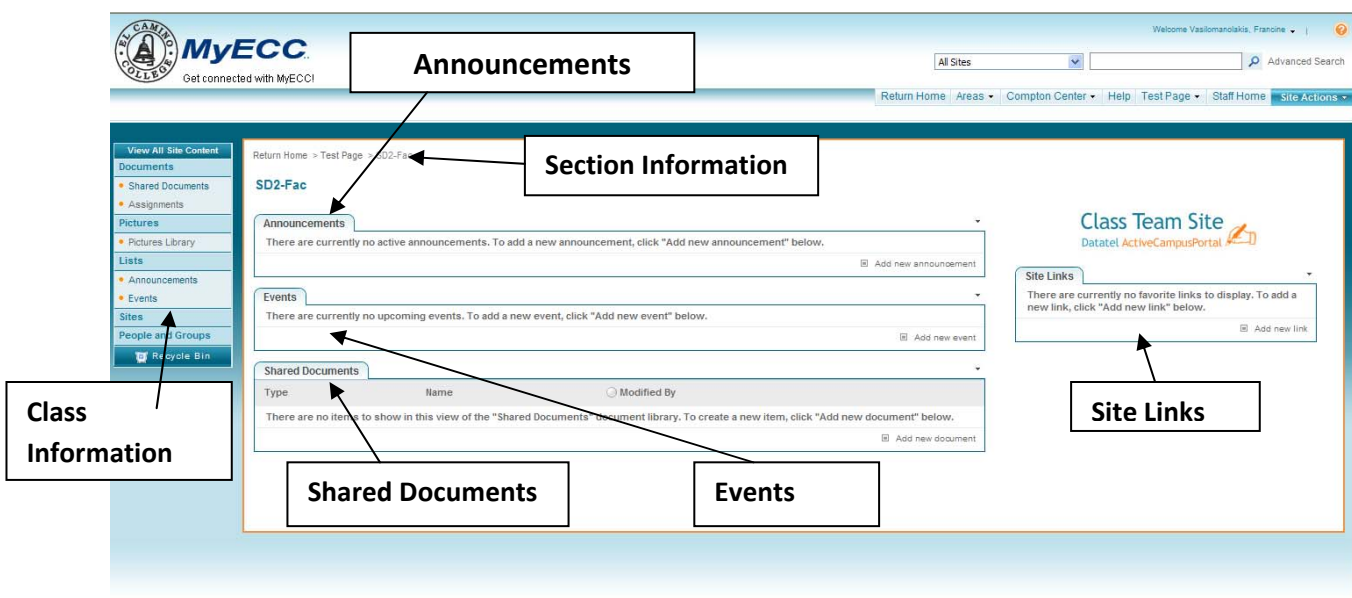


CREATING A CLASS TEAM SITE

The MyECC Portal (powered by Microsoft SharePoint 2007) has several features available for faculty. A **Class Team Site** is available for each course section. Faculty can post syllabi, assignments, class discussions and links to other web pages on this site. Only students registered in the course can view the **Class Team Site** in the MyECC Portal. Students are automatically populated into this course site once a faculty member requests this site. This document will illustrate some of the basic steps in organizing the site, uploading course materials, posting announcements and events and linking to other web sites on the **Class Team Site**.



(This is a screenshot of the standard Class Team Site shell that is obtained upon request.)

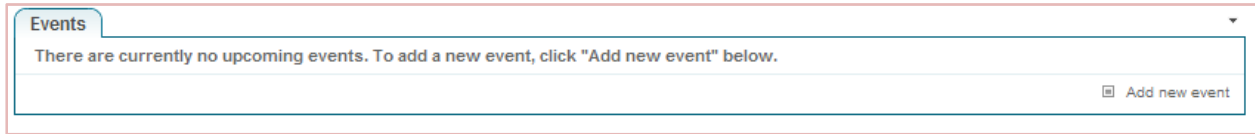
There are three main features in the middle of the page - *Announcements*, *Events*, and *Shared Documents*.

The **Announcements** area allows the instructor to post announcements for students in the course. These announcements can include information about tests, quizzes, assignments, etc.

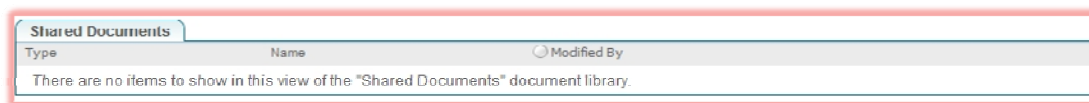
To ADD an Announcement – click “Add a new announcement.”



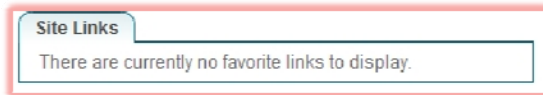
The **Events** area will contain information about any events related to the course. This could include assignment due dates, quiz or exam dates, or other significant dates for course management. **To ADD an Event** – click “Add a new event.”



The **Shared Documents** area allows the instructor to post important documents for students to download. These documents could include lecture notes, PowerPoint presentations, sound files, or other course materials. **To ADD a Document** – click “Add a new document.”



The **Site Links** area is located on the right-hand side of the section page. *Site Links* is an excellent tool for providing students with helpful website links pertaining to the course subject. By selecting the “add new link” icon, all you need to do is type in a URL and a description of the site. **To ADD a Link** – click “Add a new link.”



On the left side of the page is the **Quick Launch** menu. This menu is used to navigate to various site areas. This default menu will contain *Documents, Pictures, Lists, Sites, People and Groups*. New sections can be created such as a **Class Discussion** or a **Survey** section, which can be controlled by the instructor.

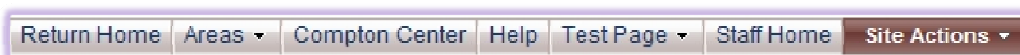
Key terms that SharePoint 2007 uses: Libraries, Lists and Web Parts.

Libraries are designed to manage documents such as **shared documents, Pictures, InfoPath forms, and wiki pages.** **We are only concerned with shared documents and pictures** here at El Camino College.

Lists are available to facilitate communication and track information such as discussions and announcements.

Web Parts are application components that can be displayed and managed through the web part page, known as the Main page. We will cover these further in the Edit Page section of the training.

SITE ACTIONS



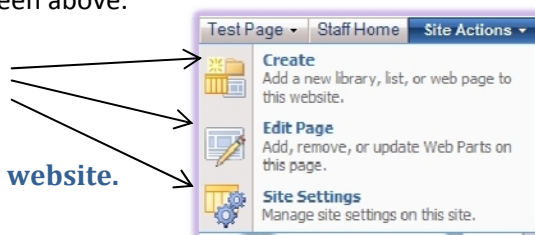
To bring up the **Site Actions** menu, click on **Site Actions** as seen above.

There will be three options:

CREATE – Add a new library, list, or web page to this website.

EDIT PAGE - Add, remove, or update Web Parts on this page.

SITE SETTINGS - Manage site settings on this site.



CREATE

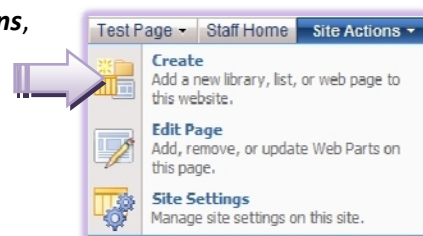
To add a new library, list, or web page to this website, click on **Site Actions**, then select the **Create** option.

Libraries are designed to manage documents such as **shared document and pictures.**

Lists are available to facilitate communication and track information such as discussions and announcements.

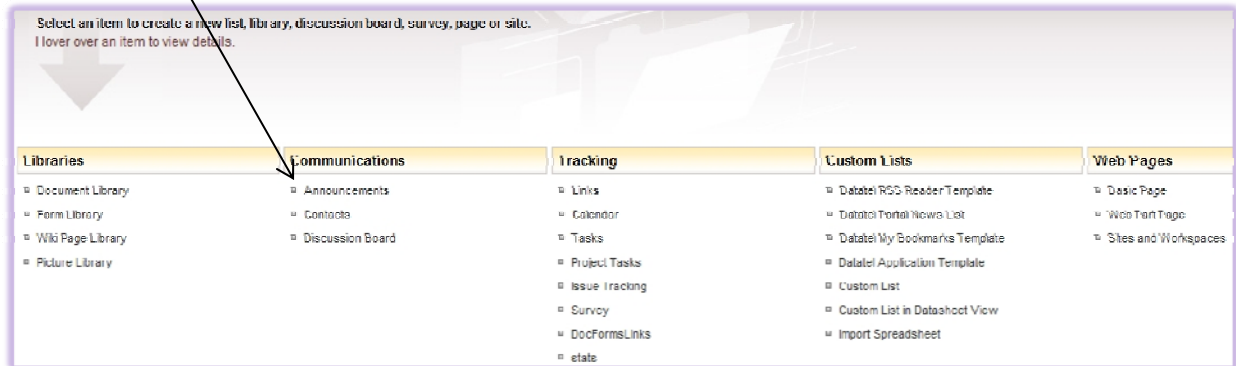
Web pages to this website are stored as documents in a document library. Not commonly used.

The next screen includes a list of items you can add to the area page.

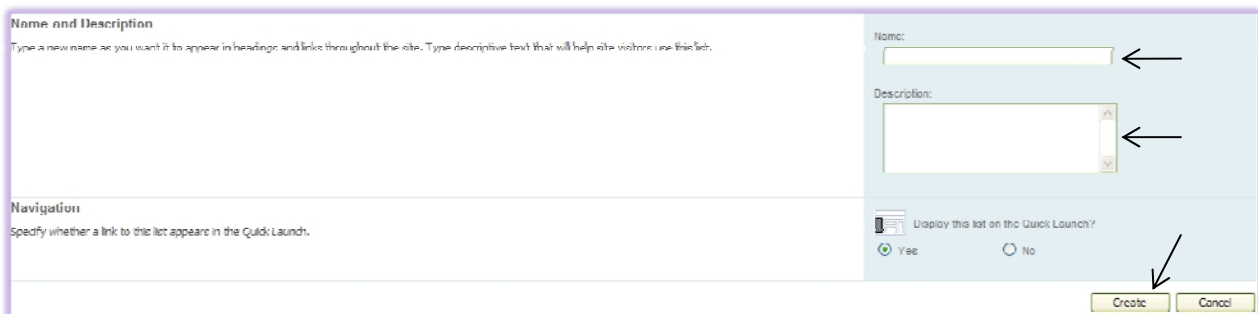


Hover the mouse cursor over an item to learn about its usage and features.

Click on an item to proceed to the next step.



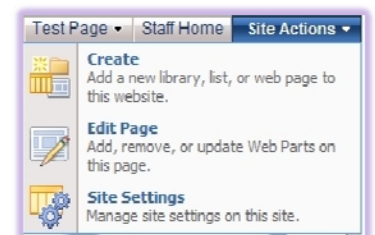
The example below shows the creation of a new “Announcements” section. Fill out the required form fields, then click the “Create” button.



The **Quick Launch** is located on the left side of the Main page. If you select No, then the item you are creating will not appear on the Quick Launch. However, if you want to view that item you can click the **View All Site Content** button located on the top of the Quick Launch.

Upon doing this, you will have successfully added the new item to the Main page.

Note: There is another way to add Web Parts to your page that will be covered in the Edit Page section of this document.



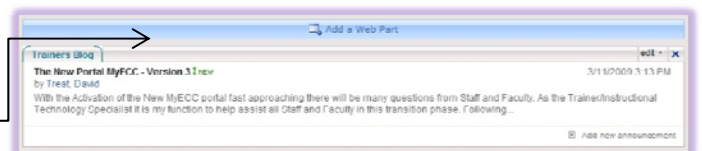
EDIT PAGE

To edit the existing page, click on **Site Actions**, then select the **Edit Page** option.

Doing this will display the components of your page in **Edit Mode**.

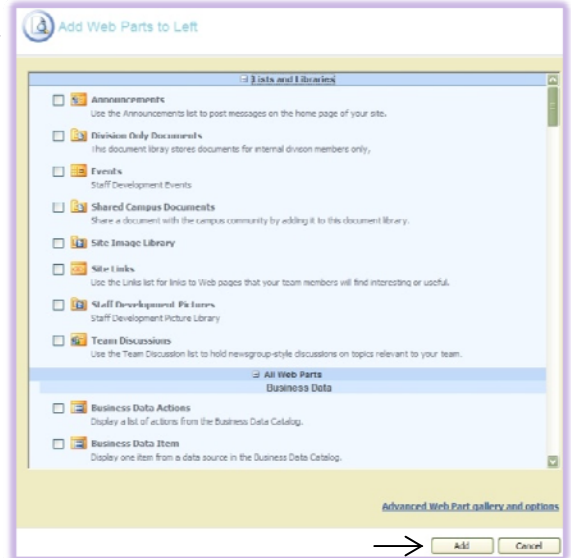
To add a Web Part to a specific section, click

Add a Web Part at the top of the section.

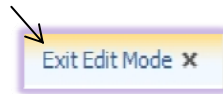


A large list of Web Parts will appear in a new window.
Check the box(es) to the left of the Web Part(s) you wish to add.

Then click the **Add** button to complete the add process.
The Web Part will now appear on the Main page.



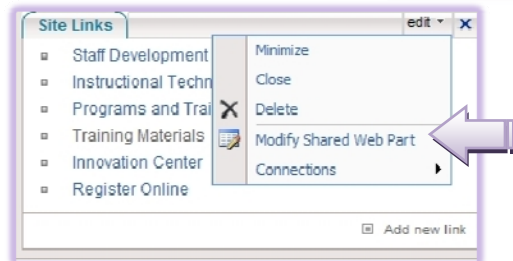
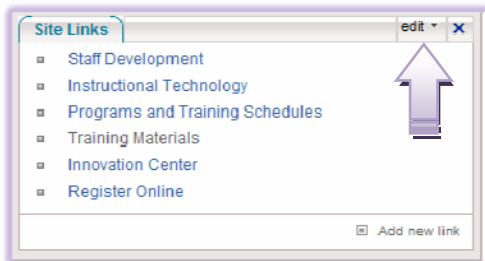
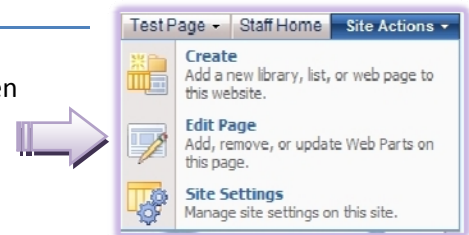
To Exit Edit Mode, click the **Exit Edit Mode** button located underneath the Site Actions button.



MODIFYING AREAS

To modify a Web Part, enter **Edit Mode** by clicking on **Site Actions**, then select the **Edit Page** option.

Click the **Edit** button of the desired Web Part.



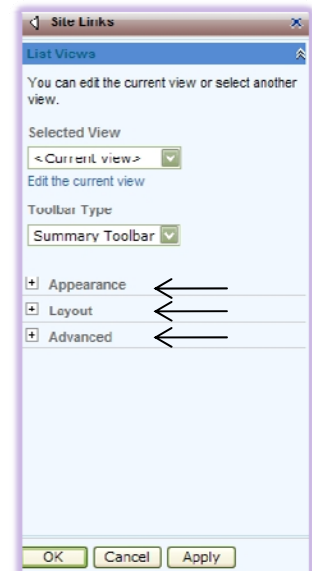
From the Edit pull-down menu, select the option to **Modify Shared Web Part**.

On the right side of the window, the Web Part task pane will appear.

The **List Views** menu contains the options for **Selected View** and **Toolbar Type**. These options can be played with, but I would advise people to stick to the default settings of **Current View** and **Summary Toolbar**.

There are three other categories in which you can edit the characteristics of the Web Part. They are **Appearance**, **Layout** and **Advanced**. Click the expansion box next to the category name to access its options.

The **Appearance** category (below) contains the options for **Title**, **Height**, **Width**, **Chrome State** and **Chrome type**. The most commonly used features



in this category will be the *Title* and *Height* and *Width*. The *Chrome State* option determines whether the contents of the Web Part will appear (as Normal) or be hidden (Minimized). The *Chrome Type* options are Default, None, Title and Border, Title Only, and Border Only.

The **Layout** category contains the *Hidden*, *Direction*, *Zone* and *Zone Index* options. The most important option in this category is for *Direction*. This determines the alignment of the Web Part. The options are *None*, *Left to Right*, or *Right to Left*. My advice would be to leave the direction at none unless you have a desired look for the page.

The **Advanced** category contains various other options for the page. The single most important option is for *Description*. The *Description* is very useful when a user places their cursor over the Web Part you are editing. By providing a description you are detailing the use of the section of the page even further.

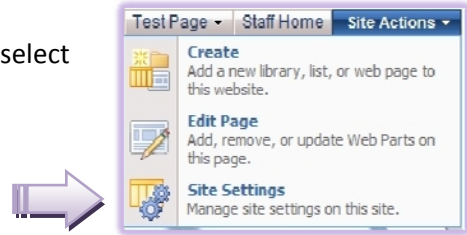
These are the three main categories of **Modify Shared Web Part** options.

The diagram illustrates the three main categories of **Modify Shared Web Part** options. Each category is represented by a panel with a corresponding label above it and a downward-pointing arrow. A large arrow also points from the Appearance panel to the Layout panel.

- Appearance**:
 - Title: Site Links
 - Height: Should the Web Part have a fixed height? No. Adjust height to fit zone.
 - Width: Should the Web Part have a fixed width? No. Adjust width to fit zone.
 - Chrome State: Normal
 - Chrome Type: Default
- Layout**:
 - Hidden:
 - Direction: None
 - Zone: Right
 - Zone Index: 3
- Advanced**:
 - Allow Minimize:
 - Allow Close:
 - Allow Hide:
 - Allow Zone Change:
 - Allow Connections:
 - Allow Editing in Personal View:
 - Title URL: /divisions/hr/StaffDev/Lists/Li
 - Description: Use the Links list for links to V
 - Help URL:
 - Help Mode: Modeless
- (Continued)**:
 - Catalog Icon Image URL:
 - Title Icon Image URL:
 - Import Error Message: Cannot import this Web Part.
 - Target Audiences:

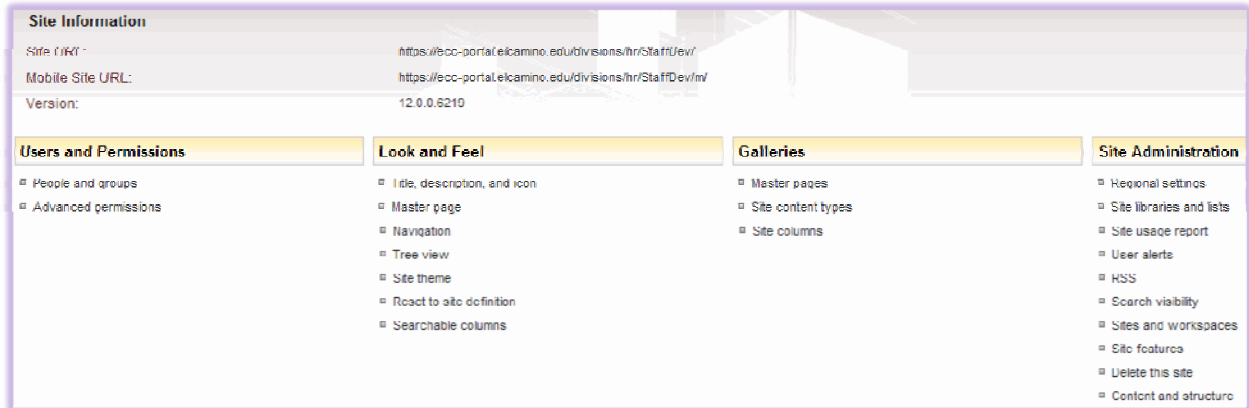
SITE SETTINGS – Modifying the Main Page

To edit the overall settings of the page, click on **Site Actions**, then select the **Site Settings** option.



The **Site Settings** screen is where you can edit countless features pertaining to the Main page in general.

There are three separated categories of functions for the entire Main page: **Look and Feel**, **Galleries**,



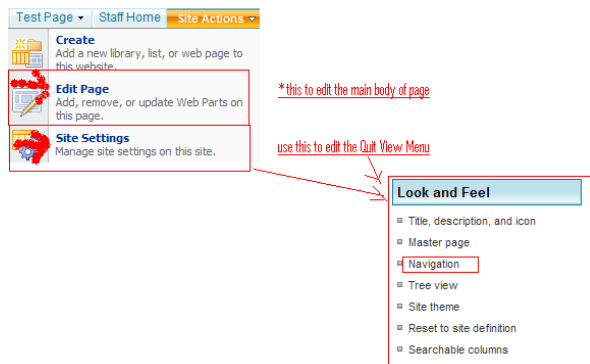
and **Site Administration**. The most important section for the site is **Look and Feel**.

The **Look and Feel** menu allows the user to configure the way the page is presented on the Portal. **Navigation** and **Site Theme** are two areas which you can change the look of your Main Page.

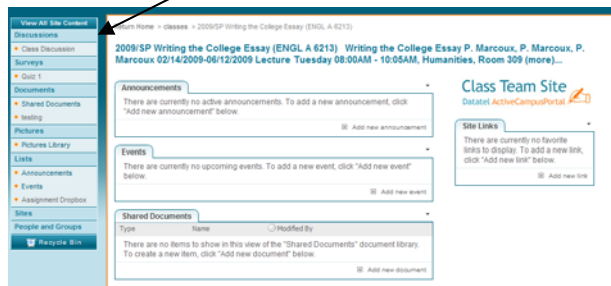
Adjusting the Navigation on the Quick Launch Menu

This section helps to navigate students to the correct sections of your Class Team Site.

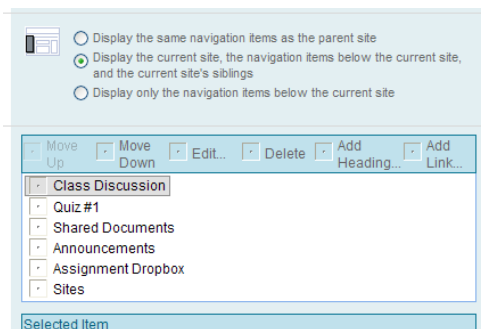
Site Actions, click **Site Settings**, click **Look and Feel**, click **Navigation**



Quick Launch view

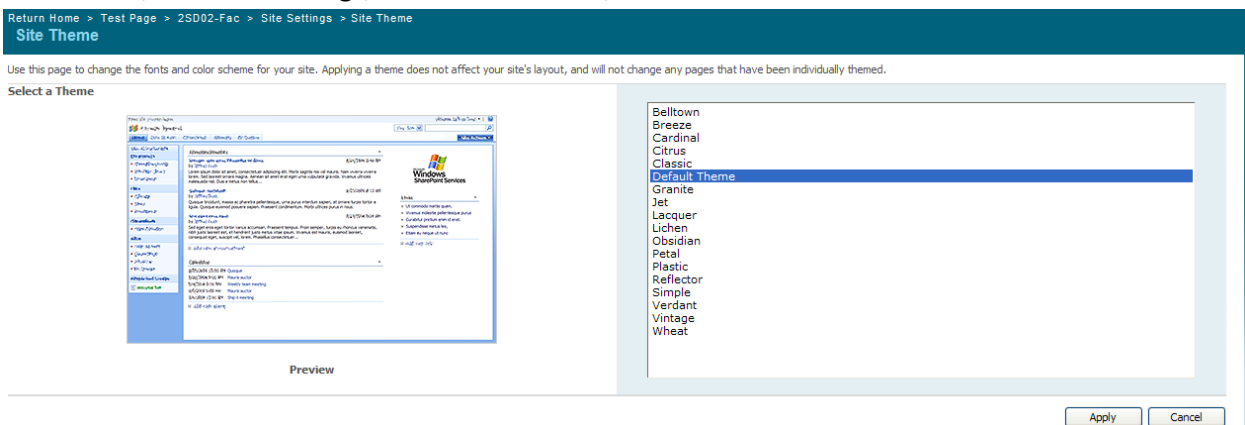


You can adjust your Navigation items in this section. You can move, edit or delete the items on the Quick Launch menu.




Click OK and the Quick Launch menu on the main page is edited.

Site Actions, click Site Settings, click Look and Feel, click Site Theme



Select the theme you would like and click **Apply**.

Help is the best resource while working on **Class Team Site**, click the  in the upper right hand corner of any page. Type in your question and search for your answer!

For questions or help contact: Francine Vasilomanolakis (310-660-3593 x6452) fvasilomanolakis@elcamino.edu or Brian Hayden (310-660-3593 x6730) bhayden@elcamino.edu.

If you have technical questions/problems with MyECC contact (x6571) networkservices@elcamino.edu.