



CONTINUING EDUCATION

Course Outline

Microsoft SharePoint: Site Automation

Microsoft SharePoint workflows increase efficiency and productivity by managing the tasks and steps involved in business processes. Learn how to automate tasks and bring your site to life as you configure and manage a SharePoint Team Site. Topics include creating and customizing a site, expanding usefulness of lists and libraries, creating custom content types, automating workflow and much more. By adding automation, you will be able to concentrate on other tasks at hand versus manually updating your team site.

Who Should Take This Course?

This course is designed for existing Microsoft SharePoint site owners who will be creating a team site or for those who currently manage a SharePoint team site and want to enhance it.

Course Objectives

- Create and update a page
- Expand usefulness of lists and libraries with columns and site columns
- Create your own custom content types
- Capture information by creating InfoPath forms
- Automate workflow with forms, libraries and lists
- Find information and help others find information as it is saved to your team's site

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and lab
- Prerequisite: Microsoft SharePoint Site Owner or working knowledge of SharePoint

Course Content

Create and update a page

- Learn about page types
 - Create Wiki
 - Discuss site types
 - Create new site
 - Add web parts

Expand usefulness of lists and libraries with columns and site columns

- Add a custom column
- Add site column

Create your own custom content types

- Create a template for reuse

Capture information by creating InfoPath forms

- Create a simple InfoPath form
- Use the form to gather information

Automate workflow with forms, libraries and lists

- Create workflow to automate a manual task
- Add workflow to a list or library
- Use workflow to update information

Find information

- Tagging a document
- Adding a rating
- Find updates about documents from RSS
- Learn about search
 - Add a search box
 - Find a document in a library
 - Find a person
 - Find a document on a site
- Add an Alert to stay in the know

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.