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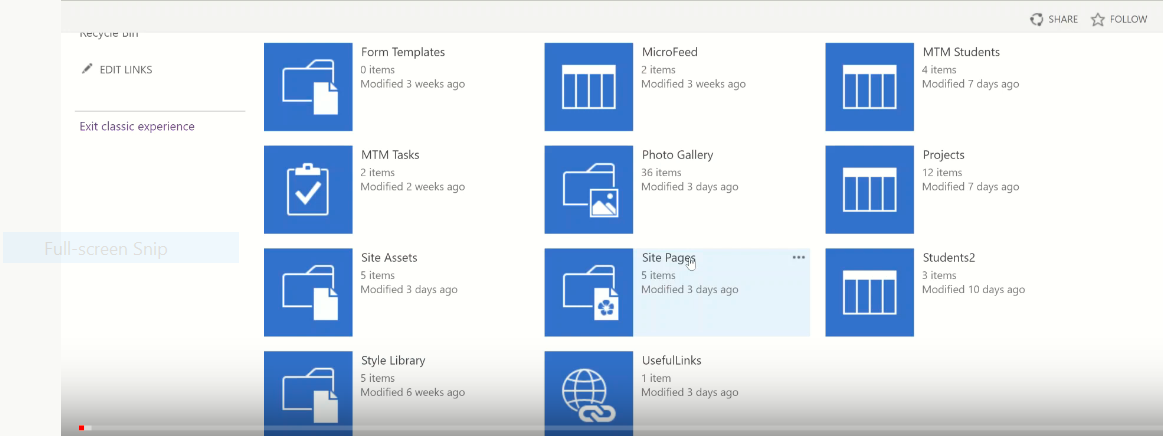
[Assign Badges to members 22](#_Toc29577655)

**Class 8**

|  |
| --- |
| 1. Create departmentA under Department but sub site under Templates is disable.   Case 1:  Setting=>site content=>app=>sub site  Case 2:  Setting=>site setting=>site and work space   1. Why we choice Project site for our Department which has tasks, calendars . . . better than team site? 2. For which subsite publish site we use?   **Quetions**   1. Q1.Create List as a Template/ Save site as a Template? 2. Q2. Create a workspace? 3. That Means create a subsite? But in site content way there is no subsite button. In that time we Sites and Workspaces 4. follow 5. Q4. Enabling **Document site? We do this either Site Collection Administration or** [**Manage site features**](https://eyos2011.sharepoint.com/sites/Demo/_layouts/15/ManageFeatures.aspx) |

# Creating the page

## Classic team site

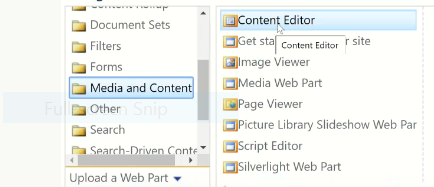


1.1.Site page**:**

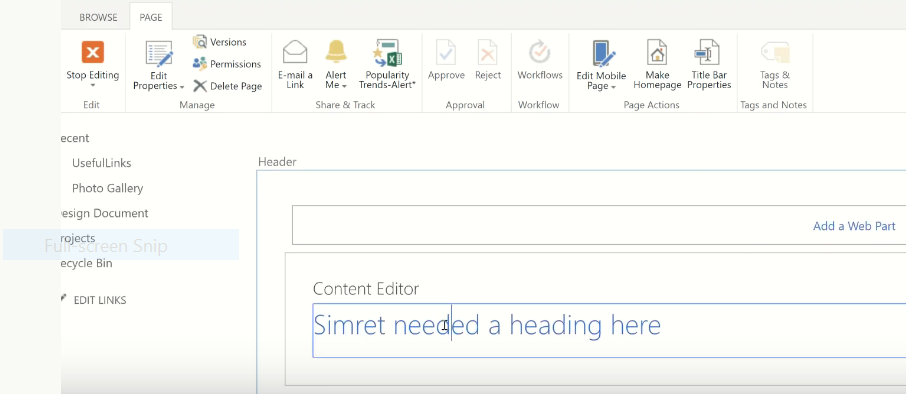
Site page=>web part page : which is not editable on its page.

Other than using (Setting=>Edit page **or** File=>Edit page)=>add web part

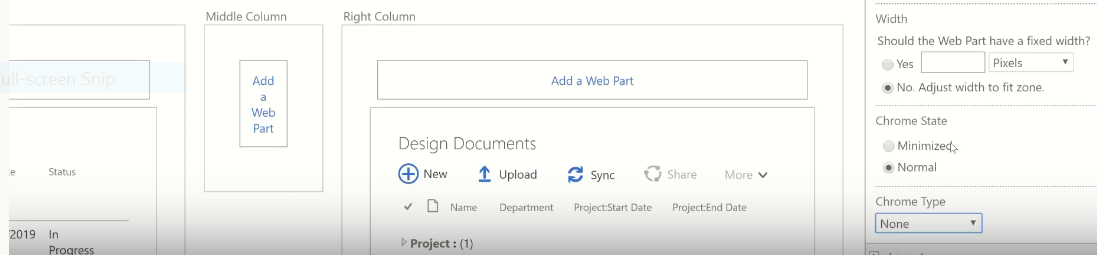
1.2.Edit the Page**:**



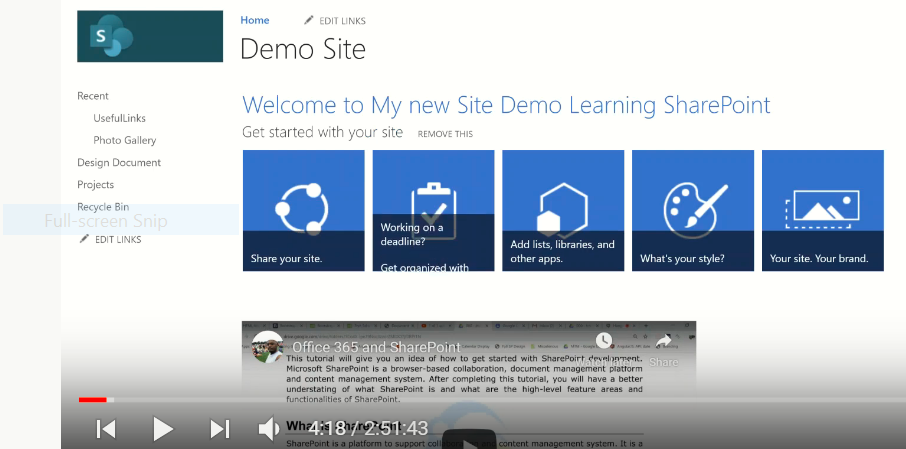
**Then we get**



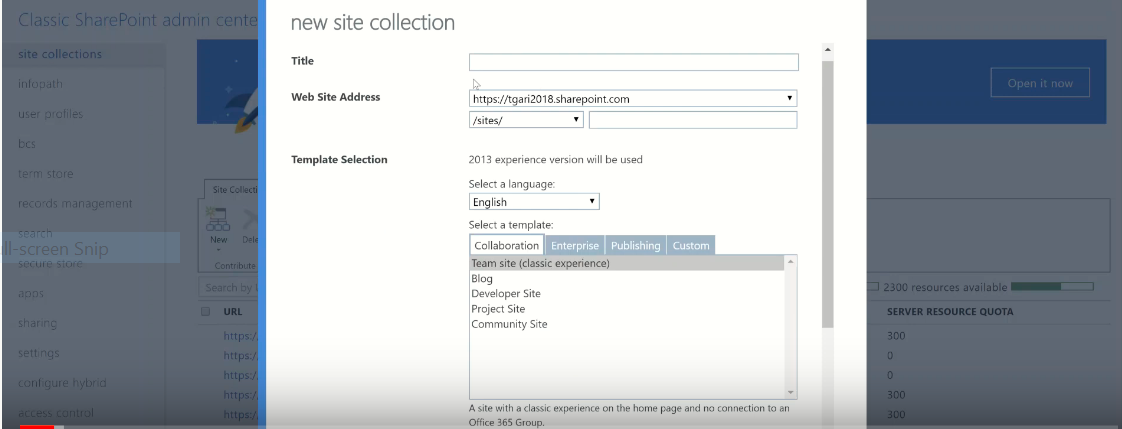
**To remove Content Editor from the page(**make content Type**: None=>apply)**



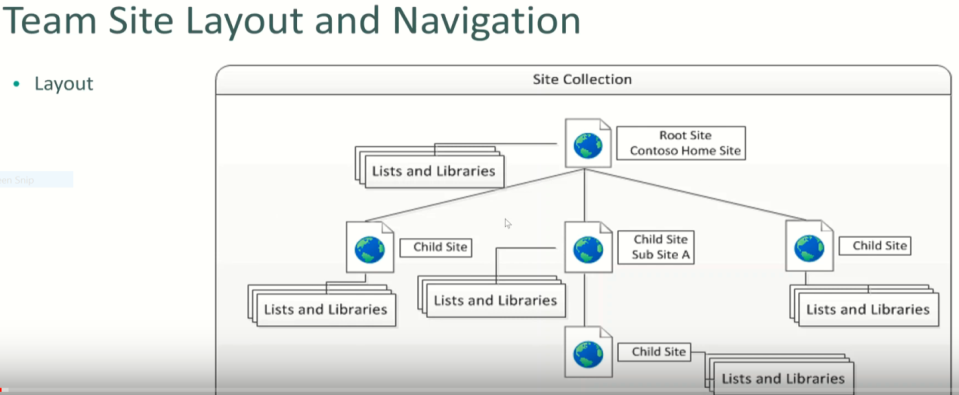
## 1.3.Site collection



**Remember the beginning**



### Root site and sub site



Eg.

MyFirstWebPartPage

Setting=>Site content=>Site page

### Default page

Is the page that exists when we doing the URL

**Eg.1: Identify existing default pages**

When we put: <https://eyos2011.sharepoint.com/sites/Demo/>

We get: <https://eyos2011.sharepoint.com/sites/Demo/SitePages/Home.aspx>

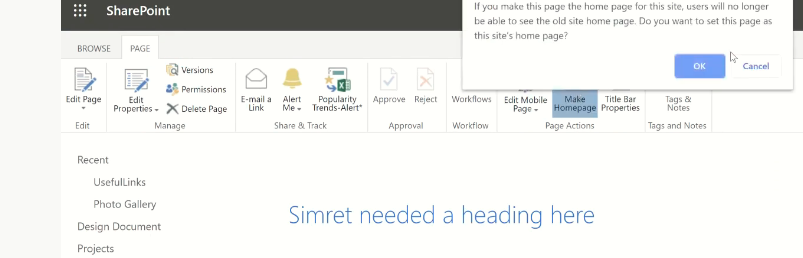
So that: **Home** is our default page under Site Page.

**Eg.2: Creating New default pages**

By using setting=>site content=> Site pages=>MyFirstWebPartPage

=>PAGE=>Make HomePage

**Then it will be default page.**

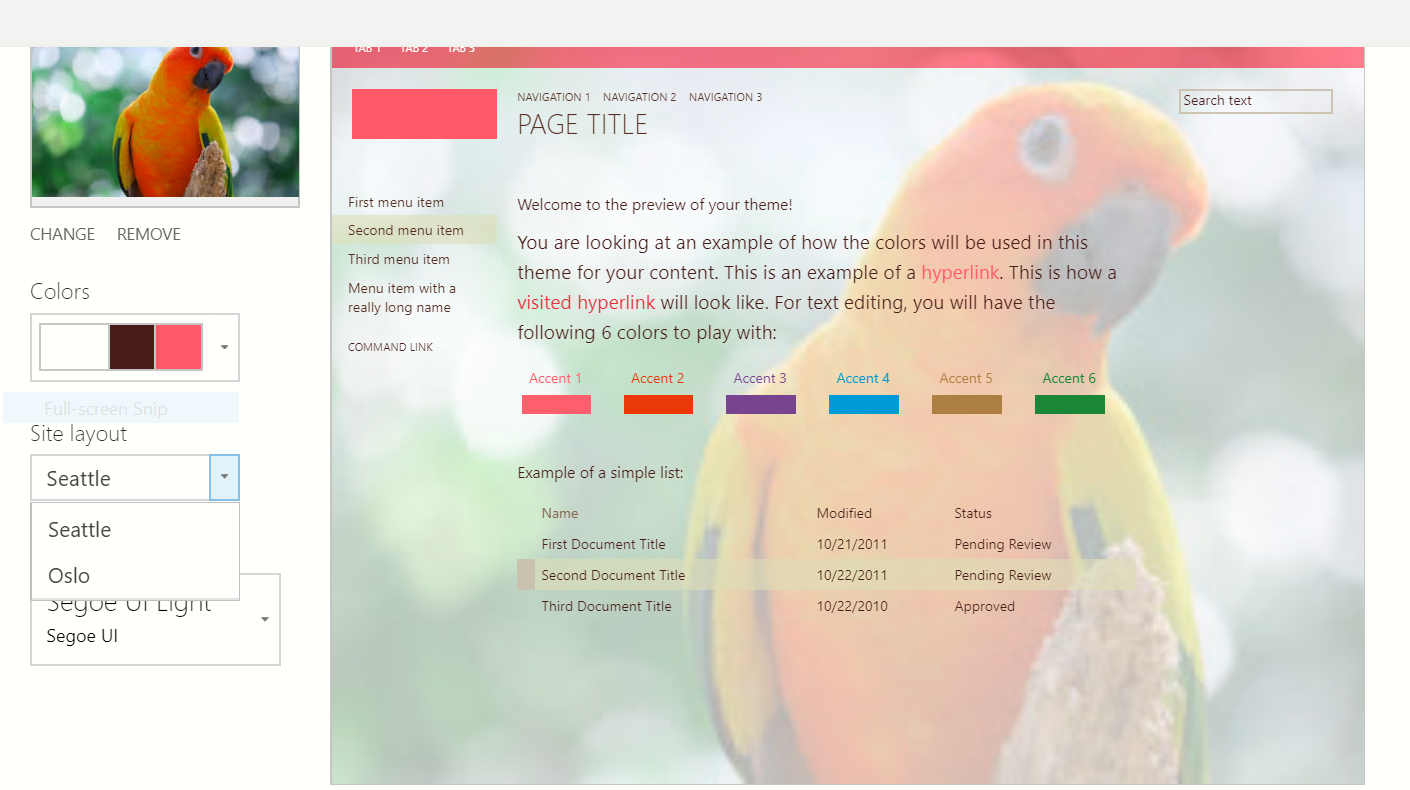


* 1. Site Setting**:**

|  |  |  |
| --- | --- | --- |
| **1** | **Users and Permissions** |  |
| **2** | **Look and Feel** | [**Title, description, and logo**](https://eyos2011.sharepoint.com/sites/Demo/_layouts/15/prjsetng.aspx)**=>Title(Demo)=>From computer=>** |
| **3** | **Web Designer Galleries** |  |
| **4** | **Site Actions** |  |
| **5** | **Site Administration** |  |
| **6** | **Site Collection Administration** |  |
| **7** | **Search** |  |

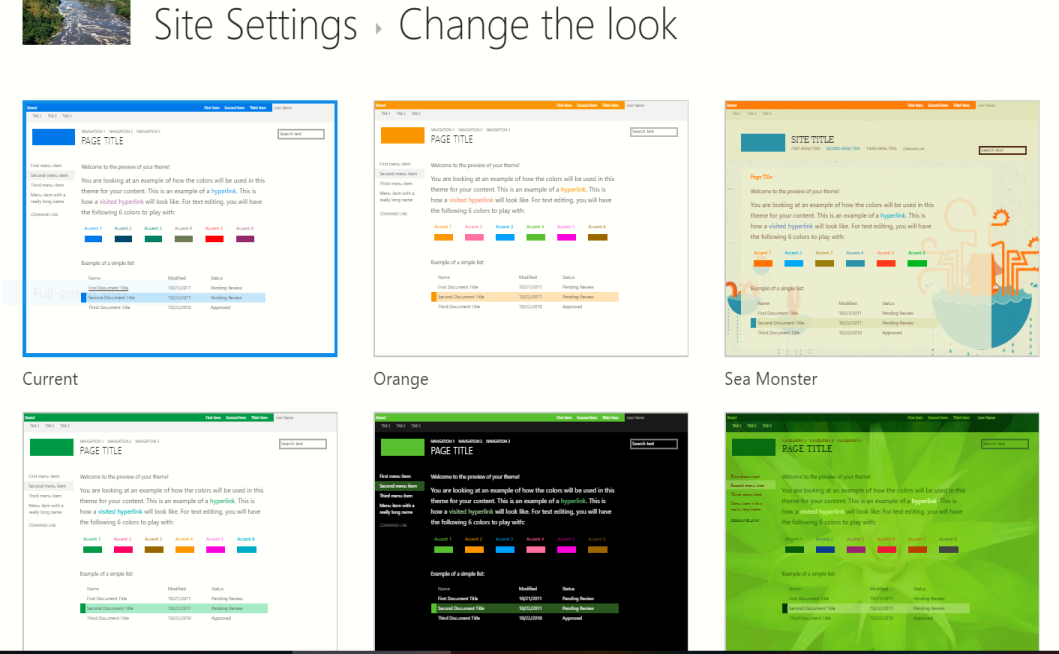
1.Look and Feel**:**

* [**Title, description, and logo**](https://eyos2011.sharepoint.com/sites/Demo/_layouts/15/prjsetng.aspx)**=>Title(Demo)=>From computer=>**
* [**Change the look**](https://eyos2011.sharepoint.com/sites/Demo/_layouts/15/designgallery.aspx)**=>**

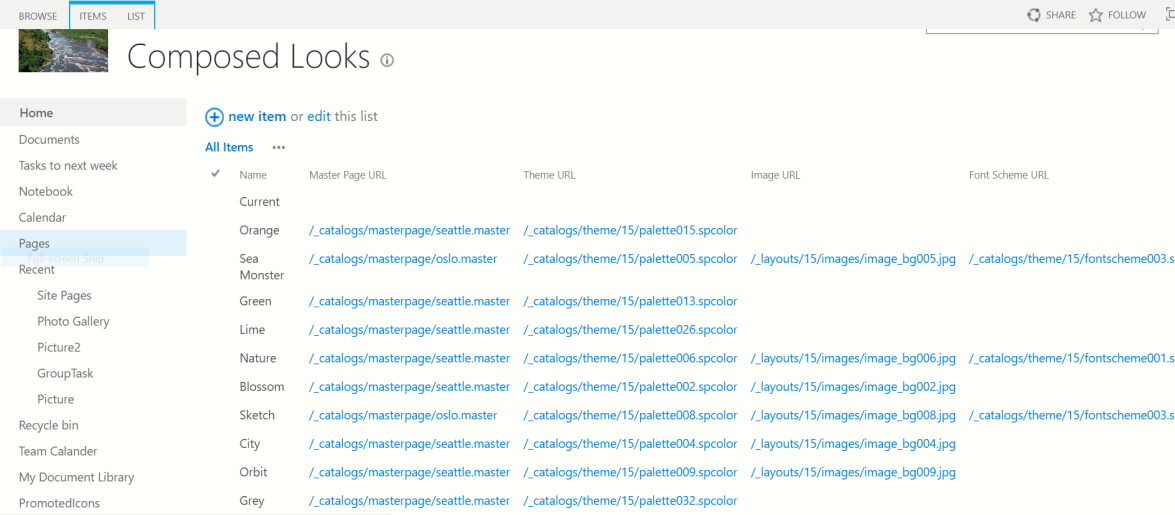
****

**Then try out=>yes,keep it/No**

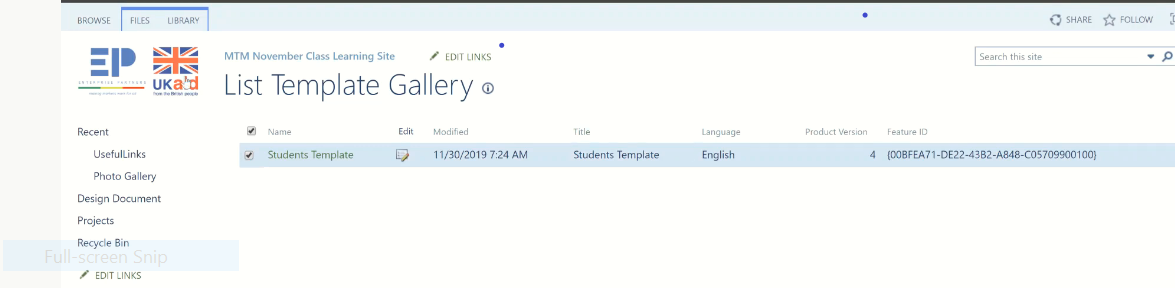
### Composed looks

****

**Web Designer Galleries=>composed looks**

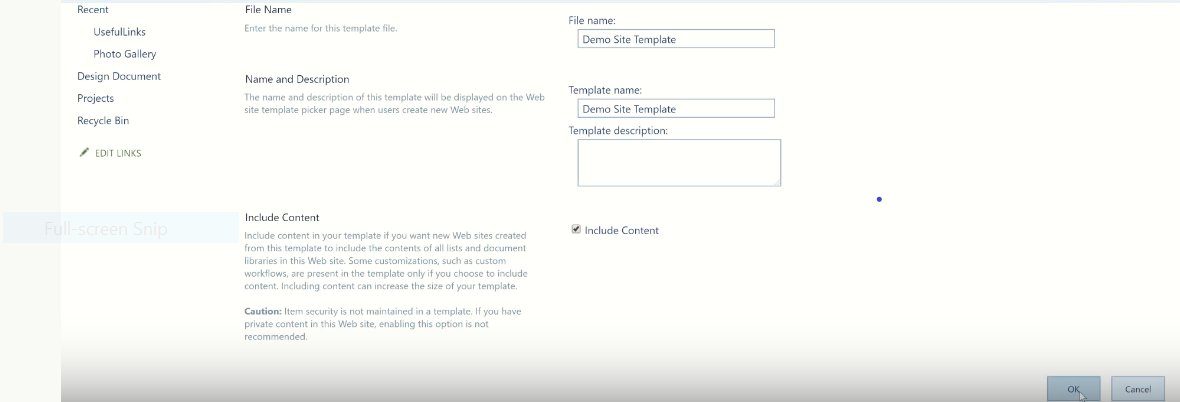
****

### Lists Template

****

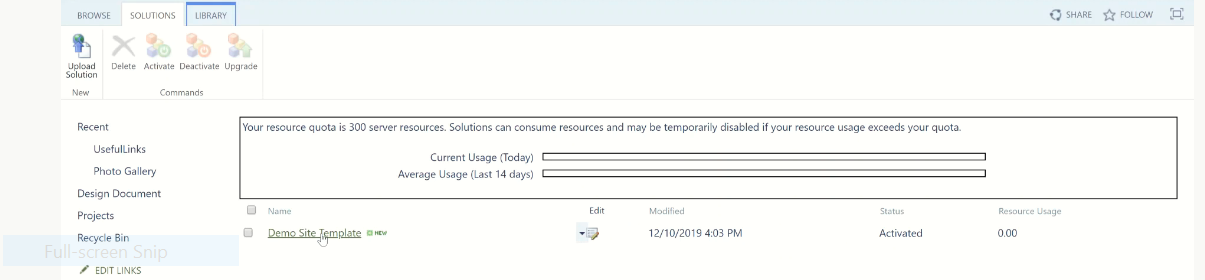
**Under Site Action:**

Save site as a Template=>



**Look the result**

Solution=>



Then select=>deactivate

Site Columns**:**

Changing something inside it everywhere changed

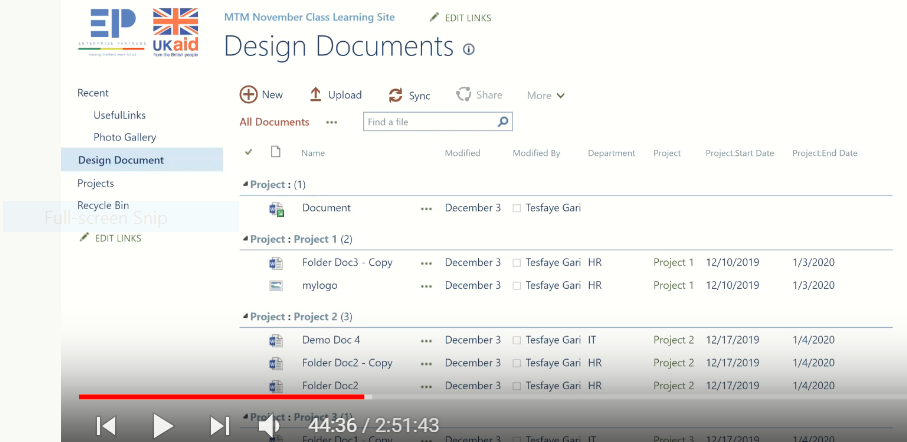
Create=>Name(XX)=>choice

Compare two way columns

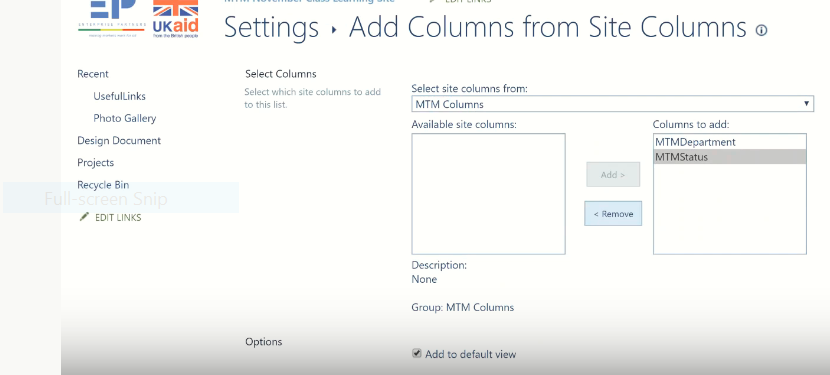
|  |  |
| --- | --- |
| Site content way | Site setting way |
| |  | | --- | | Single line of text | |  | Multiple lines of text | |  | Choice (menu to choose from) | |  | Number (1, 1.0, 100) | |  | Currency ($, ¥, €) | |  | Date and Time | |  | Lookup (information already on this site) | |  | Yes/No (check box) | |  | Person or Group | |  | Hyperlink or Picture | |  | Calculated (calculation based on other columns) | |  | Task Outcome  //////////////////////////// | |  |  | |  | External Data | |  | Managed Metadata | | |  | | --- | | Single line of text | |  | Multiple lines of text | |  | Choice (menu to choose from) | |  | Number (1, 1.0, 100) | |  | Currency ($, ¥, €) | |  | Date and Time | |  | Lookup (information already on this site) | |  | Yes/No (check box) | |  | Person or Group | |  | Hyperlink or Picture | |  | Calculated (calculation based on other columns) | |  | Task Outcome  //////////////////////////// | |  |  | |  | Full HTML content with formatting and constraints for publishing | |  | Image with formatting and constraints for publishing | |  | Hyperlink with formatting and constraints for publishing | |  | Summary Links data | |  | Rich media data for publishing | |  | Managed Metadata | |

* Site setting=>site columns=>create=>name(MTMDepartment)=>New group(MTM Columns)=>Choice(IT,sales,customer service,marketing)=>default value empty=>
* To add additional columns: use everything the same the only difference is Select
* MTM Columns From existing
* Choice(Not started, pending,compeleted)
* Select the default value

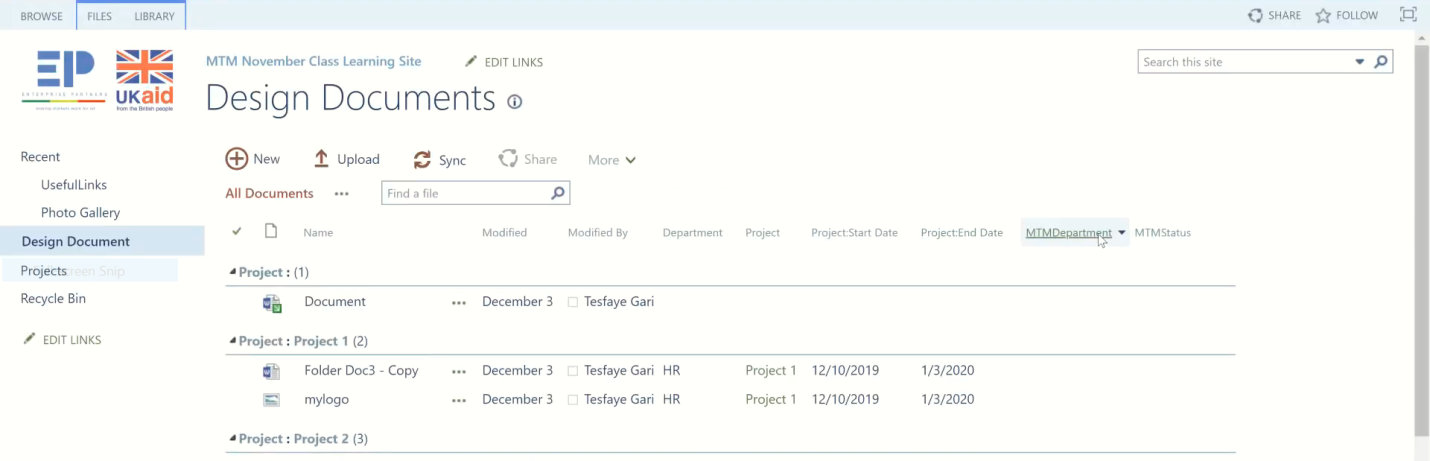
### Add two columns at



|  |
| --- |
| Library=>Library setting=>  **=>**[Add from existing site column](https://eyos2011.sharepoint.com/sites/Demo/_layouts/15/AddFieldFromTemplate.aspx?List=%7B3C6F8B95%2D34CA%2D4079%2DBB2F%2D613E57C69A38%7D) |
|  |
| https://eyos2011.sharepoint.com/_layouts/15/images/setrect.gif?rev=47 |



Ok, then we get



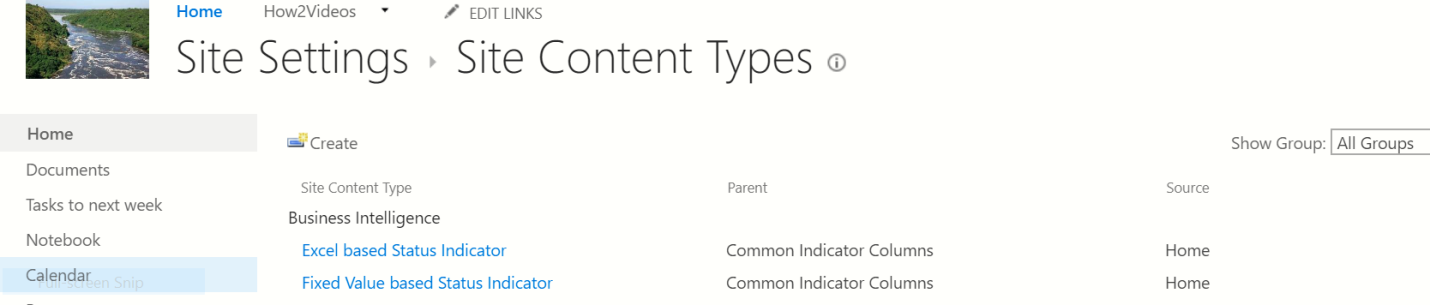
Content Type**:**

Is agroup of columns

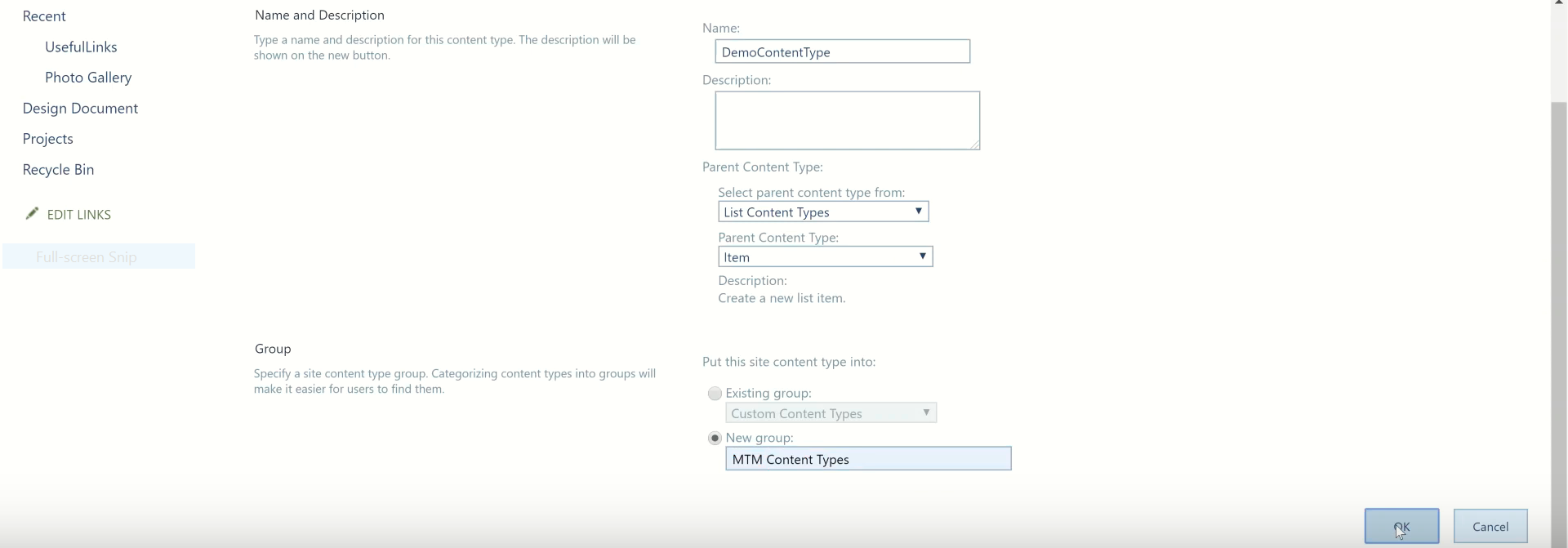
Library=>Library setting=>Content Type, but we didn’t find it b/se

Content Type is off in Advanced setting. So make on it. After that we get Document content type.

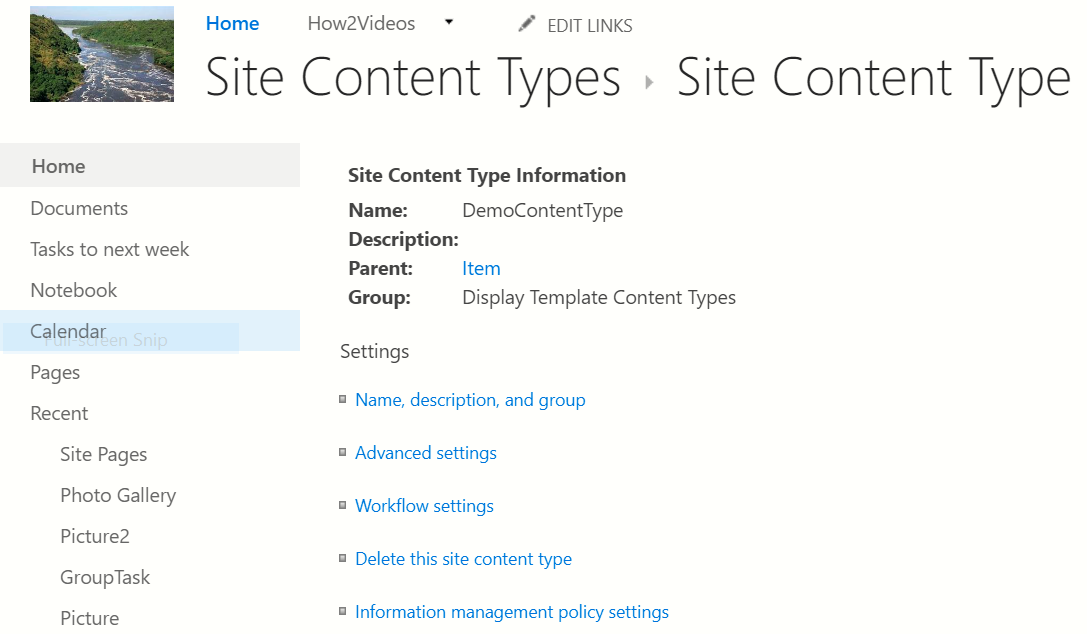
Every single content type has parent



Create new content type**:**

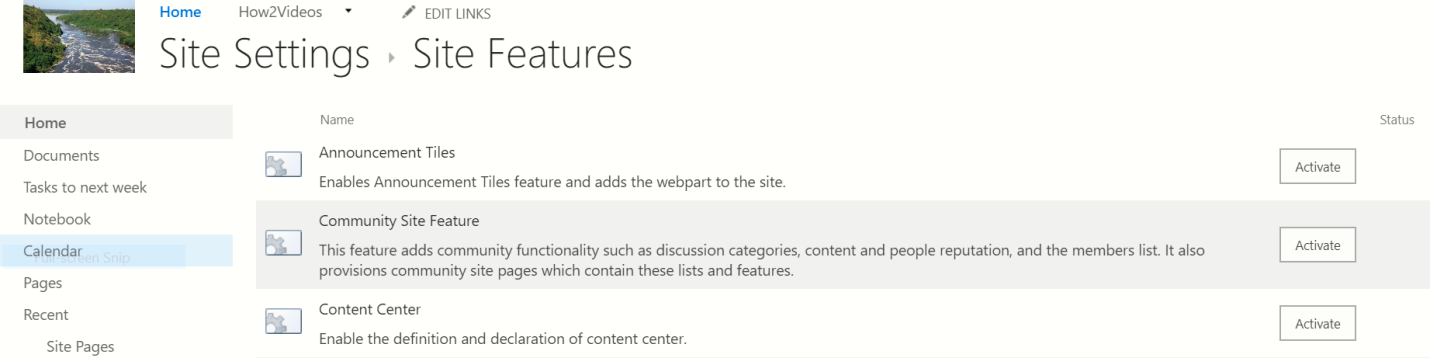


Then we get



[Manage site features](https://eyos2011.sharepoint.com/sites/Demo/_layouts/15/ManageFeatures.aspx)**:**

Used to change site features

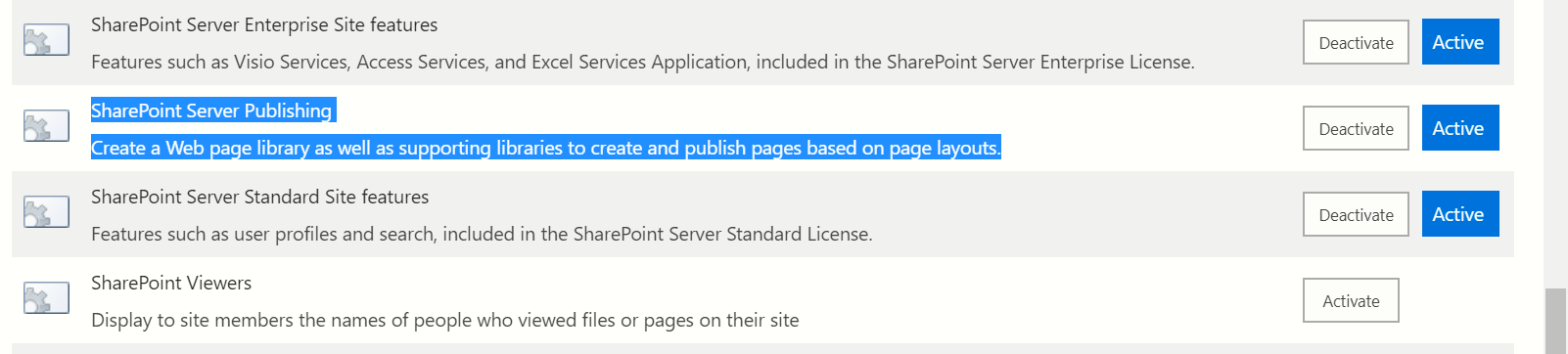


It used to activated

Eg.

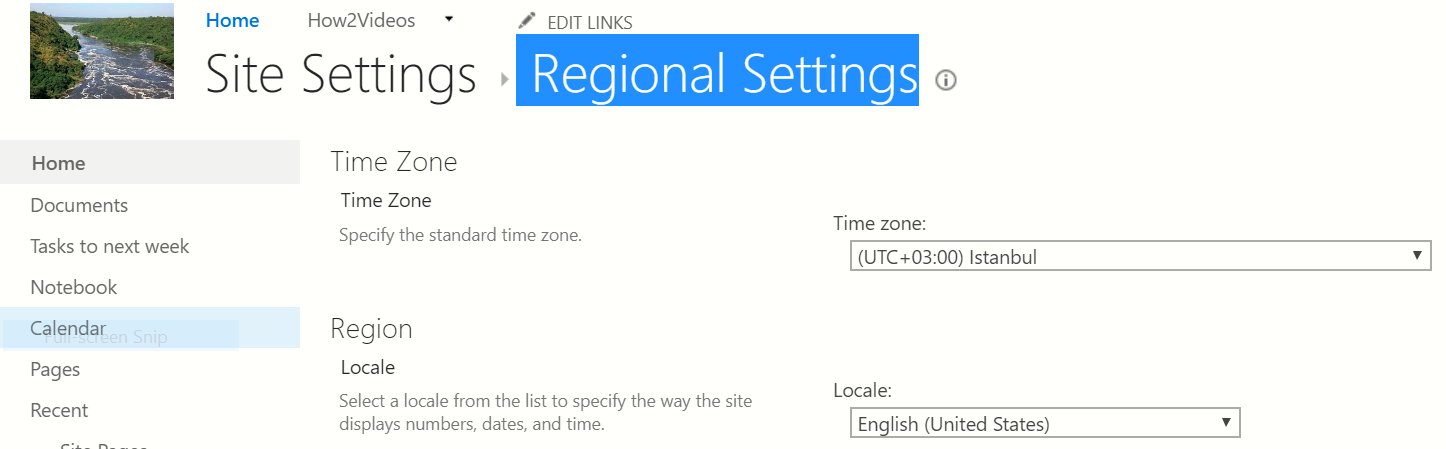
Then we get the above **site features.**

If the right top share and follow are disable make enable



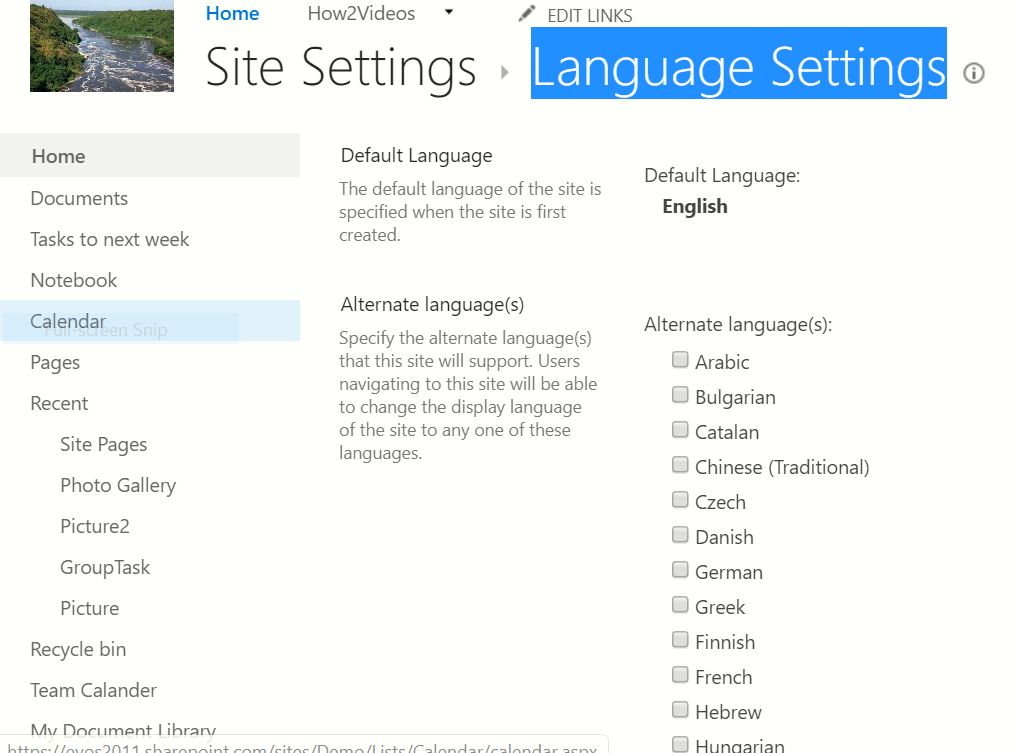
# Regional Settings

Used to change currency.



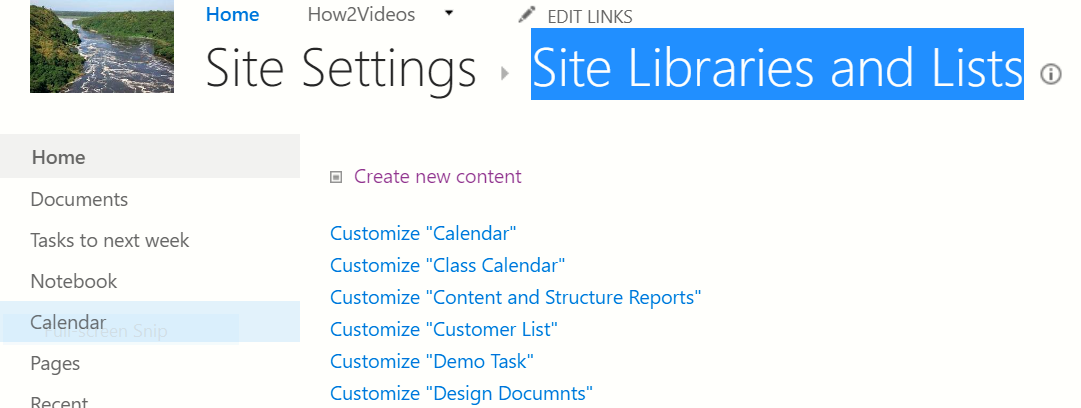
## Language Settings

Used to change Language.

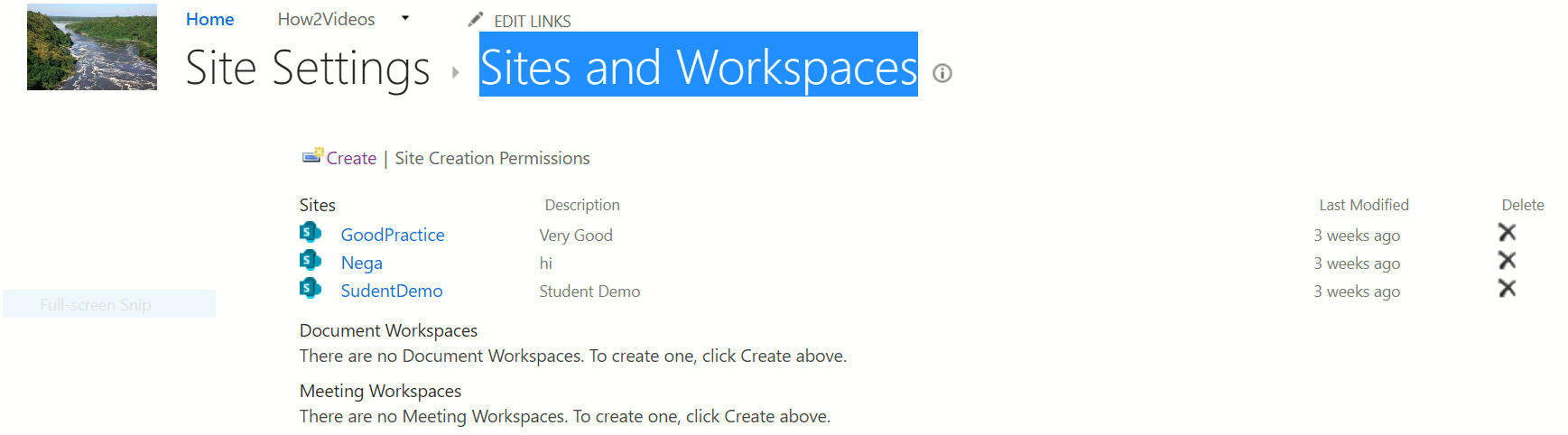


## Site Libraries and Lists

To show all libraries and lists

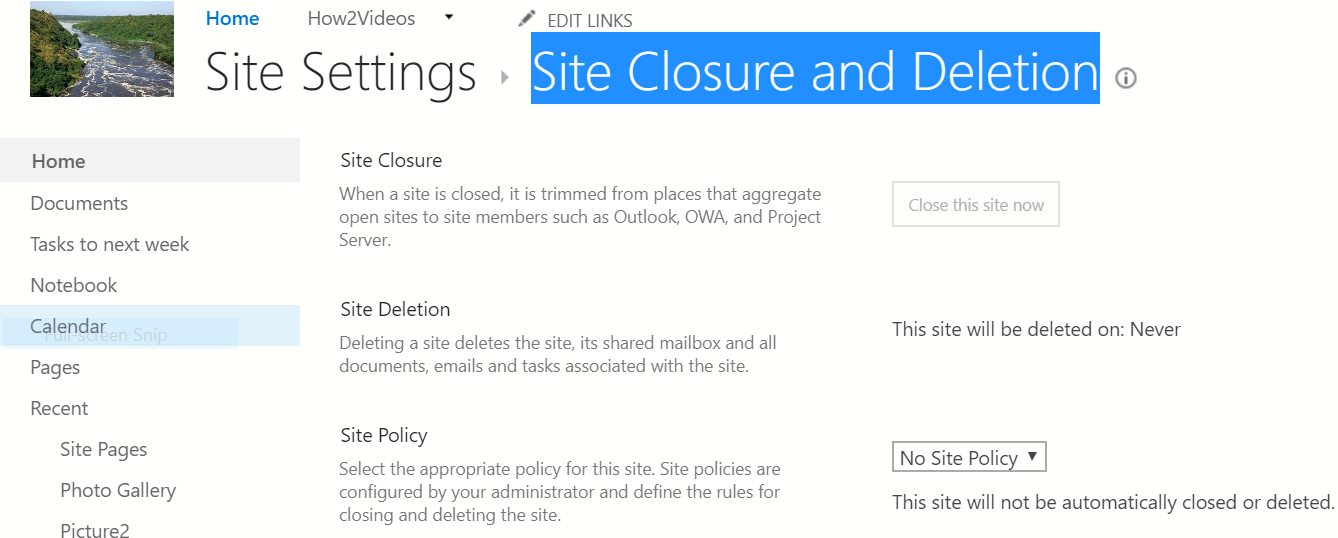


## Sites and Workspaces

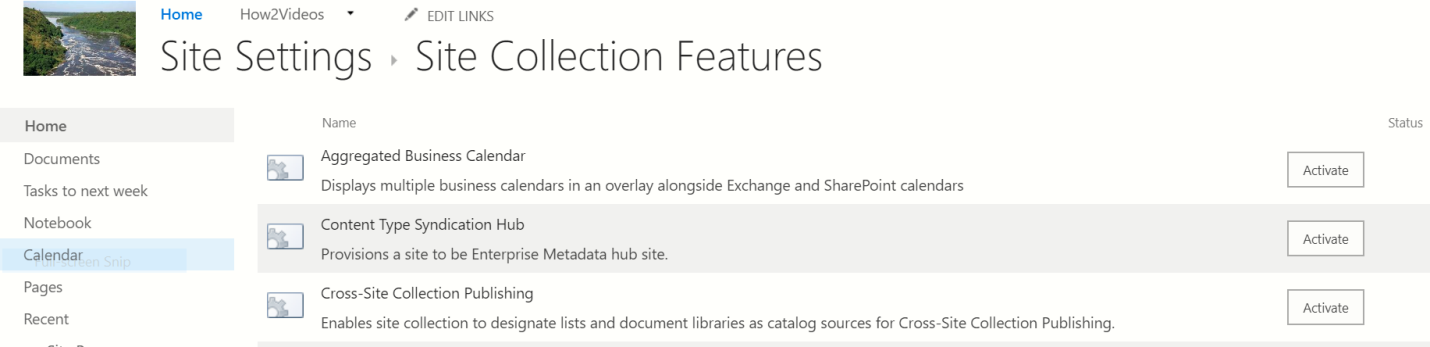


## Site Closure and Deletion

Policy cration for deletion purpose.



## Site Collection Administration

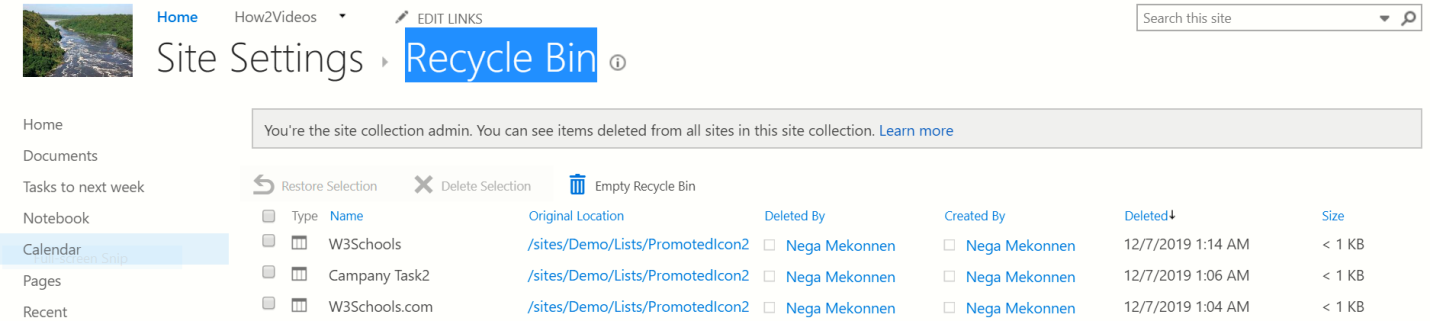


Enabling **Document set is here.**

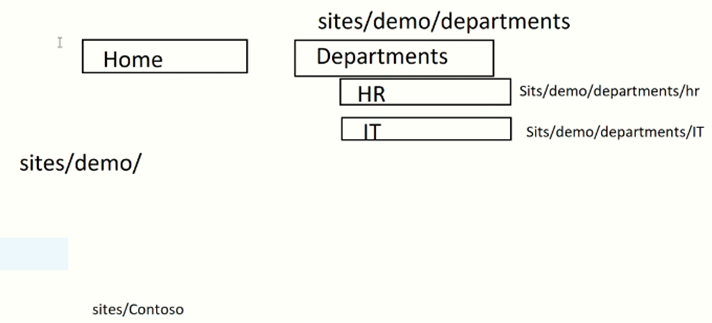
# Recycle Bin

To recover deleted Document.

It is not work for edited Document, this recover by versioning on.



Site content=>New Subset



**NB:Assignment**

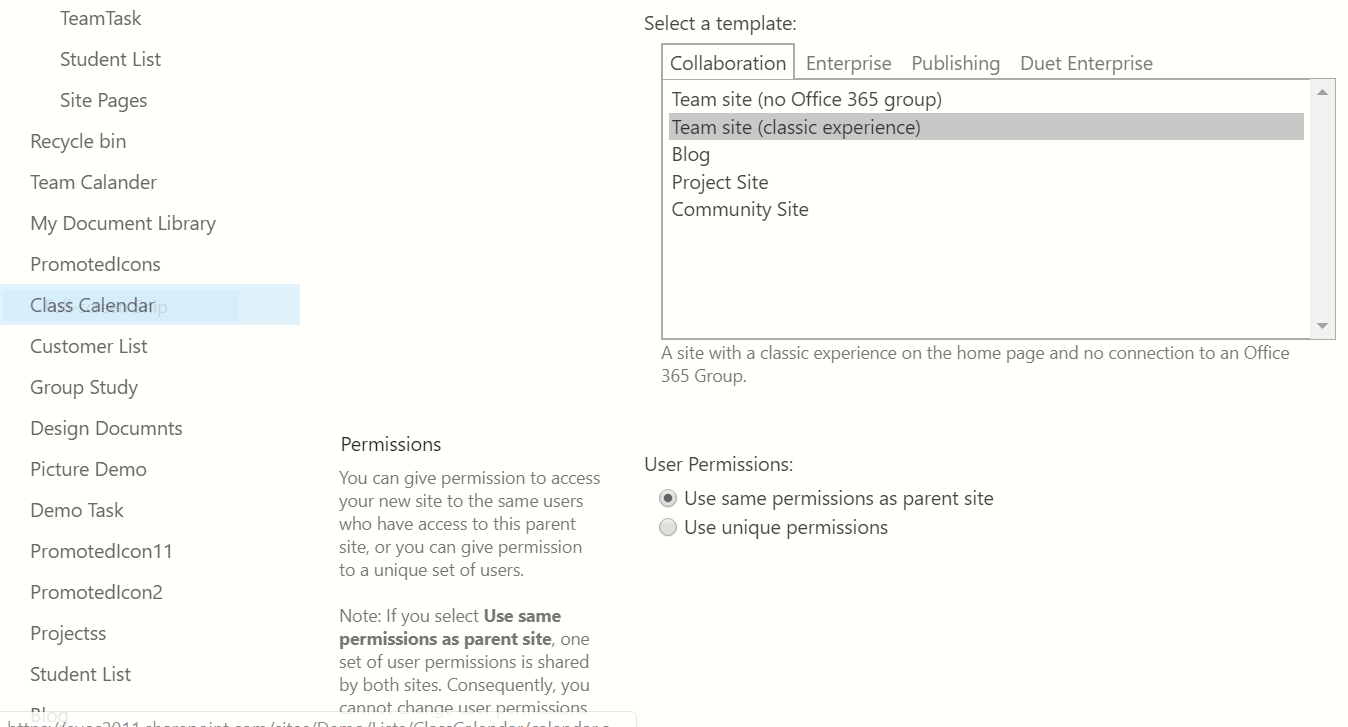
# Edit the top links



The URL is not changed only **Home to MTM November Class training site**

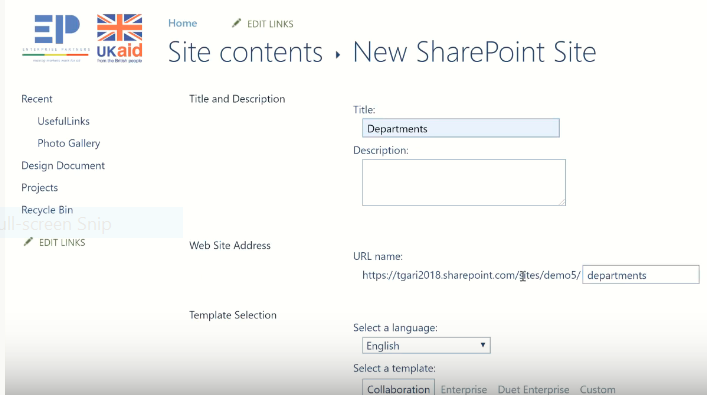
Create subsite**:**

Departments: under **Template site**

* Create subsite Blog Under blog site
* Create subsite Sale Under project site
* Create subsite comunity Under community all of them are asubset of Departments
* 

**Case 1:** site content=>subsite

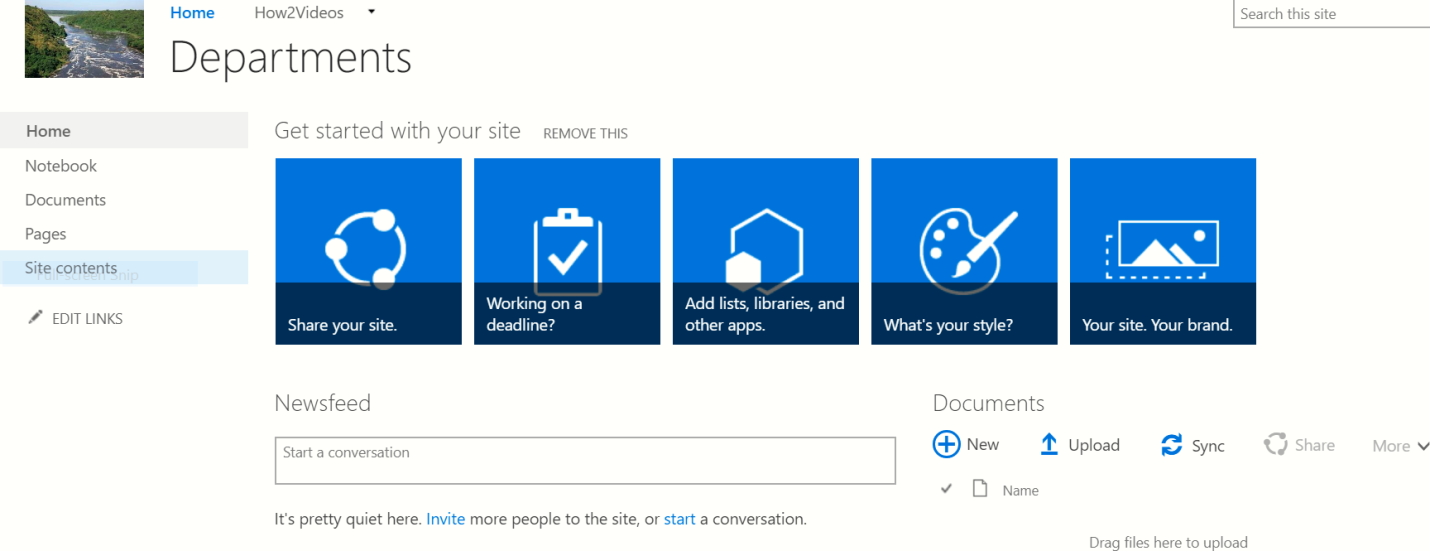
**Case 2:** **Setting=>site setting=>Sites and Workspaces=>create. We get the same result on both steps.**



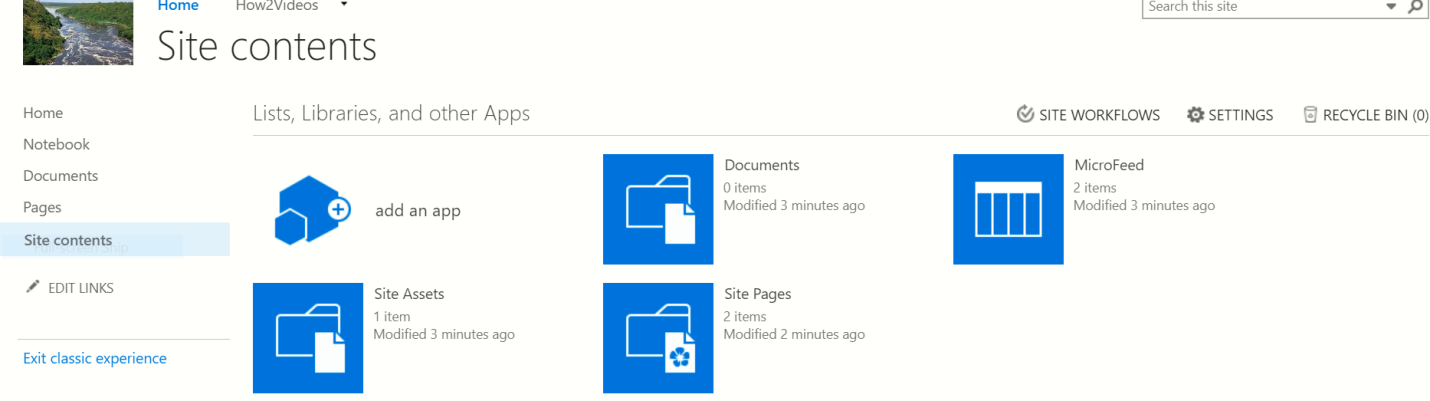


Demo Site Template = is saved site

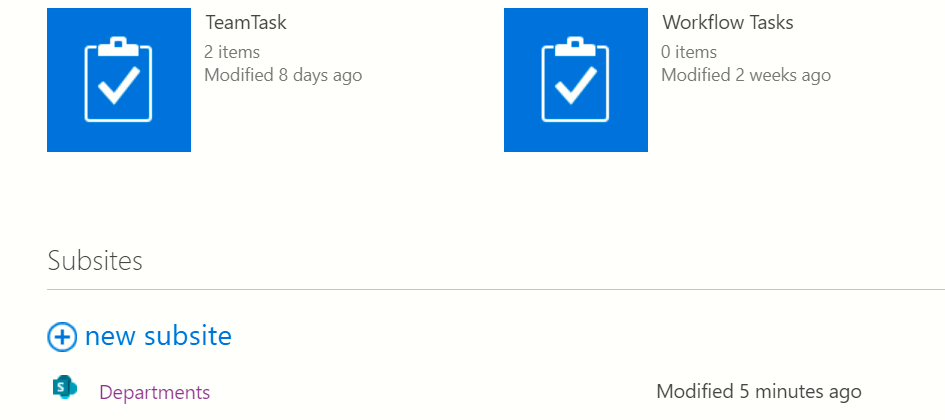
**Subsite: Department**



### Site content



Check it at the root site(Demo)



#### Bolg

<https://eyos2011.sharepoint.com/sites/Demo/departments/_layouts/15/viewlsts.aspx>



## Top link navigation

To manage the top link Navigation : site setting=>Navigation

**You Know How To Show Subsite:** Open libtaty(Department)=>setting=>site setting=>navigation=>show subsite

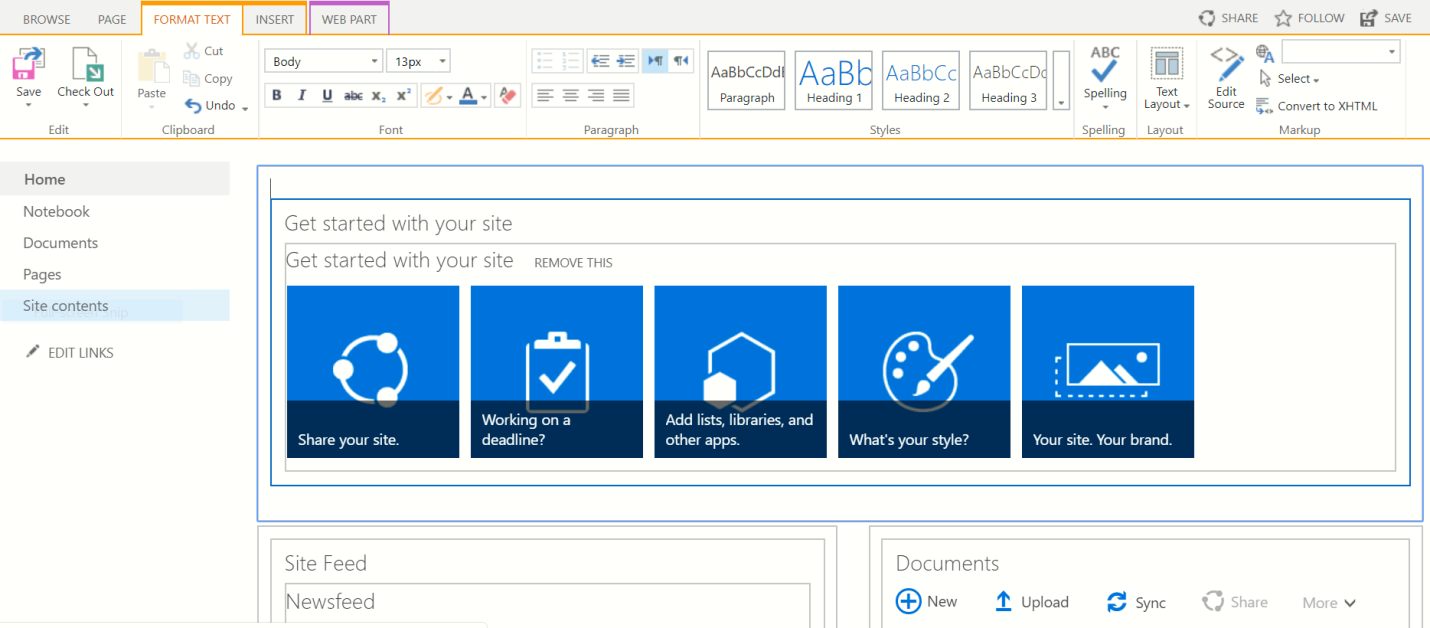
**NB**: We get Navigation in all subsites b/se we enable site collectin feature at root site.

# Web Part

Open Department=>Edit at the right top=>

**To make space on the page:**

select the page=>



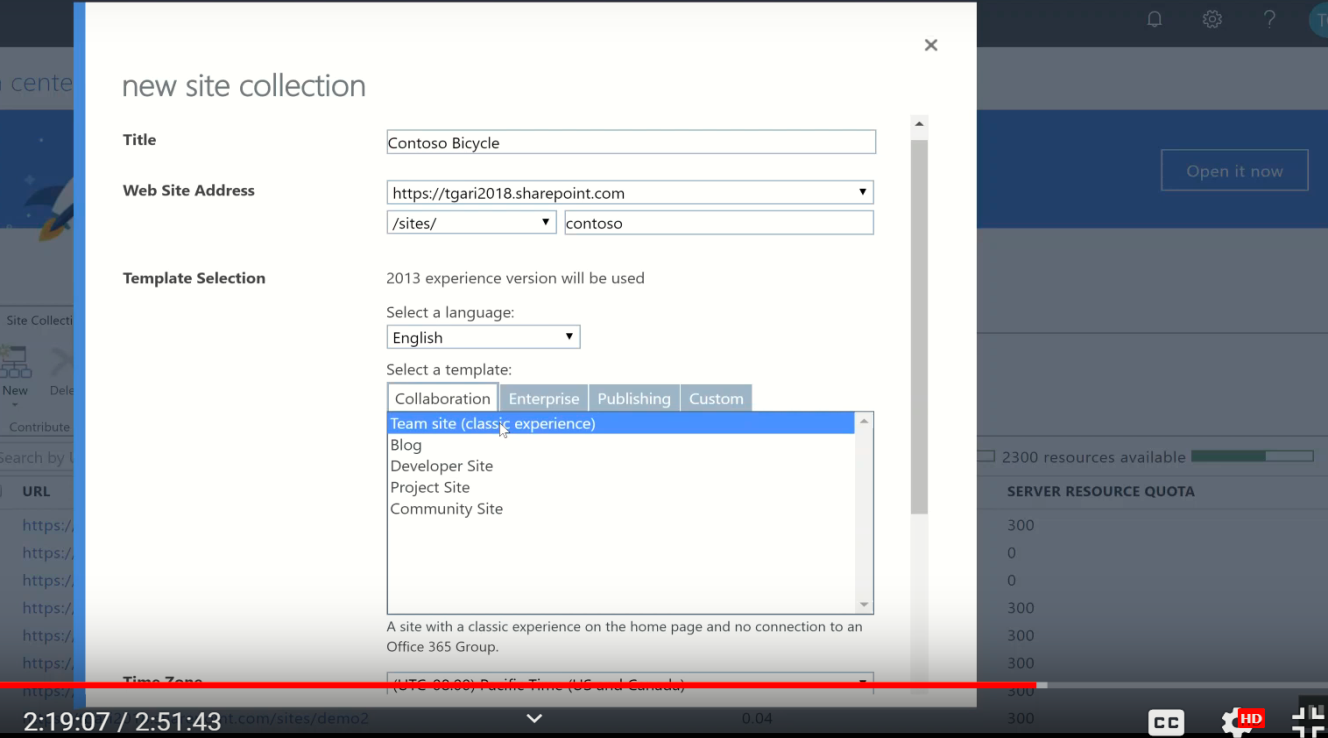
=>Edit source=>enter the URL 1 or 2 steps down=>ok

# Insert Content Table

* Web part=>content Roll up=>Table of content=>Add
* **Remove** the Templates edit it at the right side of the page

#### Excerses:contoso

**Colaboration>>Team site(Classic experience)**

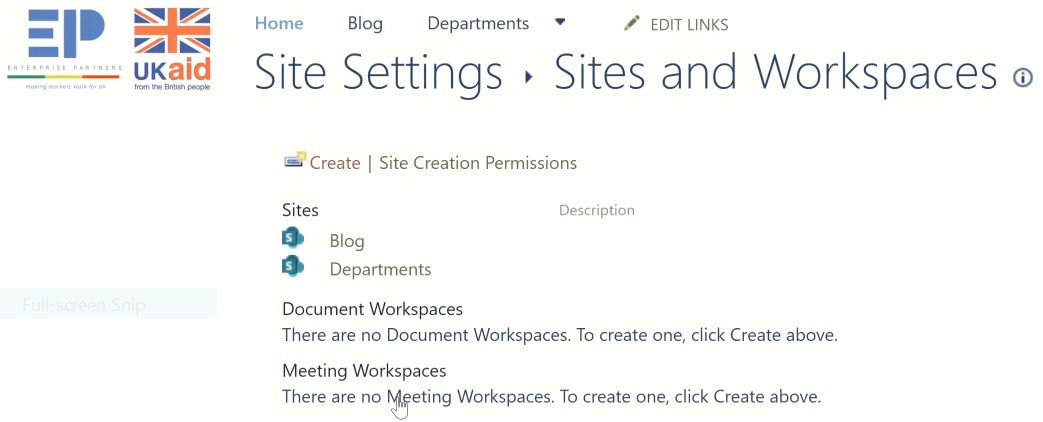


**Time zone** : UTC-5

Make it “BookMark” , then we do our Ex on it.

## Site and workspace

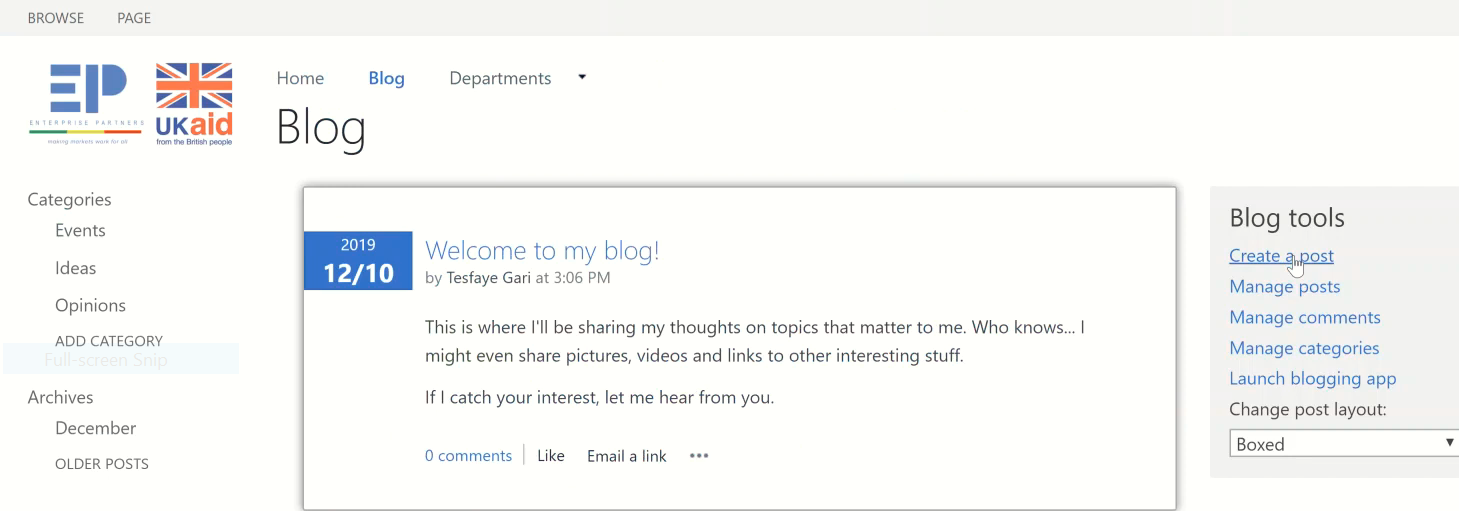
**Setting => site setting =>Sites and Workspaces**

1. **Blog** :Create a news and comment on it

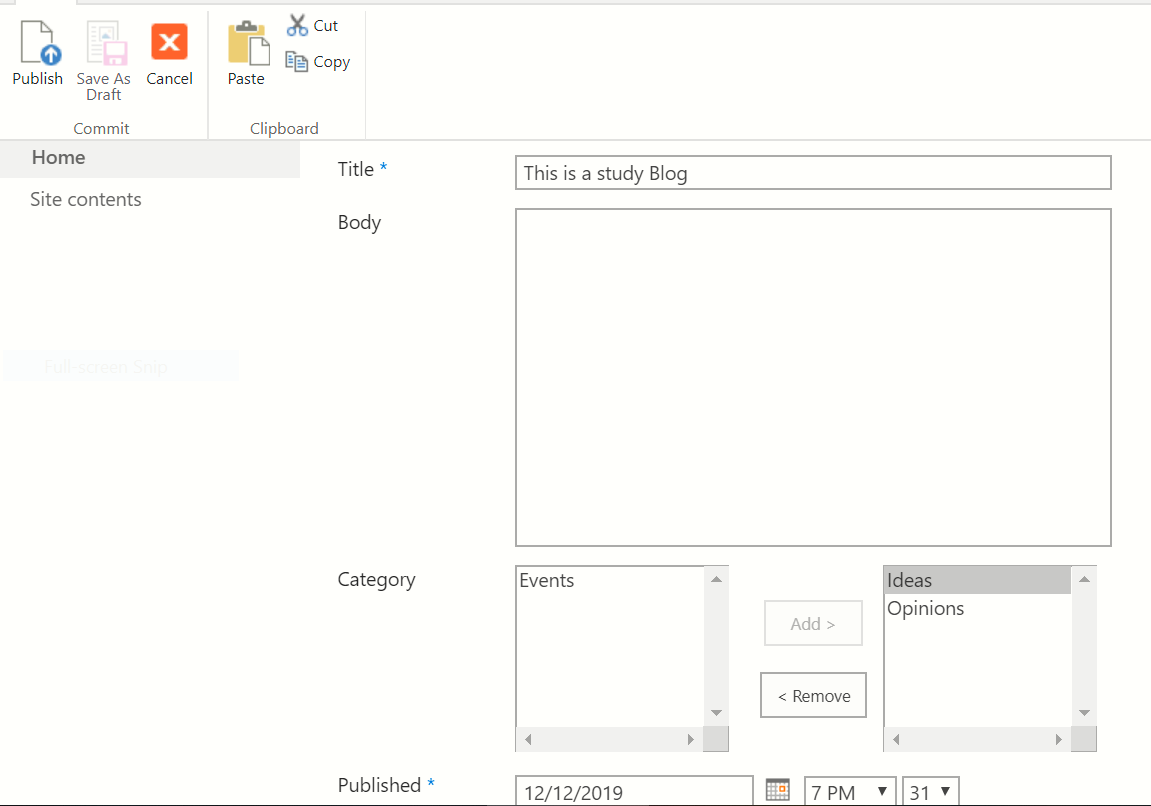
* Which kind of features they follow
* May they need blogs
* research
* Knowledge able articles

Create Blog as a Template**:**

**Blog =>**



### Create a post

****

Then Publish=>

1. Project site: If you want to create site for your Department: project site is the right choice. Before we choose it we see **Clue to justify:**

Ask ourselves/peoples: **What kind of things contains your Department?**

* **Tasks**
* **Calendar and etc**

This is clue to choose **project site** rather than **team site**.

B/se we don’t want to start from scratch, **project site** has:

* Event
* Tasks
* Calendar
* All of the Documents
* May be we add a couple of other Lists and stuffs.

1. Badge**:**

Create Badges**:**

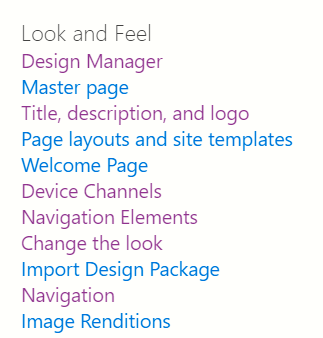
Community subsite under Department (Sale) => open it => Create Badge => Name(Gold Badge) => Save

Assign Badges to members**:**

**Open site again => Assingnment Badge =>Moderation => Give Badge => select the Badge name** =>

**Go to the top level site settings from sale site:**

Setting=>site setting=> Go to the top level site settings, the we get



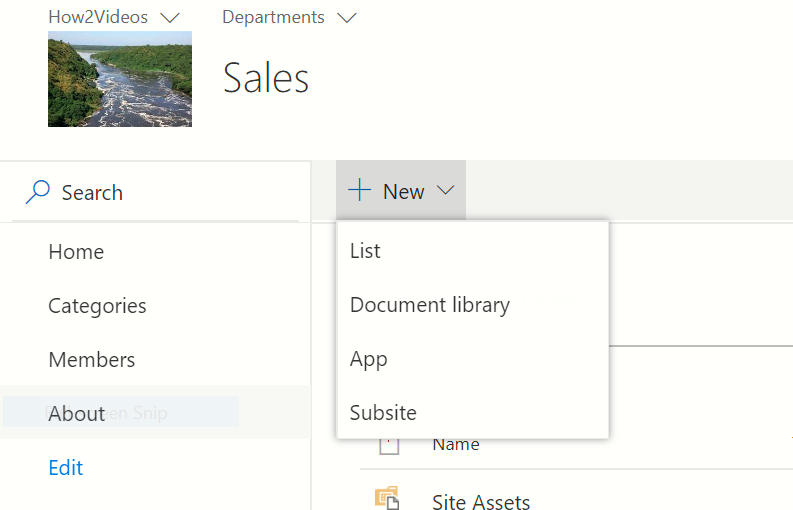
**So after 3/2 month we will talk about:**

[**Design Manager**](https://eyos2011.sharepoint.com/sites/Demo/_layouts/15/RedirectPage.aspx?Target=%7bSiteCollectionUrl%7d%7bLayoutsFolder%7dDesignSite.aspx)**,** [**Device Channels**](https://eyos2011.sharepoint.com/sites/Demo/_layouts/15/RedirectPage.aspx?Target=%7bSiteCollectionUrl%7dDeviceChannels)**,** [**Import Design Package**](https://eyos2011.sharepoint.com/sites/Demo/_layouts/15/DesignPackageInstall.aspx)in short about add one

**////////////////////////////////////////////////////**

**Ed of Class 8**

**For the next**



**Publishing site: for only Root site**

