



Sunrise School Division

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Sunrise External Web Site Users Guide

As Of: September 26, 2011 (0.0.1)

Introduction

This document is an end user guide for content editors managing website content using the Sunrise School Division Microsoft SharePoint and Scholantis Web Edition based web site. It includes step by step instructions to manage and create content on your website making it easy to keep your website up to date and looking sharp!

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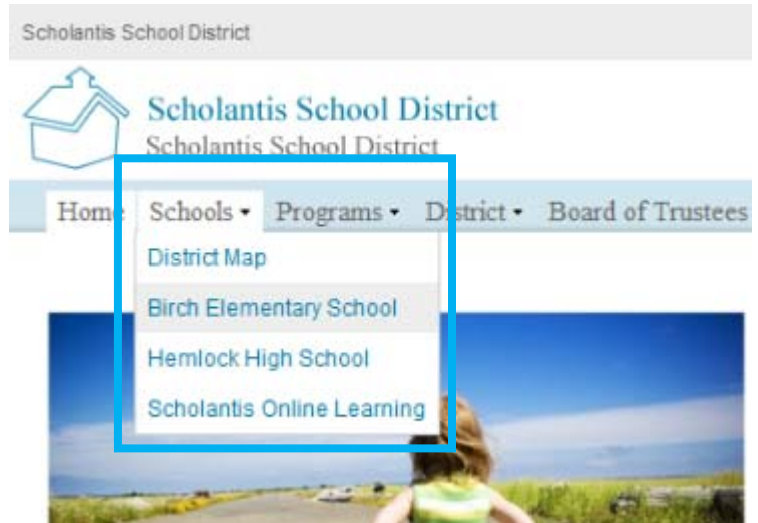
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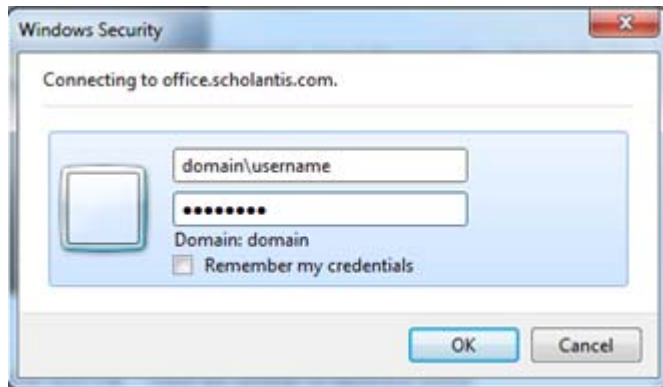
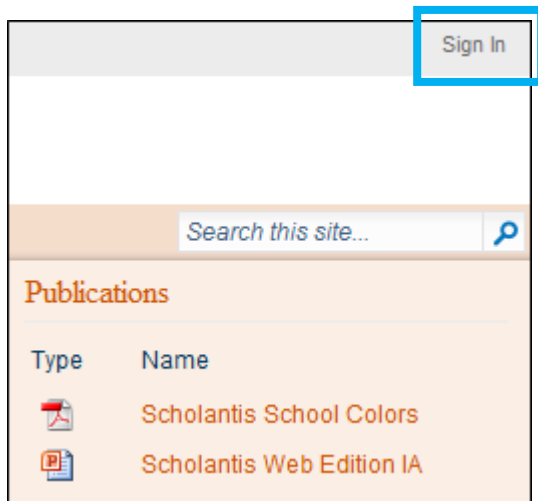
General Information

Sign In

Before you can edit your website you'll need to sign in. Start by opening Internet Explorer and navigate to the homepage of your district or school site. You'll also find a list of school sites on the district site under the **Schools** section.



Once on your site select the **Sign In** link at the top right. Enter your username and password in the login window which opens. If you cannot login or do not have permission to edit the site please contact the district IT help desk or website coordinator.



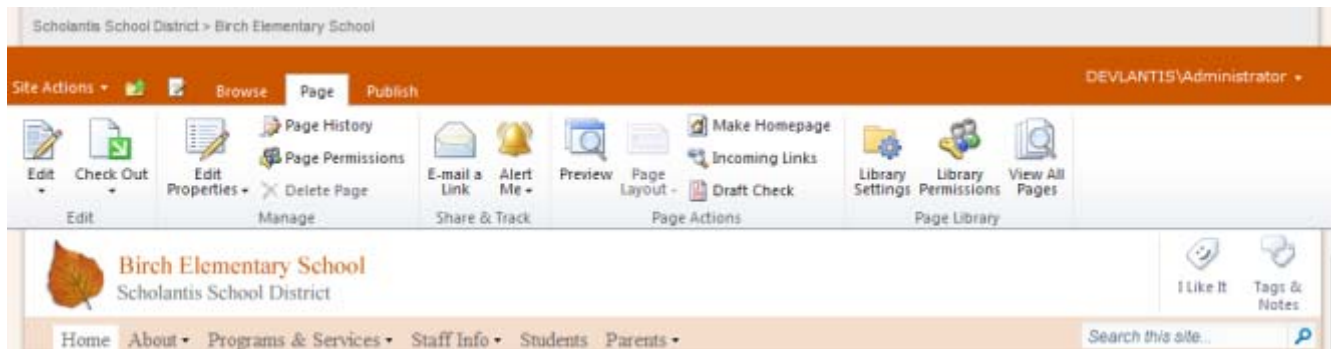
The Ribbon

SharePoint 2010 utilizes the Microsoft Ribbon to make editing your sites and libraries easier. First introduced within Microsoft Office Suite 2007, you have likely worked with a version of this ribbon already. The ribbon gives access to the Site Actions drop down, as well as Browse Site, Page Editing, and Publishing.

The SharePoint Ribbon knows the status of your location and whether you are currently editing or viewing a site. It provides only the options that are available for editing from your current location and status. The main view used for making changes is the **Page View** as seen below. **Browse View** minimizes the Ribbon so only the tabs remain. **Publish View** gives the options for publishing changes.

Library and List Ribbons have different tabs, and different functionality. The specific function of the ribbon will be exemplified throughout this manual.

Note: If the ribbon is not visible on a page click on the Site Actions drop down, and select Show Ribbon.



Ribbon Introduction Video:

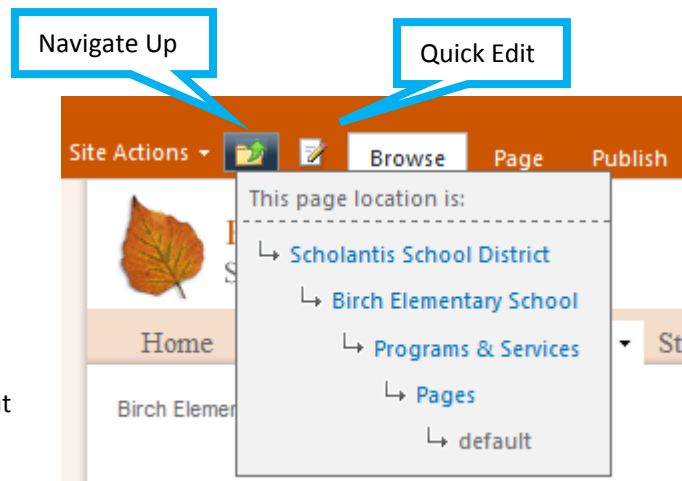
<http://office.microsoft.com/en-us/sharepoint-server-help/video-ribbon-highlights-in-sharepoint-2010-VA101805216.aspx>

Navigate up Button

This is a very useful button. It shows you your current location on a site, and provides links to each level above your current location. So you will never be lost in SharePoint!

Quick Edit Button

This button will edit the current page you are on, without the need to use the full ribbon, or the site actions menu.

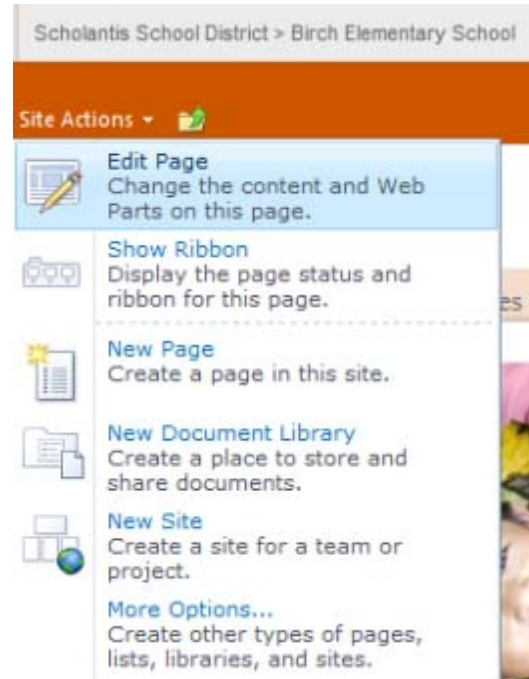


Editing Your Homepage

Each school site is a separate web site with its own libraries of images, documents, and other media. To get started editing your school's web site, please navigate to your site (usually the easiest way to do so is to go to the Division site at <http://www2.sunrisesd.ca> and select Schools/School List and choose the link to your school. Then, when you are at the page you wish to edit, select **Edit Page** from the **Site Actions** menu.

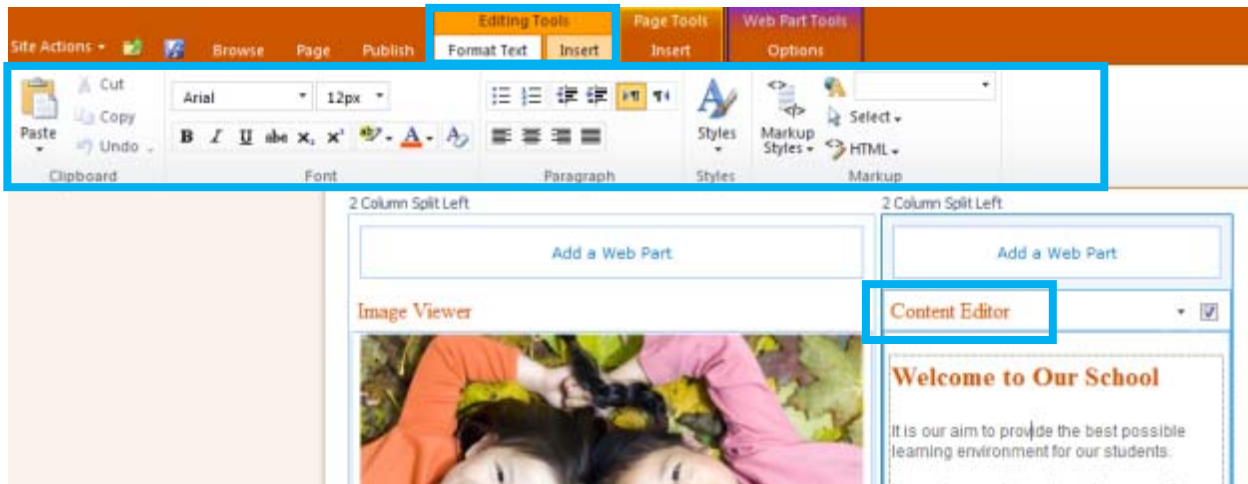
This will give you access to the editable regions and Web Parts on a page. Editing a page also allows you to add more Web Parts to the page using the [Web Part Ribbon Gallery](#) (see page 16).

Alternately, you may select the **Show Ribbon** option on the Site Actions menu. The Ribbon provides all of the editing options; including **Edit Page**.



Main Content Area

You can edit this area by clicking within the **Content**. A rich text editor toolbar will appear above the content (within the Ribbon) giving you tools to modify the content. The rich text **Editing Tools** default to the Format Text tools as seen below. These tools area similar to the tools found within Microsoft Word. To add items like **tables, images, web links, and files** to the site content select the **Insert** tab within the Editing Tools Ribbon (see below).



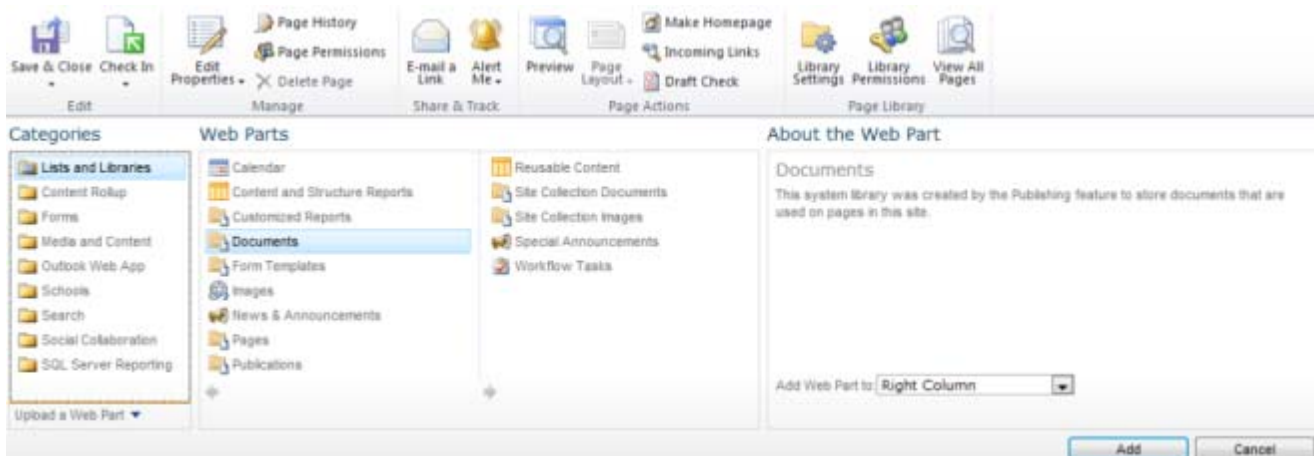
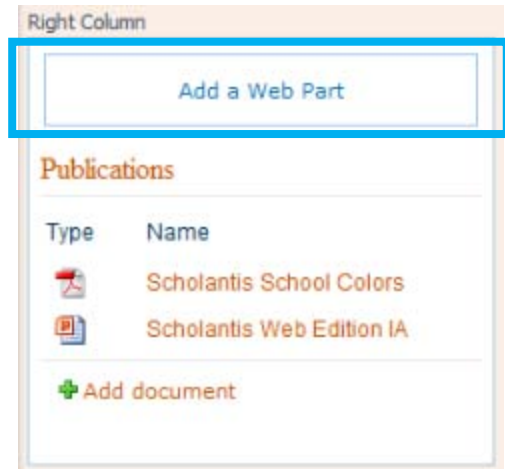
Add Web Parts

Most of the content on your site will be edited using web parts, which allow you to put content in a “slot” on the page, and gives you the tools you need to edit and maintain that content quickly and easily. Some web parts also provide functions like document libraries and lists, or calendars.

While a page is being edited the **Add a Web Part** button is displayed at the top of each web part zone. These buttons allow you to add Web Parts to any zone on the page using the Web Part Ribbon Gallery.

Selecting the **Add a Web Part** button opens the Web Part Gallery directly underneath the page ribbon; displaying a list of all available web parts for your site.

1. Edit your page
2. Click the **Add a Web Part** button in the proper zone of the page layout.
3. Navigate through the Categories, provided in the Web Part Ribbon, to find your web part icon and title.
4. Select the **icon** within the list.
5. Click **Add**



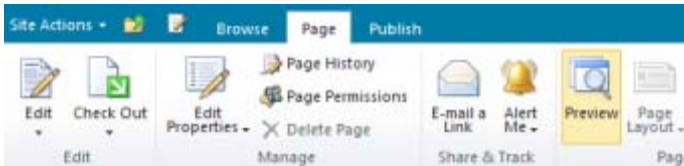
If you require assistance in using a web part please contact ICT and we would be happy to assist. In particular if you have a requirement that appears to be not covered by the current palette of web parts let us know so we can configure, procure, or install the required function.

The next sections look at available web parts in detail.

Previewing Changes

SharePoint 2010 permits you to preview the changes you have made to the site you are currently editing.

1. Locate the **Page Ribbon tab**, and select it if it is not already selected.
2. Click the **Preview button**. Make sure popups are enabled within your browser.



Publish Changes

When a page is being edited it is automatically checked out. If you want to discard your changes instead of saving them use the **Check Out/Check In** drop down and select the **Discard Check Out**.

1. Once you have completed your edits click the **Save and Close icon** at left end of the ribbon (in the location of the **Edit icon** visible when not in edit mode). This will save your work and show the final look of your page. This action does not publish your work live and the page continues to be checked out to you.

Note: If you wish to keep your changes, but not publish them. Select the **Check In** button. Authorized users will be able to view your draft page.

2. When you are ready to publish your changes, select the **Publish tab** of the Ribbon and click the **Publish Icon**. Fill in any comments associated with your work into the pop up and click **Continue**.

Note: If you do not have permission to publish a page you may also **Submit for Approval**. The page will then be available to be published by a designated Approver.



Web Part Descriptions


Featured Stories Web Part

You may wish to use the The Scholantis Featured Stories web part, which provides rotating images on your site home pages with easily update information that displays beside, or over, each image. Also, a web link can be added to direct the user to further information.



Adding a new Feature Story




Featured Stories is a picture library that displays your images and information within a web part on your home page. Each site collection has an independent list that is the engine for the web part on its home page. To add a new Feature Story to this list follow these instructions.

1. Navigate to the home page of the site you wish to add a Featured Story.
2. Sign into the site.
3. In the **Site Actions** drop down select **View all Site Content**
4. Click on the  **Featured Stories** within the **Picture Libraries** section.
5. Select the Upload dropdown within the Featured Stories library click the **Upload Picture** selection from the dropdown menu. This will deliver a pop up window to browse for you image.

Note: The Featured Stories library items are based on the image document used for the feature story.
6. Select the Browse button to find the image to be used for your Featured Story.
7. Select the image within your Windows Explorer box and Click **Open**.
8. Click **OK** within the Select Picture pop up window.
9. Fill in the details for you Featured Story including
 - a. **Name** (the file name you wish your image to be saved as within SharePoint)
 - b. **Title** (see *Looking to the Future* in the image above)
 - c. **Display On** (the first day the image will be displayed in the Featured Stories Rotator)
 - d. **Expire By** (the first day the image will stop being displayed in the Featured Stories Rotator)
 - e. **Caption** (a plain text message that will be shown alongside of the image, or over the image; depending on the layout you have chosen)

- f. **Link** (fill in a url to take the user to a page, or site location you have set up with further information, when they click anywhere within the featured stories web part.)
10. Click **'Save'** to publish your Featured Story to your home page.


Featured Stories: splash2

Name *	splash2 .jpg
Preview	
Title	Featured Story
Display On	7/10/2011 
Expire By	7/31/2011 
Caption	<p>Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p> <p>Used as caption text for the story.</p>
Link	http://www.myschooldistrict/teachers
<p>Created at 6/9/2011 6:37 PM by DEVLANTIS\Administrator Last modified at 6/9/2011 6:37 PM by DEVLANTIS\Administrator</p>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Editing an Existing Feature Story

All Featured Stories items can be changed at any time. You can change the Title, Description and Link Fields.

1. Navigate to the **Featured Stories Picture Library** within **View all Site Content**.
2. Click on the thumbnail image of the item you wish to edit to select it.
3. Click the **'Edit Item'** icon within the item Ribbon above the page header.
4. Update your fields that will now be editable on page.
5. Click **Save** to publish your changes, or **Cancel** to discard your editing session without saving.

Note: To Delete a Featured Story simply select it as above and click the Delete icon  within the same Ribbon.

Newsletter Subscription

The Scholantis Newsletter Subscriber is a simple to use feature that allows users to subscribe, and unsubscribe to the mailing list using only their email address. This feature allows administrators to send out Newsletters to a listing of subscribers at any time.

User Subscriptions

The User subscription form is displayed on each Web Edition school sites home page.

1. The User enters their email address.
2. Then selects their Request: Subscribe/Unsubscribe. Subscribe is the default choice within the drop down.
3. Clicking the Submit button to complete the request.
4. A confirmation email is sent to their email. The email provides a link they must click for activation of their subscription

On page View:

After submit request:

Confirmation Email Sent to User:

Newsletter Subscription

servicedesk@pvscd.ca

Sent: Wed 09/02/2011 1:54 PM

To: Dharma Mackay

We have received your request to subscribe to the newsletter. Please follow the link below to confirm your subscription:

[Confirm Subscription \(Required\)](#)

Thanks for signing up.

Manage Newsletters Page

To navigate to this page from the home page

1. Select View all Site Content
2. Select the Pages document library
3. Click the **ManageNewsletters** page
4. Alternatively, you can use the Link provided on the portal school site under the Staff top level navigation.

The **Manage Newsletters Page** has one central administration page, with two lists. On this page you can perform the following functions.

- Review the Subscription members
- Identify members currently receiving emails
- Identify which members are verified to receive emails
- Create New Newsletters
- Send Newsletters
- Delete Old Newsletters

Newsletters List

This list contains the Newsletters available to be sent.

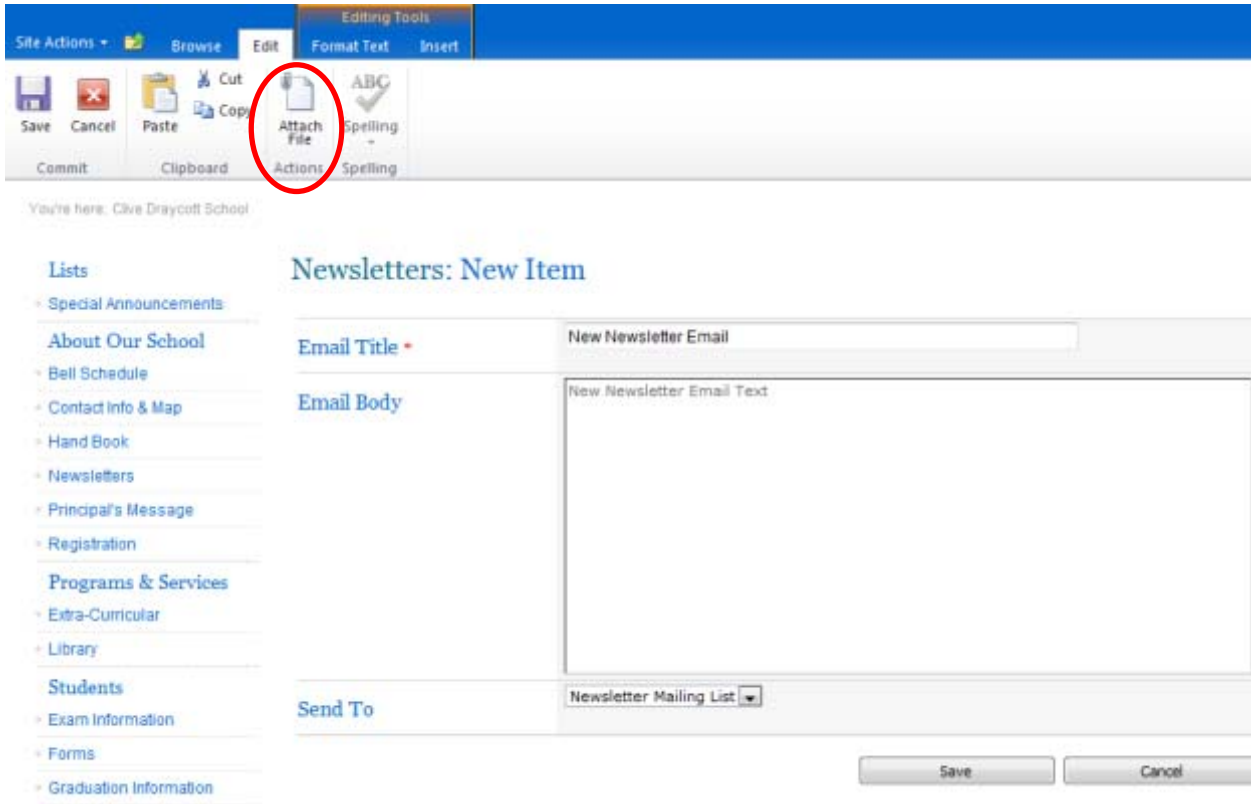
Newsletters

ID	Email Title	Email Body	Send To	Recipients	No. Of Sending Requests
1	Test Newsletter <small>NEW</small>	Test Newsletter Body	Newsletter Mailing List		

[+ Add Newsletter](#)

Create a new newsletter email

1. Select the **Add Newsletter** link at the below the Newsletters list.
2. Fill in the **Email Title** that defines the title of the email that will contain the Newsletter.
3. Fill in the **Email Body** text. You may either write your whole newsletter in the Email Body or you can attach a .pdf of your newsletter. (Step 5)
4. Confirm the correct mailing list is selected within the **Send To** drop down.
5. To attach a .pdf file, click the **Attach File** icon within the **Edit Ribbon**, to attach your newsletter mailing to the email.



Sending a Newsletter

You can send any newsletter email that is available within the **Newsletters list**. It is the same process whether it was just created, or it was previously created.

1. Select the drop down of the specific item you wish to send
2. Select the first option in the drop down. **Send Newsletter**.
3. **Please Note:** before taking this action you should confirm the Mailing list is up to date for your needs. See the next section.

Newsletters

ID	Email Title	Email Body	Send To
1	Test Newsletter NEW	Test Newsletter Body	Newsletter Mailing List
2	New Newsletter Email NEW	New Newsletter Email Text	Newsletter Mailing List

Send Newsletter
View Item

Updating Subscribers

Mailing List

On the Manager List page the subscribers are displayed in the Mailing List to indicate who would currently be sent an email if a Newsletter was sent.

- Subscribers have a **title column** with full email that is clickable to edit the subscriber.
- The **ReceiveEmails?** column can be set to Yes or No. It must be sent to yes for emails to be sent.
- The **Verified?** column must also be set to Yes for emails to be sent. This column is set to yes once the Subscriber has responded to the email sent in response to their original sign up. This email confirms that they are entering their own email into the Mailing List.

Editing Subscribers

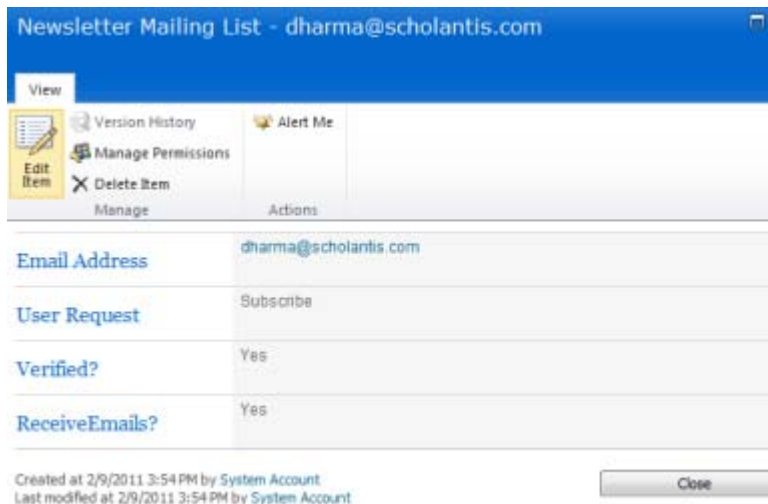
If individual subscribers need to be updated or deleted, the settings can be accessed by clicking the Title column link.

1. Click the **email address** of the subscriber
2. Click the **Edit Item** tab within the pop up ribbon.
3. Make your updates and click **OK**, or click **Delete Item**

Mailing List

ID	Email Address	User Request	Verified?	ReceiveEmails?
1	dharma@scholantis.com <small>NEW</small>	Subscribe	Yes	Yes


Pop Up Window:

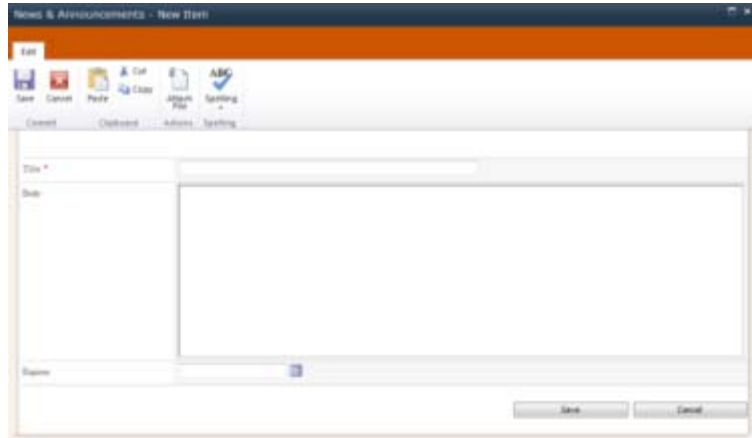


News & Announcements

Each site has a News and Announcements list set up so you can embed a News and Announcements web part in your site. It is certainly possible to use the News and Announcements web part for more than one thing, or for multiple different groups within your school. Please contact ICT if you require additional news and announcements lists for your site.

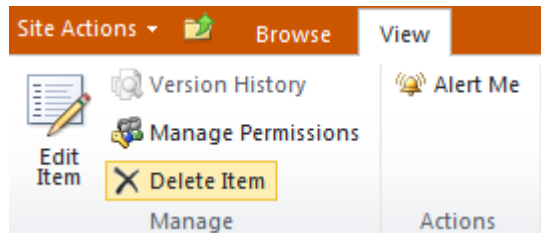
Create Announcements

1. While logged in: from the home page select the **Add new announcement** link  to display the **New Item Page**.
2. Using this page enter the details for your new announcement and upload any associated files. PDF format is recommended for attaching documents.
3. When you click within the body content area the ribbon changes to the **Content Editor Ribbon**; allowing you to format your body content. This ribbon shifts back to the edit ribbon once you click outside of the Body area.
4. Add an **Expires** date to declare the final day the announcement will be visible on the site.
5. Click **Save** to create the new announcement. The title of your new announcement will now appear on the home page linked to the new announcement page.



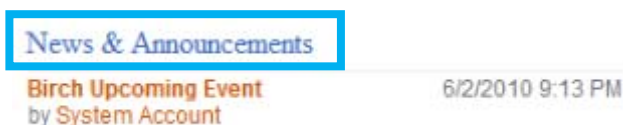
Delete Announcements

1. From the home page view, or from the list view, **click on the title** of the announcement to be deleted.
2. Select **Delete Item** on the Ribbon above the announcement.



View All Announcements

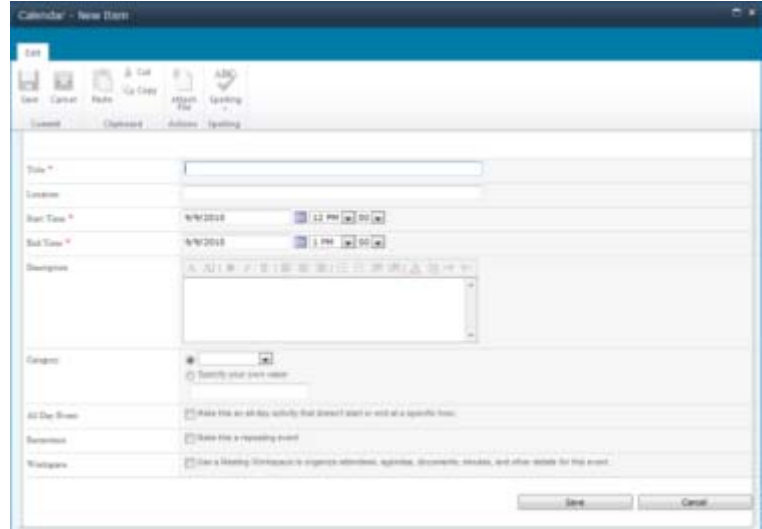
1. Click the **News & Announcements** Web Part title on the home page
2. Or, access the library from **View All Site Content** on the **Site Actions** menu.




Calendar

Add Events

1. While logged in: from the home page select the **Add new event** link [+ Add new event](#) to display the **New Item Page**.
2. Enter a title (required), location, and description and select a Category.
3. You have the option to make events whole day events, or select a time range. (required)
4. To make a repeating event, select the **Recurrence** option. This will open up a selection for recurrence details. You may select daily, weekly, etc. Also, define a start and end date.
5. Select the Meeting Workspace option if you require a site to be created for this event. You will provide a title for the workspace, as well as a url. You may also provide unique permissions for the site.

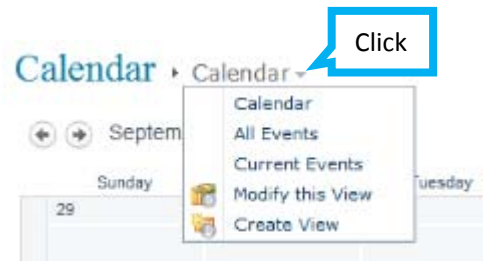


Delete Events

- Open the calendar entry while logged in and choose the **Delete Item**  **Delete Item** option within the Ribbon.

View All Events

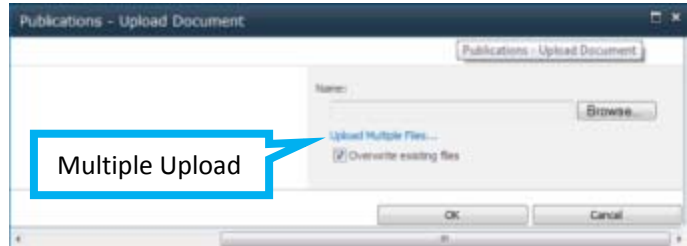
1. Select the Calendar List title on the home page. Or select the **More Events...** link under the listed events on the home page.
2. From the full calendar view, select the **change view** dropdown to the right of the list title above the calendar. Select **All Events**



Publications

Add Publications

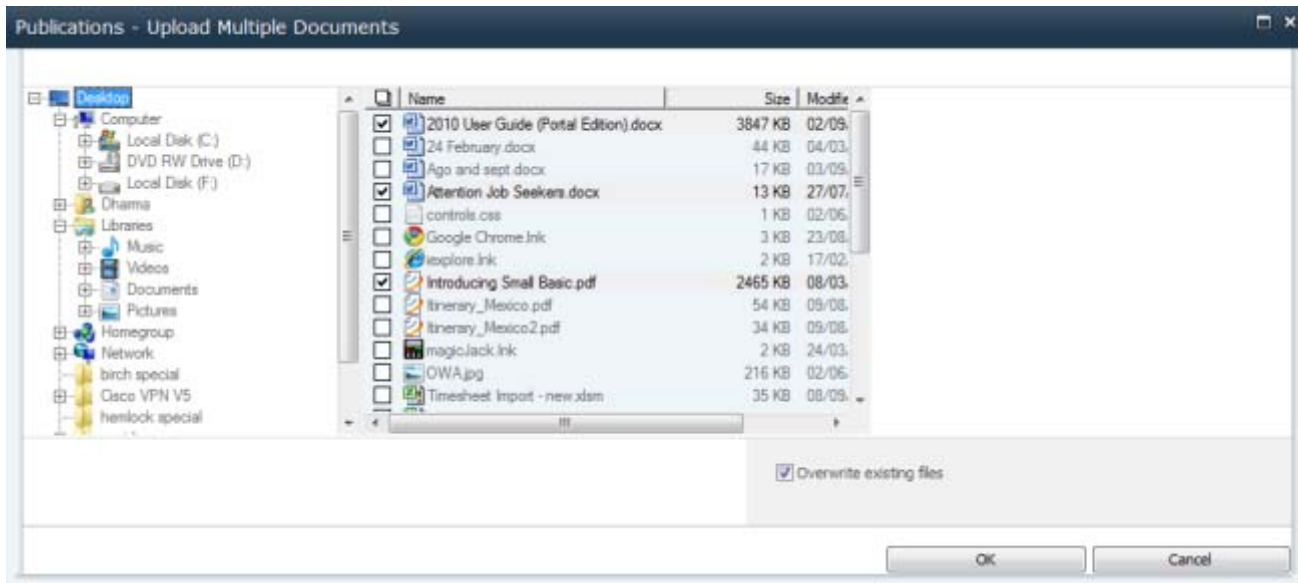
1. While logged in: from the home page select the **Add document** link [+ Add document](#) to display the **Upload Document: Publications** page.
2. Use the Browse button to select a file from your computer and press **OK** to upload the document.



Note: all website visitors will need to have Microsoft Office installed to open Word or Excel documents. Ensure the widest possible audience can open documents by converting them to PDF format where possible.

Upload Multiple Publications (Batch Uploading)

1. Use step 1 from **Add Publications** (above)
2. Click the blue **Upload Multiple Files...** link within the Upload Document window. (as seen above)
3. Navigate to your files and select the check box field beside each publication you wish to upload.
4. Click **OK**

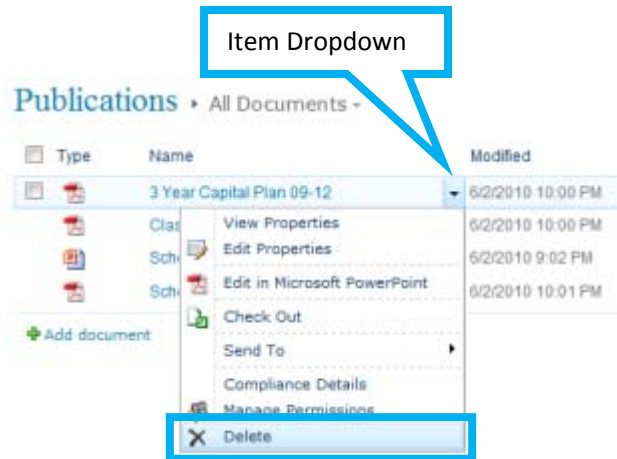


View All Publications

Navigate to the Publication library and select the All Document view from the library dropdown above the list of publications. This is likely the default view.

Delete Publications

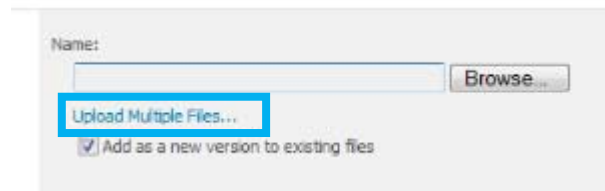
1. On the home page click the **Publications web part title**. Or select the Publication library from the All Site Content page.
2. Place the pointer over the item title and look for the **item dropdown** that is revealed. Click it to open the item menu.
3. Select **Delete**.



Add Multiple Documents (Batch Uploading)

Within each document library in SharePoint you have the ability to upload more than one document at a time.

1. Navigate to your document library and select the **Add document** link [+ Add document](#) to display the **Upload Document: Publications** page.
2. Click the blue **Upload Multiple Files...** link within the Upload Document window.
3. Navigate to your files and select the check box field beside each publication you wish to upload.
4. Click **OK**



Versioning

Versions are successive copies of a document that are created each time the file is modified. A version number is assigned to each copy. The version number, a description of the modification, and the date the file was modified are all displayed in the document library. Using versions allows a file to be reverted back to an earlier copy or recovered if it is accidentally deleted.

Create New Versions

1. Locate the document in the document library.
2. Edit the document.
3. Save the document.
4. A new version is automatically created.

Difference between Major and Minor Versions

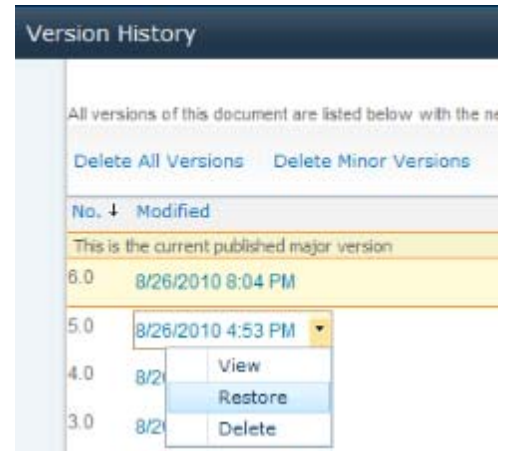
Versions are classified as either major or minor. Major versions are indicated by whole numbers (1.0, 2.0, 3.0, etc.), while minor versions are indicated by decimals (1.1, 1.2, 1.3, etc.)

When major versions are enabled the major version number increments every time a file is saved i.e. 1.0, 2.0 etc.

When minor versions are enabled only the minor version number will increase each time a file is saved i.e. 1.0 to 1.1 etc. In this case a major version is only created when you select **Publish a Major Version**.

Version History

1. Navigate to the appropriate list.
2. Place the pointer over the item title and click to open the item menu.
3. Choose **Version History**.
4. This will open the version history window
5. The first column shows you the version number. The screen displays "This is the current published major version"
6. To change the current version, place your mouse pointer over the Date and Time of the version you wish to change to the current version.
7. Select the drop-down menu
8. Choose **Restore**. That will set this version to be the newest.



Advanced Topics

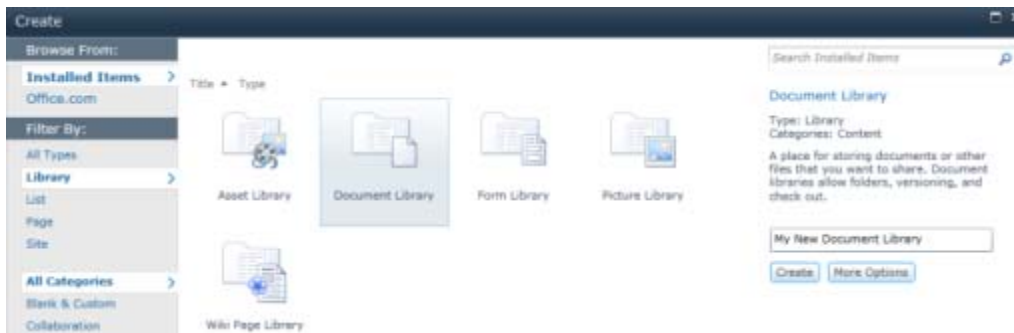
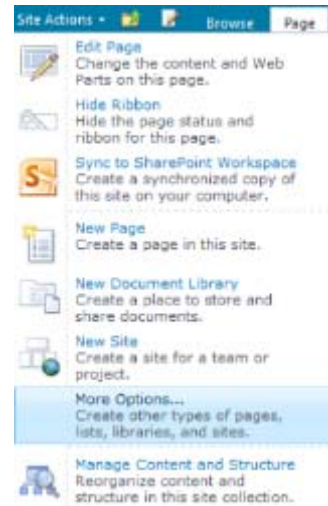
Creating New Document Libraries or Lists

Throughout your school site you will likely need, at some point, to add a new document library or list that was not created as a default within the site when it was created.

1. Navigate to the site you would like to create your list of library in.
2. From the Site Actions menu select **More Options...**
3. On the **Create** page select the type of list/library you would like to create. There are many options here and they can be filtered by selecting a filter type or category on the left side. Most common items include.

- **Document Library**
- **Picture Library**
- **Wiki Page Library**
- **Links List**
- **Task List**
- **Discussion Board**
- **And many others...**

4. Complete the setup of your new list by selecting the proper **image icon** and filling in the required details within the right panel. I.e. Library Title
5. Click **Create**



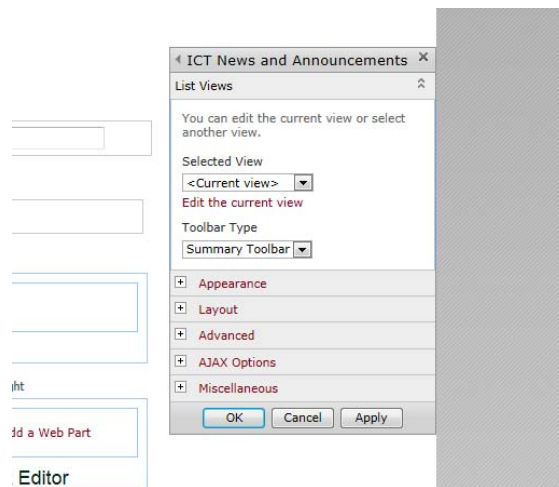
Modifying List Views

When you create a list it has a default “view” of what fields it shows and so on. Often this must be changed to remove some items and add others. For example we might want to remove the “Modified” field from the announcement list below:

ICT News and Announcements

 <u>Title</u>	<u>Modified</u>
Logging off computers	9/23/2011 3:13 PM
» Add new announcement	

To change this view edit the page, and edit the web part of the list you’d like to change. On the right hand side of the screen a menu will appear that includes “List views” – to change the view items open “Edit the current view” and make any required changes. Publish the page.



Changing Page Layouts

Once a site has been created it is possible to change the chosen page layout at any time.

1. Navigate to the page that requires the page layout change.
2. Edit the page by selecting **Edit page** in the Site Actions dropdown, or the **Edit icon** on the page ribbon.
3. Select the **Page Layout** Icon on the Page Ribbon.



- From the dropdown provided select the Scholantis Welcome Web Edition layout that meets your needs. Select from either the 1 Column or 2 Column options.

Modify Navigation

Your school or district site is provided with many sites you might find useful for your content. Initially however you might wish to hide some of these items from users without deleting the content. You can easily modify the navigation to remove these items from public view.

- To hide a page or sub-site in the navigation start by navigating to the parent site of the site you would like to hide. I.e. the site one level above the site you wish to hide.
- Select **Site Actions > Site Settings > Navigation**.
- The Site **Navigation Settings** page contains a section called **Navigation Editing and Sorting** which allows you to manage the navigation items. To hide an item select its name and click **Hide**.
- You can also change the order of navigation items by selecting an item and using the **Move Up** and **Move Down** buttons.
- When complete select **OK** to save your changes. Custom links can be added using the **Add Link...** button.

Site Settings



Users and Permissions
 People and groups
 Site permissions
 Site collection administrators

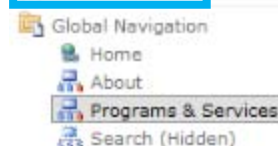


Look and Feel
 Welcome Page
 Title, description, and icon
 Master page
 Page layouts and site templates
 Tree view
 Site theme



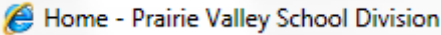
Galleries
 Site columns
 Site content types
 Web parts

Navigation



Updating Site Information

Each Web Edition Site Collection contains a 'Site Information' list on the top level site. This list contains content values that make specific information updates throughout the site collection.

Site Title: Updates the browser title, as well as the Home page footer title. The browser uses this value in conjunction with your location within the site collection. 

Site Tag Line: Updates the tag line within the site collections banner header. This field is only used if you have the dynamic header option within your site collections.

Utility Links: This field is used to create links to the left of the user login dropdown at the absolute top right of each page. It is intended for 'My Documents' and 'My Email' on the portal site collections. We recommend it be restricted to these uses, and the use also be restricted to District Level Site Editors. See the 2010 User Guide (Portal Edition) for more details.

Address, City, Region, Postal Code, and Country: These values produce the Address field on the home page footer.

Telephone, Fax, Email and Hours: These values make up the contacts area within the home page footer.

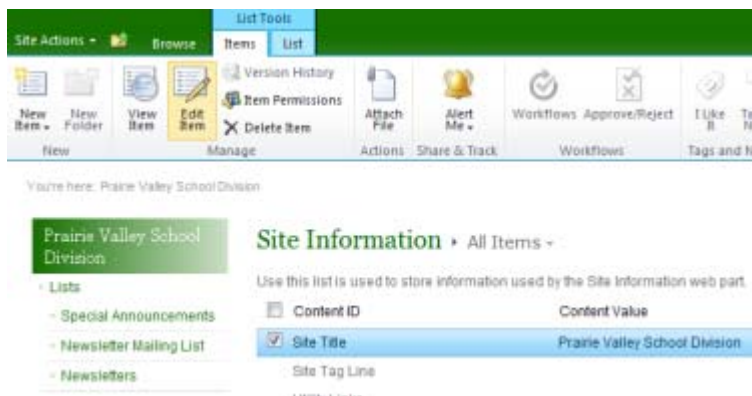
Welcome: A welcome message may be used within the right panel of the home page footer, as seen below.



Editing Items

To edit a 'Content Value' simply navigate to the Site Information list by first 'Viewing all Site Content'. Within the list click on the field you wish to edit, and then select the 'Edit Item' icon within the Items Ribbon.

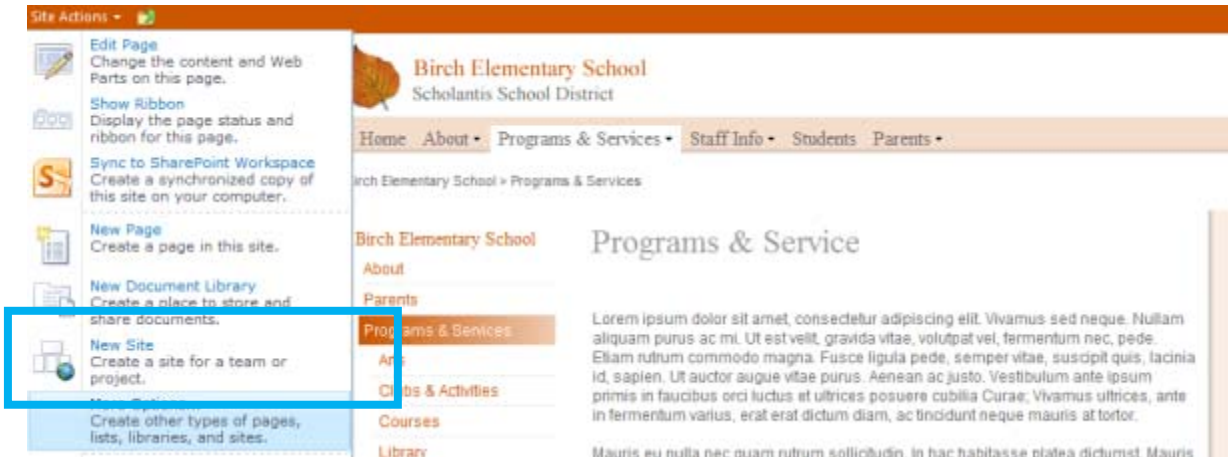
Each field can be updated with simple text, or with any html functionality as found within the content editor.



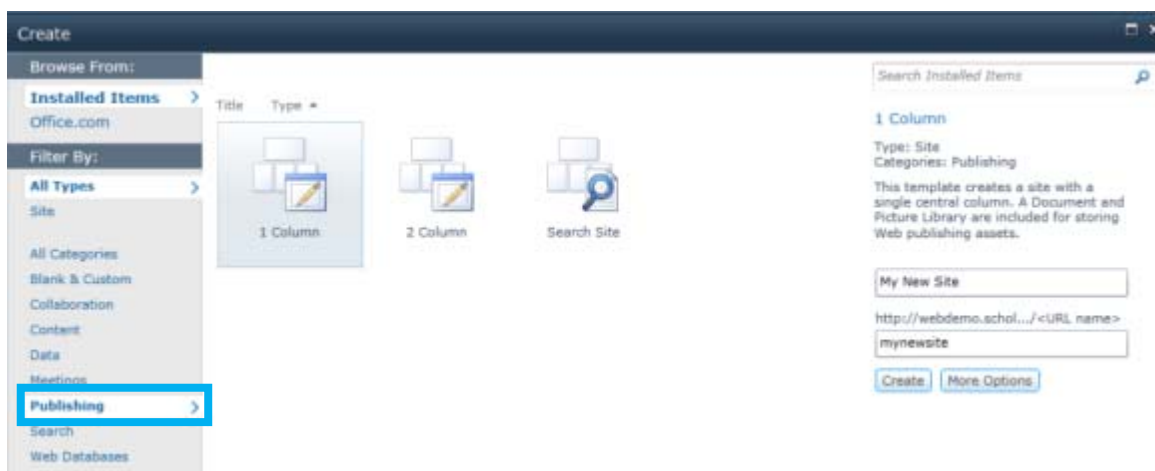
Create Sites

To create a new site start by navigating to the site that will contain the new site. For example to create a new site under Programs & Services start at the Programs & Services site, new sites created here will be added to the navigation of that section. Likewise to create new 'top level' sections in your site start on the site homepage; sites created here will be added to the top navigation bar.

1. Select **New Site** from the **Site Actions** menu.



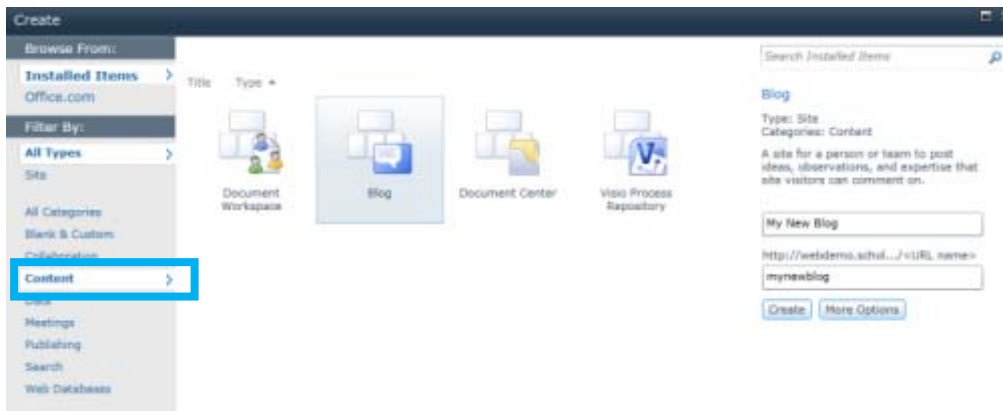
2. The **Create** page allows you to specify a Title, URL Name and Type.
Note: For new publishing websites you are given 2 options for templates. Both are available under the **'Publishing'** filter within the **Categories Selections**: See below. Select either the **1 Column** or **2 Column** Templates.
3. If you need to define the site settings further click **More Options**. The default selections for **User Permissions** and **Navigation Inheritance** are appropriate for almost all publishing sites unless you have specific security needs.
4. Click **Create** to initiate the site construction.



Blog Sites

Blog Sites are set up with the same process as the Publishing Sites.

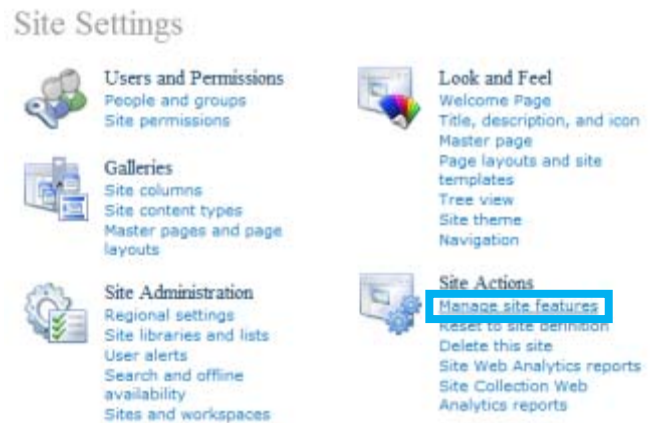
1. Select **New Site** from the **Site Actions** menu.
2. The **Create** page allows you to specify a Title, URL Name and Type.
Note: Look for the Blog icon that is available under the **'Content'** filter within the **Categories Selections:** See below.
3. To define the site settings further click **More Options**. Here you can apply unique **User Permissions** and **Navigation Inheritance** for the new blog site. Changes here should only be made if required.
4. Click **Create** to initiate the site construction.



Wiki Sites

Wiki sites are created very differently within SharePoint 2010. Within a regular publishing site you are able to convert the content area into **Wiki Home Page**. To create a Wiki Home Page within a new publishing site follow these steps.

1. Follow all the steps for **Create Site**
2. Navigate to the home page of the new site and select **Site Settings** from the **Site Actions** Drop Down.
3. Select **Manage Site Features** from the **Site Actions** list
4. Find the **Wiki Page Home Page Feature** and click the **Activate** button.



Note: This feature is now turned on only for the site you are currently working with.

Special Announcements

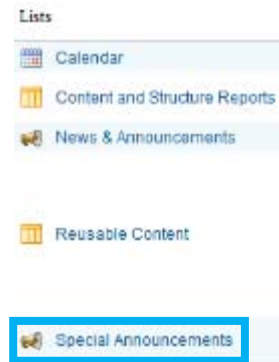
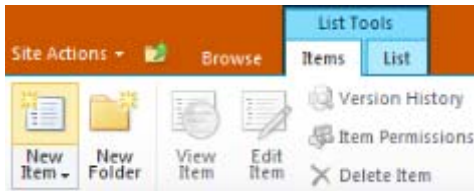
The special announcement feature allows you to prominently display important announcements on district or school home pages.

District staff can create special announcements on the district site and syndicate them to selected school sites. If you have an internal SharePoint portal site you can syndicate special announcements from your respective internal district or school site. See [Syndication - Publish Items from Your Portal](#) (see page 23)

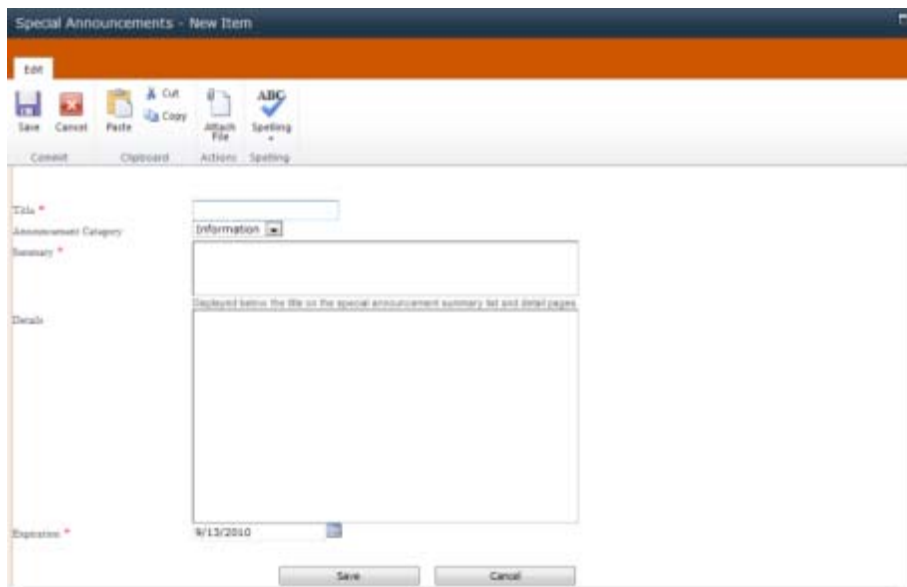
Create Special Announcements

To create a special announcement navigate to your site home page and select **View All Site Content** from the **Site Actions** menu.

1. Select the **Special Announcements** under the list section.
2. On the **Special Announcements** list page click the **New** button.

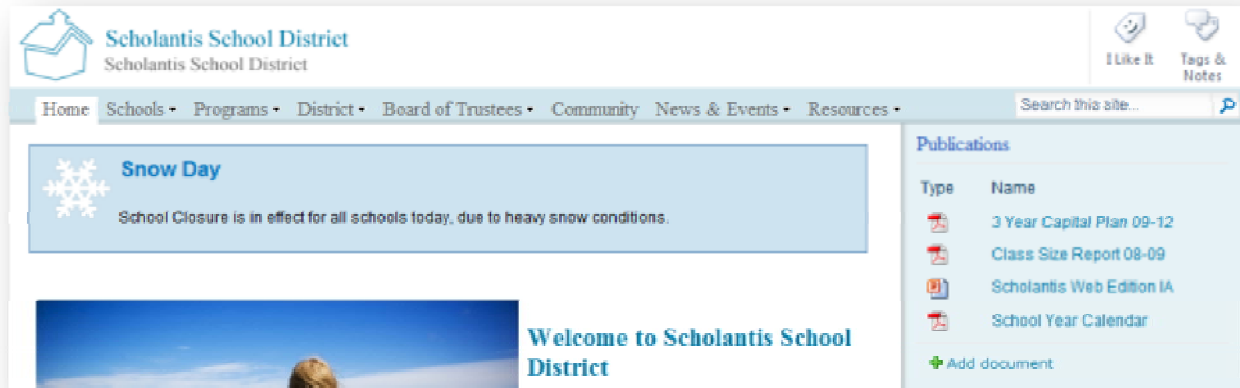


3. Each announcement consists of Title, Category, Summary, Details and Expiry fields. The Title and Summary fields are displayed on the home page linked to a details page which displays the complete announcement. Expiry date is a required field to ensure announcements are only displayed for a limited duration.
4. After completing the fields select **Save** to create the new special announcement.



Special Announcement Examples


Example home page displaying a special announcement




Information

 **Kindergarten Registration**
Registration for Kindergarten ends March 28th.


Alert

 **Severe Storm Heading for the Region**
Due to a severe weather system moving into the region all schools will be closed today.


Warning

 **Today's Solar Eclipse**
A reminder to students and staff to not stare straight at the event during the zenith.


Snow

 **Snow Day**
School Closure is in effect for all schools today, due to heavy snow conditions.

Hot Weather

 **Weather Conditions**
Due to today's hot weather, lunch hour will be limited to indoor activities.

Transportation


 **Bus Cancellations**
Due to snow, buses 23, 17, and 5 will not be running today. Please contact school for further information.

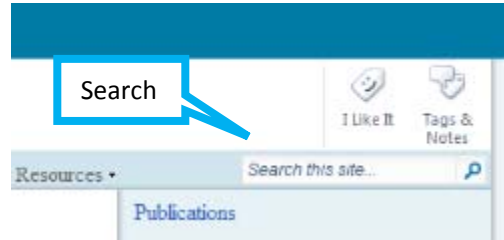
Search

The 2010 Web Edition has a powerful search function. Search is an extremely useful tool that searches not only your public facing website but beyond.

Beginning a Search

All Searches are initiated within the standard search box that is found at the top right of most pages within the sites. Typing your search here and clicking Enter, or the blue search icon to the right, will bring you to the main search page where you will be able to make selections to further focus the search.

1. Enter a word or phrase in the search field located at the top of most pages.
2. Press Enter or use the search button  to start your search.



Search Results

The search results page displays the first 10 matches of your search. Use the page number links bottom of the results to navigate through the list of search results. Below is a sample result of a search for the word **News**.

The screenshot shows the search results page for the word "News". At the top left is the Scholantis School District logo and name. To the right are "I Like It" and "Tags & Notes" icons. Below is a navigation bar with links: Home, Schools, Programs, District, Board of Trustees, Community, News & Events, Resources. The search results section shows "This Site: Scholantis School District" and "News" in the search field. Below the search field is a "Try searching again in All Sites" link. The results are displayed in a table with columns for "Result Type" and "1-10 of about 240 results". The results are filtered by "Webpage". The first three results are "News & Announcements" with titles like "News & Events ... This is a News Title ..." and "This is a New & Announcement Title ...". Each result includes a date and a URL.

- Office document links open on your computer inside Microsoft Office.
- Results include:
 - Page or document title
 - File type (DOC, XLS, PDF, PDF, ASPX, web page, etc...)
 - File Size (KB)
 - Content Keyword Summary
 - Location (Site URL)
 - Author Name
 - Date Submitted

Search Refinement

To refine your search you will find 3 choices to bring your search into greater focus.

- Result Type
- Site
- Modified Date

Result Type: Select **Webpage** to focus your search to just web pages.

Site: Allows you to select the search results within a specific site. When you select a top-level site within this refinement, you are given further options to select sub sites within that site.

Modified Date: If you wish to only see results that have been modified within a specific time period this search refiner will be very useful.

You can use 2, or all 3, of these fining tools at the same time to bring you closer to your searching destination faster.

*SharePoint 2010 has many customizations available for **Search** within your Web Edition. We will be happy to provide further information about these options.*

Security & Permissions

Web Edition security is set up to give anonymous access to anyone that visits the site. That means that anyone in the world arriving to the site can view all sites and pages. It is ideal to keep this open access throughout the Web Edition sites. Any content that needs to be secured from the public should be ideally placed within a secured internal portal.

To give users the ability to edit a Web Edition site there is a SharePoint group within each site called 'School Site Administrators'. We recommend that you create an AD group for each school site that can be added to that SharePoint Group within the site. In this way users can be added to the AD group to give them permission to edit the specific site. Alternatively users can be added directly to the SharePoint Group itself on the site.

Note: You will find other SharePoint groups defined within the sites security with various levels of site access. You can use these groups to grant other users different levels of permission; however in most situations anonymous access and School Site Administrator permissions should be sufficient.

2010 SharePoint Resources

Online

Ribbon Introduction Video

<http://office.microsoft.com/en-us/sharepoint-server-help/video-ribbon-highlights-in-sharepoint-2010-VA101805216.aspx>

SharePoint 2010 Essential Training (Subscription)

http://www.lynda.com/home/DisplayCourse.aspx?lpk2=65720&lpk67=true&utm_source=LDCemail&utm_medium=email&utm_content=SA070110_OTL65720_prod_text&utm_campaign=ReleaseAnnouncements

SharePoint Training Video's (Subscription)

<http://www.sharepoint-videos.com/>

Microsoft SharePoint 2010 Site

<http://sharepoint.microsoft.com/en-us/Pages/default.aspx>

Microsoft SharePoint 2010 Training at your desk (Free Video Training)

<http://office.microsoft.com/en-us/sharepoint-server-help/take-sharepoint-server-2010-training-at-your-desk-HA101859255.aspx>

Microsoft SharePoint Server 2010 Help and How-to (Free, Many topics)

<http://office.microsoft.com/en-us/sharepoint-server-help/CL010257455.aspx?CTT=97>

SharePoint YouTube Channel

<http://www.youtube.com/getstartedsharepoint>

Print

We recommend the following books, which provide clear and well-written guidance for SharePoint content editors;

SharePoint 2010 How-To

http://www.amazon.com/SharePoint-2010-How-Ishai-Sagi/dp/067233335X/ref=sr_1_3?ie=UTF8&s=books&qid=1282522226&sr=8-3#reader_067233335X

Microsoft SharePoint 2010: Building Solutions for SharePoint 2010

http://www.amazon.ca/Microsoft-SharePoint-2010-Building-Solutions/dp/1430228652/ref=sr_1_3?s=books&ie=UTF8&qid=1283202953&sr=1-3

Professional SharePoint 2010 Development

http://www.amazon.ca/Professional-SharePoint-2010-Development-Rizzo/dp/0470529423/ref=sr_1_2?s=books&ie=UTF8&qid=1283202953&sr=1-2#noop