ICT292 Information Systems Management

# Lab 01: Introduction to SharePoint

SharePoint is an environment in which organizational information can be managed. It includes quite a lot of other functionality as well, and we will explore some of what SharePoint has to offer. There are, of course, alternatives to SharePoint, though the breadth of functionality it provides means that many of the alternatives would require a suite of tools, rather than a single solution.

Over the course of the unit, you will, in a group with other students, **create a SharePoint site**. In doing this, you will learn about document management and how organizational workflows make document and information management easier. Each topic in the unit will have a computer lab that will guide you through some part of this process, which will culminate in you creating and presenting a SharePoint site for a client by the end of the unit.

## Aims:

The primary aims of this lab are for you to:

1. Be introduced to Sharepoint Online and some of its functionalities,
2. Successfully log in to SharePoint, and
3. Create and delete a SharePoint subsite

## To be prepared for this lab, you will need to:

* Be correctly enrolled in the unit, and
* Have a web-browser ☺

## Introduction

In this lab, you will be introduced to some of the basic functionality of SharePoint. Unlike much of the software we meet, SharePoint has a very broad list of possible usages and, at its most basic, we could say that **SharePoint is a web-based portal that supports collaboration**.

In coming labs, we will spend more time looking at sites, managing users, lists, workflows and so on.

Before we get our hands dirty in this lab, it is worth spending a little time getting a very basic overview of what SharePoint is. Watch this video (if you haven’t already): <https://www.youtube.com/watch?v=3emwAMzq9aE&index=1&list=PLvFpuOcSazL5scxRuQ00aYsf-QJYeIyiI>

Pay particular attention to:

* That Sharepoint Online consists of **sites**
* Sharepoint uses Libraries and Lists to store content
* Libraries are primarily concerned with storing documents (of many types)
  + This allows for sharing between users and different parts of the organization
* Lists store data rather than documents

We will be coming back to libraries and lists later on.

🡪 Now, go to: [ICT292 2024 TMA - Home (sharepoint.com)](https://murdochuniversity.sharepoint.com/sites/ICT2922024TMA)

Your username will be:

**yourstudentnumber@student.murdoch.edu.au**

and password will be the same as you used to access Moodle and MyInfo.

When you arrive at the site, it will look at little like this:

Graphical user interface, application

Description automatically generated

At the moment, the permissions you have on this site are limited because all of the other students in the unit will also have to access this site. To give you a better, fuller experience of Sharepoint, you will be creating a sub-site of your own, of which you will be the administrator.

Go to the **Site Contents** link on the left-hand side. From this site, click new subsite

Graphical user interface, application

Description automatically generated

You will now be at the New SharePoint Site … site ☺

Graphical user interface, application

Description automatically generated

For today, create a site with your student number as the title, and the url … e.g:

Graphical user interface, application

Description automatically generated

Make it a Team Site.

Check **“Use unique permissions”** which means you will be able to manage permissions on your subsite yourself.

Graphical user interface, text, application, letter

Description automatically generated

To save the Team Site navigation bar from becoming too crowded, select the following options:

Graphical user interface, application

Description automatically generated

Click **Create**.

You can use the default groups as per this screen and will be able to modify later if required.

Graphical user interface, text, application, email

Description automatically generated

You may be able to invite a classmate to your site, but they must already have set up their own site. If they have, you can share your site with them using the Share. You can also add lists, libraries, and other apps:

Graphical user interface, application

Description automatically generated

There are a number of other things you can do at this stage; you could select Site Settings and customize how your site appears. You could “Change the look”, and so on. Experiment for a while!

A picture containing text, screenshot

Description automatically generated

The last thing you will do in this lab is to Delete the site you created – we will be doing more interesting stuff in the coming labs.

Make sure you are at the site you created, and select the Options button

Screenshot 2016-07-27 11

and then Site settings

In Site Actions, select Delete this site.

Text

Description automatically generated with low confidence

**Read the warning, and make sure it is the site you created that you are going to Delete.**

Once you are sure, click Delete:

Graphical user interface, text, application

Description automatically generated

## In the next lab:

We will be looking in more detail at Managing users and permissions.

### Document Version History:

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