



CONTINUING EDUCATION

Course Outline

Microsoft SharePoint: Site Owner

Learn how to create, configure and manage a SharePoint Team Site, so your office can collaborate more effectively. Topics include creating a new site; adding and configuring libraries and lists; configuring site settings, navigation and search; assigning permissions and access rights; and configuring content roll-up, summary links, and a site map.

Who Should Take This Course?

This course is designed for existing Microsoft SharePoint site users who will create and manage a SharePoint site.

Course Objectives

- Create and configure new SharePoint sites.
- Add document, asset, and wiki page libraries to sites and configure them.
- Add and configure announcement, task, calendar, contacts, and custom lists.
- Create and implement custom forms.
- Configure site settings, site search, and site navigation.
- Assign permissions and access rights to sites, users, and lists and documents.
- Configure content roll-up, and finalize site configuration.

Course Info

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

Course Content

Creating a New Site

- Create a site.
- Change the look and feel of your SharePoint site.

Adding and Configuring Libraries

- Configure document library for your SharePoint team site.
- Configure the site assets library for your SharePoint site.
- Add and configure a wiki for your SharePoint site.

Adding and Configuring Lists

- Add an announcement list.
- Add and configure a task list.
- Add and configure contact and calendar lists.
- Add and configure a blog subsite.
- Add and configure a custom list to your SharePoint site.
- Customize list forms.

Configuring Site Settings, Navigation, and Search

- Configure site search options.
- Configure site administration settings.
- Configure site organization and navigation.

Assigning Permissions and Access Rights

- Share sites and set site permissions.
- Secure lists, libraries, and documents.

Configure Content Roll-up, Summary Links, and Site Map

- Add and configure the content search web part.
- Add and configure the relevant documents web part.

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.