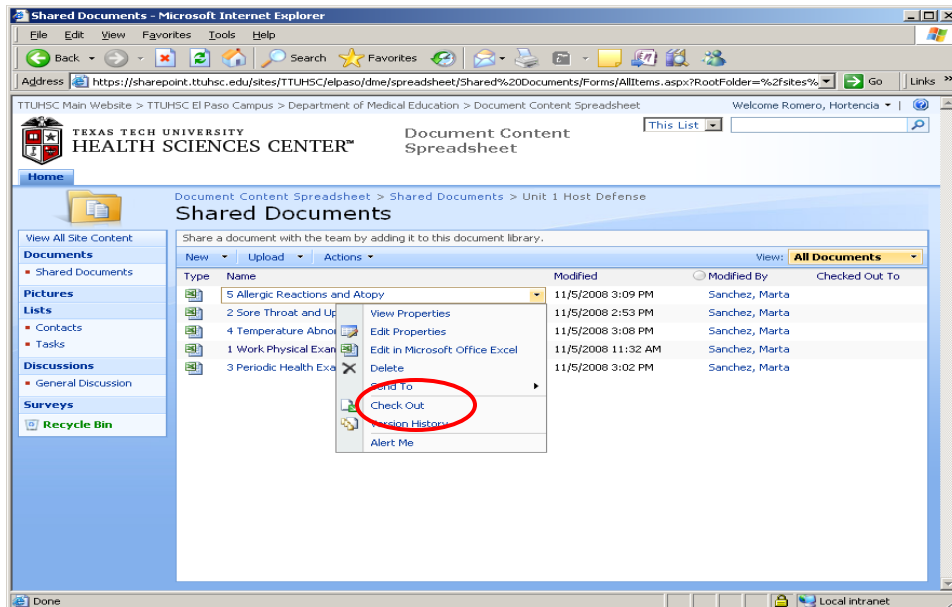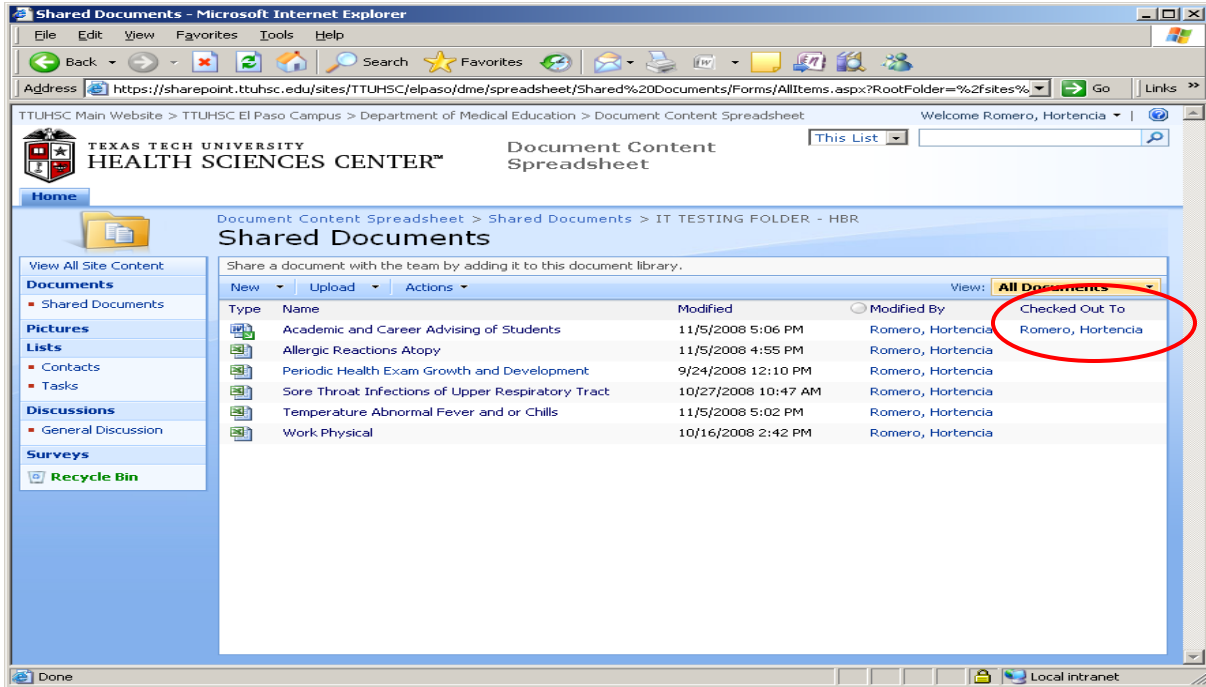In the window below note your name will appear next to the document that you checked out. This notifies everyone that you are currently working on the spreadsheet. When you check out a document, you are the **only** person that has access to the document. If someone else tries to open a document, it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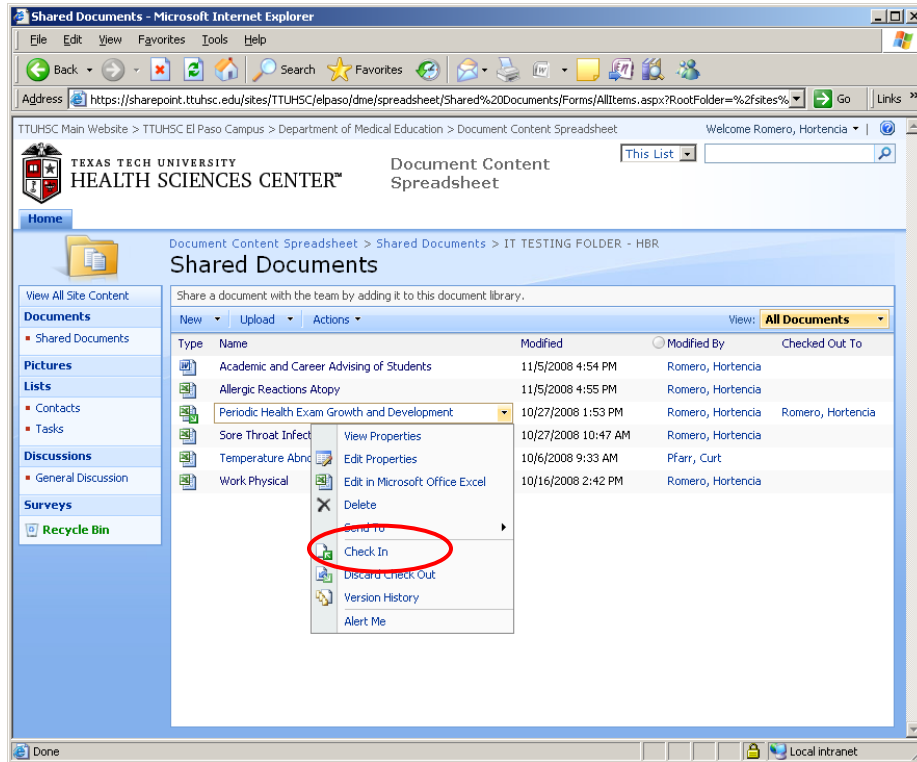

Once you are done working on the spreadsheet there are two means to Check in your document.

First, you save your changes. After you save, the following window will appear, please select "Yes".
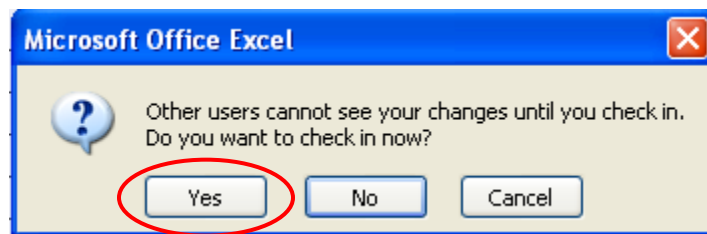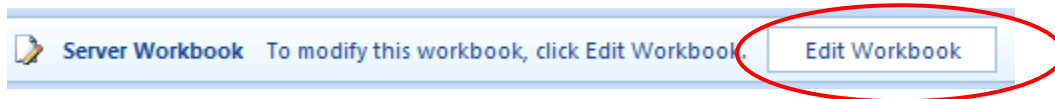
Second, "Check in" is by using the same menu that you used to "Check out", next to the Clinical Presentation title.
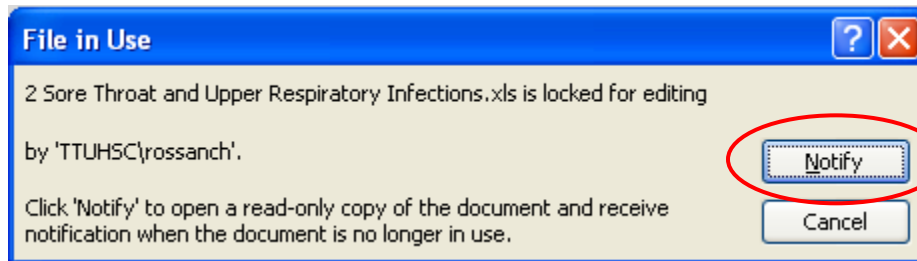

To be notified when a document is available:

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.