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Key Data

Product #: FTS-SP4 v1.2

Course #: FTS-SP4

Number of Days: 1 day

Format: Instructor-Led

Certification Exams: n/a

This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.

This course is the main course to be attended by those who make and maintain the SharePoint sites using a browser. This is not an "IT" course. It does not install SharePoint or design the server farm infrastructure.

Course content, prices, and availability are subject to change without notice.

Course Syllabus

SharePoint 2010 Site Owner – Level2

In this one day instructor-led course, the students will learn to perform advanced Site Owner functions with SharePoint 2010 sites. This can be taught on-site or at a training company.

Audience

The primary audience for this course is individuals who have been given a SharePoint 2010 project site in the workplace. This course covers the modification and changes that need to happen to a SharePoint Team site without the use of any web page design tools. The browser does it all. This is a non-technical course, meaning the typical audience are the majority of employees without technical backgrounds, but have been given a SharePoint site to manage a project.

At Course Completion

After completing this course, students will be able to:

- Use a browser to edit pages, add pages and add parts
- Make custom lists and libraries
- Explore advanced topics such as Document Sets
- Make and utilize Content Types
- Manage workflows in Libraries and Lists
- Synchronize sites with SharePoint Workspace 2010
- Configure incoming email to libraries

Prerequisites

Before attending this course, students must have:

- Experience using a web browser
- Some Office 2007/2010 experience or exposure
- **Already attended the End User – Beginner and Advanced course**
- **Already attended the Site Owner Level 1 course**
- There will be an "End User Review" to remind us what we learned in the End User courses (optional) and bring us up to speed about end user needs in a project.

Module 0: SharePoint Beginner Review (optional)

The students will be introduced to what SharePoint 2010 is and what it can do for the end user (employees) and for business (employers)

Lessons
<ul style="list-style-type: none">▪ What is SharePoint?▪ The SharePoint Players (roles of various people)▪ Focus on the End User Expectations▪ Complete walkthrough of a SharePoint site
Practice: No practice as this is a quick review to bring them up to speed

After completing this module, students will be able to:

- Describe what SharePoint 2010 is and what it looks like.
- Understand how to interact with the various parts of the site
- Proceed with interaction on their own SharePoint sites at work.
- Understand the correlation of Office 2010 with SharePoint 2010

Module 1: Make Custom Lists and Libraries

The students will investigate available list templates, then make a custom list. In doing so, they will manage all the columns and permissions of the list. They will also look at available Library Templates, such as the Visio Library, or the PowerPoint slide library.

Lessons
<ul style="list-style-type: none">▪ Investigate available list templates▪ Make a custom list▪ Using “edit this page” in a browser▪ Understanding what needs to be done before site launch
Practice 1-1 Making a Project Tasks list
<ul style="list-style-type: none">• Create a Project Tasks list• Add some project items• Synchronize it with Microsoft Project• Change the permissions to hide it from others• Change the view

After completing this module, students will be able to:

- Make any list type using templates or the custom list template
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Module 2: Modifying and Adding Lists and Libraries

The students will focus on the standard lists and libraries used in most projects; Tasks, Calendar and Shared Documents. Skills learned in these areas can apply to any other list and library. Students will also learn to add new libraries, delete old libraries and modify existing libraries as needed, such as versioning, content approval, metadata, and views.

Lessons
<ul style="list-style-type: none"> ▪ Exposure to extra columns in libraries and lists with compulsory data or not. ▪ Tasks – Settings and all the areas that need attention in a list ▪ Exposure to Tasks settings for managing the Title, workflows, deletion etc. ▪ Library – Settings and specific focus on the default Shared Documents ▪ Common library settings such as versioning, ratings and advanced settings ▪ Making a new library ▪ Making an new column
Practice 2.1 Changing Task Settings
<ul style="list-style-type: none"> • Make a new Tasks list • Change the title of the new list • Investigate workflow settings • Investigate advanced settings • Delete this list
Practice 2.2 Changing Task Views
<ul style="list-style-type: none"> • Change views on Tasks to Gantt view • Change views on Calendar • Change views on Discussion lists • Add items to the lists and explore the results
Practice 2.3 Managing Library Settings
<ul style="list-style-type: none"> • Investigate the browse, documents and library tabs • Investigate library settings • Change the versioning settings to recommendations • Change Advanced Library settings • Turn on Ratings • Create an extra column with mandatory fill in
Practice 2.4 Managing Library Permissions
<ul style="list-style-type: none"> • Investigate the standard inherited permissions • Add yourself as owner and others as contributors • Invite classmates to visit your site and test permissions • Observe the results of permissions application
Practice 2.5 Making and deleting libraries
<ul style="list-style-type: none"> • Make a new library • Change settings to your liking • Delete the library

After completing this module, students will be able to:

- Modify lists and library settings for all lists and libraries
- Manage permissions to their lists and libraries
- Add columns to their lists and libraries
- Sort on columns or other criteria
- How to make their site their own

Module 3: Obtaining Feedback From Your Team

The students will be introduced to the procedure and concepts for collecting feedback about the project from the project members. Feedback will be in the form of surveys, discussion boards and blogs. Each of these mechanisms will give your site visitors a voice and can change the direction of the project.

Lessons
<ul style="list-style-type: none"> • Making a Survey • Making a Discussion Board • Making a Blog
Practice 3-1 Making a survey with specific questions and formats
<ul style="list-style-type: none"> • Adjust default survey options • Make a number of different questions from available formats • Use branching logic in your questions • View the graphical results of your survey
Practice 3-2 Creating and Maintaining a Blog
<ul style="list-style-type: none"> • Make a blog for your project • Make a post to your blog • Change the view of the blog to threaded • Invite others to your blog post and have them comment • View the results

After completing this module, students will be able to:

- Synchronize Make a survey with multiple questions and branching
- View the results of the survey after visitors have utilized it
- Modify the default Discussion Board settings and make posts
- Evaluate the results of comments in the Discussion board
- Make a site blog, and all the settings for posting and viewing.
- Manage permissions on all feedback mechanisms.

Module 4: Track Traffic with Reports

Students will be introduced to the built-in reports that SharePoint 2010 has to offer to the site owner. These web analytics reports give all the necessary information about habits of the site visitors in graphical and numerical reports that can be very useful in deciding if particular pages are effective, what browsers are used and who landed on what page.

Lessons
<ul style="list-style-type: none">▪ Investigating all available options in the Web Analytics Reports area<ul style="list-style-type: none">○ Top pages○ Top visitors○ Top referrers○ Top destinations○ Top browsers○ Number of sites○ Top site languages
Practice 4-1 Web Analytics Reports
<ul style="list-style-type: none">▪ Investigate all reports including the list above

After completing this module, students will be able to:

- Handle any reports needed to analyze the traffic on your site