

### Using the Intranet (InsideShen)

**What is Sharepoint?** Sharepoint is the Microsoft package that allows us to have a secure intranet.

**What's an Intranet?** An intranet is a series of interconnected websites that are only available to employees of an organization. (ie: although viewed using a web browser they are not available to everyone on the world wide web)

**How do I get to Shen's Intranet?** Open your browser (Internet Explorer) and type **insideshen** into the location bar.

**How do I find stuff?** **(S)** Notice the search box in the upper right hand corner which allows you to search all areas of InsideShen that you have access to.

**Do I have access to everything on InsideShen?** No, access can be limited by the site creator and rights can be assigned for different privileges. What this means is that some pages you will **NOT** be able to see, some you will be able to just read and post to, and others you may have authoring/ content creation privileges.

**How do I navigate the site and what can I do?** There are several ways to navigate the site. **(1)** First you can click on any of the 5 main categories. The category you are currently under will be highlighted as District office is in the example below. **(2)** Second, you can then select a site off the main category. Some of these sub sites have sub sites of their own and so on. **(3)** Third, as you drop into the intranet it will build a path bar to show you how you got to where you are. You can click any of the segments of this path bar to return to a previous page. It is **not** recommended that you use the back button to navigate the Intranet(insideshen)

**Document Library** – Some sites may have a document library where you can open and view shared document. Documents added to the library are completely separate and unrelated to documents stored in other areas.

**Discussion forums** – Not every site/sub-site will have access to a discussion forum. If one is available there will be a link at this location that says **Team discussion**. In a forum, users can post messages/topics/questions and receive replies from all users of that site. All posts are available to everyone that has access to the site.

The screenshot shows the Shenendehowa CSD Intranet. At the top right, there is a search box labeled 'This Site' with a magnifying glass icon and a circled 'S'. Below the search box is a navigation bar with five categories: Home, Elementary, High School, Middle Schools, District Offices (highlighted), and K-12 Academic Depts. A circled '1' is placed over the 'District Offices' category. Below the navigation bar is a path bar showing the current location: 'Shenendehowa CSD Intranet > District Level'. A circled '3' is placed over this path bar. On the left side, there is a 'Discussions' link highlighted with a green box and a circled '2'. The main content area shows 'Announcements' with two items: 'GHI Workforce Challenge' and 'K-12 Health and Wellness Fair'. Below the announcements is a 'Shared Documents' section with a table listing documents like '2008-09 Goals and Long-range Plan', 'Logos', 'Profile Posters', 'phone list.alpha 10-2008', 'Phone Directory 10.29.08', and 'Shen Power Point Template'. At the bottom, there is a 'Calendar' section showing an event for '1/19/2009 12:00 AM Martin Luther King Jr. Day No School'.

To get privileges to create a subsite you must be given them by the person who has privileges to the site above where you'd like yours to reside. In most cases this is the administrator at that level.

### Common Features

New Upload Actions Settings

When you are in a shared document, calendar or discussion forum you will see a tool bar like the one above. The individual options will vary but it's uses are always similar. Click on the arrow to the right of the word for a drop down menu of choices for what you can do.

#### Shared Document

In the **new** menu you will have **New Document** and **New Folder**. Make sure you create an appropriate folder before uploading a document.

**Upload** allows you to select and upload single or multiple documents.

#### Discussion Group or Calendar

New allows you the option to start a new topic for discussion or to place a new appointment/meeting.

#### Actions

Although the actions here also vary the most useful is Alert Me. Alert me will send you an email when changes are made to that section. This alert does not carry across sites (District vs Acad. Dept.) nor does it carry between sections (Calendar vs. Discussion Group.)

**Settings** – are only available to site administrators

# Setting up a site within InsideShen

Most people do **NOT** have access to setup sites within InsideShen. If you have been given access to create sites you will see the Site Actions button on the right hand side near the top of the page.



This icon will only appear on some pages within the intranet those being pages you have permission to edit/add sites to.

## Edit Existing Site

By clicking on Site Actions then Site Settings you can make changes to the look and feel of the site.

**Title , Description and icon** – Allows you to change the header image, Title for the Page and the description.

**Site Theme** –Change the color combination on this site and sub sections.

**People and Groups** – Let's you change the levels of access you gave people including add/deleting. You need to use the sidebar menus after clicking on this to select the group you want to make changes to.

## Create New Site

Click the **Site Actions** button and then **Create**. In most cases you are going to select **Sites and workspaces**.

**Type a title and description** – The title will appear in the sites menus and the navigation bars.

**Website address** – type the last part of the address people may type to directly go to this insideShen page. Please do not put spaces in the address and it should be similar to the title for the site.

**Template Selection** –There are two categories of templates collaboration workspaces and meeting workspaces. In most cases you will want to select one of the collaboration templates.

**Team Site** - A site for teams to quickly organize, author, and share information. It provides a document library, and lists for managing announcements, calendar items, tasks, and discussions. This is the default and correct choice for most. Don't worry we can remove components you don't want (calendar, links, etc)

**Blank Site** – Unless you want to add the components one at a time, probably not the best choice.

**Document Workspace** –A site for colleagues to work together on a document. All feature of this option are available in the team site.

**Wiki Site** - A site for a community to brainstorm and share ideas. It provides Web pages that can be quickly edited to record information and then linked together through keywords.

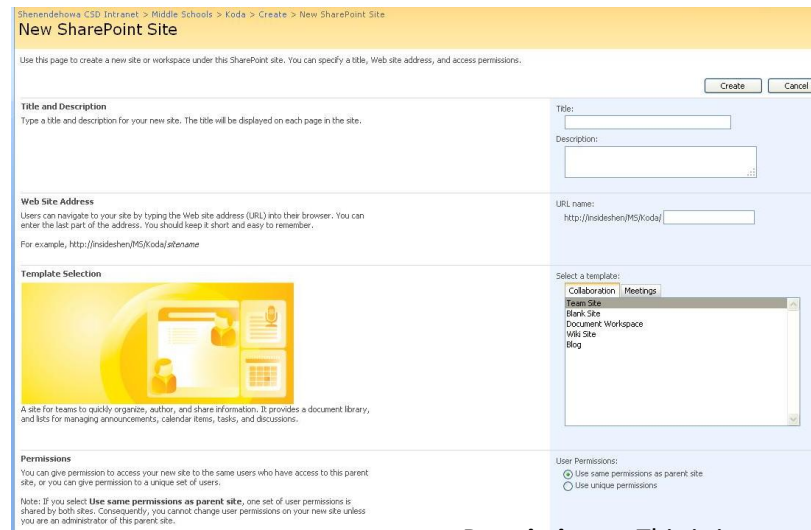
**Blog Site** - A site for a person or team to post ideas, observations, and expertise that site visitors can comment on.

**Permissions** – This is important. Unless you want access to your site to be identical to the one above it, select **Use Unique Permissions**.

**Leave the remaining settings as is and click CREATE site.**

## Set site Permissions

There are three levels of permissions: visitors, members and owners. **Visitors** can read the site but not add messages or content; **members** can add content but not features; **owners** can add content and features. Leaving visitors set to "use an existing group"/ Shenet Site Users will allow **all** staff to read your site. If you select Create New Group you must give it a name and use the address book to select desired users. Your group can be as restrictive or inclusive as needed. Click **OK** when finished.

A screenshot of the SharePoint 'New SharePoint Site' creation form. The form is titled 'New SharePoint Site' and has a subtitle 'Use this page to create a new site or workspace under this SharePoint site. You can specify a title, Web site address, and access permissions.' There are 'Create' and 'Cancel' buttons at the top right. The form is divided into several sections: 'Title and Description' with fields for 'Title' and 'Description'; 'Web Site Address' with a 'URL name' field; 'Template Selection' with a list of templates including 'Team Site', 'Blank Site', 'Document Workspace', 'Wiki Site', and 'Blog'; and 'Permissions' with radio buttons for 'Use same permissions as parent site' and 'Use unique permissions'. A note at the bottom states: 'Note: If you select Use same permissions as parent site, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.'