# CPT Power End User Student HOL Setup Guide

# Overview:

This document contains notes on how Critical Path Training (CPT) configures a SharePoint 2010 installation for students to perform the hands on labs (HOL) used in our End User (SEU2010), Site Collection Administrator (SCA2010) and Power End User (SPU2010) SharePoint 2010 courses.

***This document is used by CPT to setup our HOL environment for the SEU2010, SCA2010 and SPU2010 courses CPT teaches. It is provided to courseware partners “as-is” with no warranty or support.***

## Active Directory Domain Users:

Create the following users in the Active Directory domain that all users will use; all use the same password **Password1**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Username | First Name | Last Name | Full Name | Email |
| ken | Ken | Sanchez | Ken Sanchez | [ken@wingtip.com](mailto:ken@wingtip.com) |
| rob | Rob | Walters | Rob Walters | [rob@wingtip.com](mailto:rob@wingtip.com) |
| janice | Janice | Galvin | Janice Galvin | [janice@wingtip.com](mailto:janice@wingtip.com) |
| michael | Michael | Sullivan | Michael Sullivan | [michael@wingtip.com](mailto:michael@wingtip.com) |
| jill | Jill | Williams | Jill Williams | [jill@wingtip.com](mailto:jill@wingtip.com) |
| brian | Brian | Cox | Brian Cox | [brian@wingtip.com](mailto:brian@wingtip.com) |

## Class Web Application:

Create a single HOL Web application to host all student site collections. *Each student will have their own site collection.*

Configure this Web application for email support.

# Search Service Application:

Create a single instance of the Search Service Application and setup a proxy mapping to the student HOL Web application. Modify the only content source to:

* Only crawl the URL of the HOL Web application.
* Setup a full crawl schedule that runs every day starting at 1:00 AM every 120 minutes.
* Setup an incremental crawl schedule that runs every day starting at 1:00 AM every 15 minutes.
* Ensure the content sources index the Web application previously created as well as the user profile service (SPS3:\\[URL of Web application containing My Sites as configured in the User Profile Service Application]).

# User Profile Service Application:

Create a single instance of the User Profile Service Application and setup a proxy mapping to the student HOL Web application.

# Services on the Server:

Ensure all necessary services to support search & user profile service apps are started.

Ensure sandboxed code service is running.

# Site Collection Quota:

Create a site collection quota **CPT HOL Student** that limits the size of site collections to 25MB and 50 resource points.

# Student Site Collection:

Each student will have their own site collection they will use to conduct the HOLs for the course. The following information contains details on how each site collection should be setup for each student. Each site collection will have a unique URL and will live within the Web application previously created.

Apply the CPT HOL Student quota to each student’s collection.

Create the following site hierarchy with the appropriate characteristics:

|  |  |  |  |
| --- | --- | --- | --- |
| Site | Template | Permissions | Notes |
| Wingtip Team Site | Team Site | SCA: Ken  Owners: Rob  Members: Janice  Visitors: Michael | Create a permission level **Approve**, grant the **Approve Items** right to this permission level. Create a new group **Approvers**. Add **Rob** to this group.  Activate the site collection **SharePoint Server Publishing Infrastructure** and site **SharePoint Server Publishing** Features.  Create a simple sandbox solution that contains a Web Part that displays a message and the current day & time with a button that, on postback, updates the date & time. Add this sandbox solution to the solution gallery, but do not activate it. |
| Products | Team Site | *Inherit (no changes)* | Create a new list for each of the following types, using the name of the template for the name of the list: **Contacts**, **Custom List**, **Custom List in Datasheet View**, **Issue Tracking**, **Project Tasks**, **Status List**, **Survey**, **Asset Library**, **Form Library**, **Picture Library**, **Report Library**, & **Slide Library**.  Create a new document library **Research Items** (not in Quick Launch). Set this library to require checkout & to create major & minor versions (**Library Settings » Version Settings**). Make sure the document will open in the client and not the browser (**Library Settings » Advanced Settings**). Add a Microsoft Word document **Hazardous Chemical Information.docx** to the library.  Create new document library **New Product Documents** (not in Quick Launch). Set to require content approval.  Create new document library **Product Notices** (not in Quick Launch). Set to require content approval. Add **Approval** workflow to this list named **Notice Approval** (start automatically on new & updated items). Setup as **serial** to approve to **Rob** then **Ken** & **Enable Content Approval**.  **Calendar List**: Add a few items, some from 2009.  Modify the **/default.aspx** page (not the Wiki page) to include an **Image Viewer** **Web Part** that contains a picture. Add a **Content Editor Web Part** that contains the text **Welcome to the Wingtip Team Site Web Part Page**. Add the **Site Pages List Web Part** to the page. |
| Specifications | Team Site | *Inherit (no changes)* | Create and add a new document **Mech Specs.docx** in the **Shared Documents** library.  Set the **Shared Documents** library to require **major & minor versioning** & **require checkout**. |
| Wingtip Blog | Blog | *Inherit (no changes)* |  |
| Knowledge Base | Team Site | *Inherit (no changes)* | Remove all lists EXCEPT **Site Assets** & **Site Pages**.  Create 4 new pages: **Products**, **Human Resources**, **Manufacturing** & **Executive Management**.  Modify the homepage of the Wiki to: remove the picture, add four bulleted links in the right-hand area to point the four pages created previously with an **Areas of Interest** heading. |
| Manufacturing | Team Site | *Inherit (no changes)* |  |
| Team Building | Team Site | *Inherit (no changes)* |  |
| Sample Subsite | Team Site | *Inherit (no changes)* |  |
| Document Workspace | Document Workspace | *Inherit (no changes)* |  |
| Sales Meeting | Basic Meeting Workspace | Owners: Rob & Ken  Members: Michael  Visitors: Janice |  |
| Search | Enterprise Search Center |  | For this to be created, you need to activate the **SharePoint Server Publishing Infrastructure** site collection feature (otherwise an error will be thrown.  After creating this, add a **Search** link to the Top Navigation Bar in the Wingtip Team Site that points to this site. |

