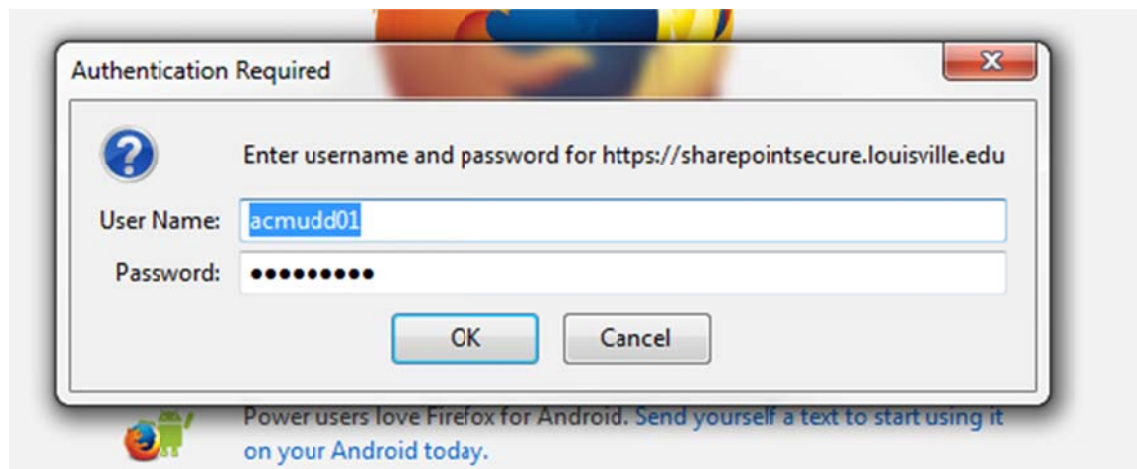


SACSCOC SharePoint Instructions

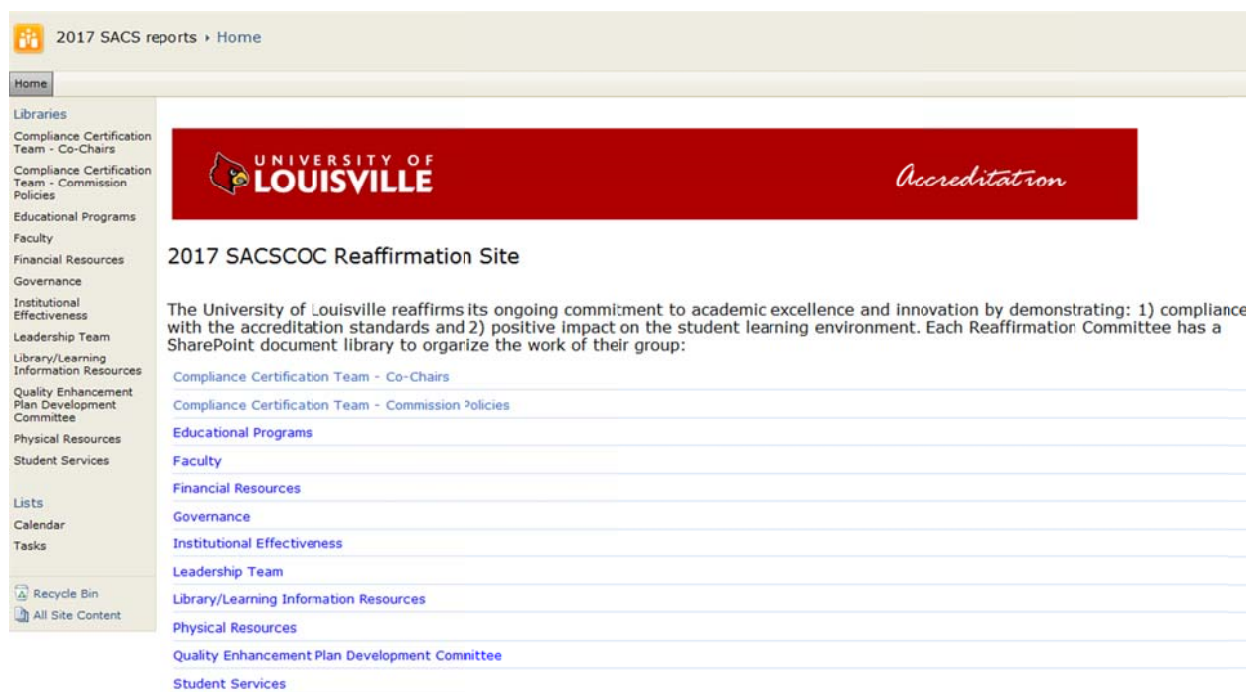
The SharePoint Working Folders can be found at the following location:

https://sharepointsecure.louisville.edu/sites/OAPA_SACS/Sitepages/Home.aspx

You may be asked to sign in. If so, you will see the box below. You will need to sign in with your ULINK user name and password.



In SharePoint, you will see the home page or main menu for the SACSCOC Reaffirmation Site.



To access your committee's working folders, click on the document library (folder) assigned to your committee.

SACSCOC SharePoint Instructions

Inside of your committee's library, you will find a group of folders already set up for your committee (see below). You may add additional folders as needed.

Type	Name	Modified
Folder	Committee Notes	1/26/2015 10:59 AM
Folder	Documentation	2/4/2015 10:36 AM
Folder	Report Templates	1/30/2015 3:04 PM
Folder	Supplemental Materials	1/26/2015 10:59 AM
Folder	Web Links	1/26/2015 10:59 AM
Link	Committee Folder Link	1/30/2015 3:27 PM
Link	Link to Financial Resources Calendar	2/6/2015 12:02 PM

[Add document](#)

Explanation of what goes in each folder:

Committee Notes: Save meeting agendas and notes in this folder; create a new folder named with the data of each meeting; save the agenda, meeting notes, and any handouts from the meeting in the folder.

Documentation : Save documentation materials (i.e., endnotes) that will be included in the final version of your report in this folder; see the "Endnotes/Documentation" section of the UofL SACS Styleguide for information on filenames.

Report Templates: Type your report in the files in this folder.

Supplemental Materials: Save information you want to make available to other committee members in this folder.

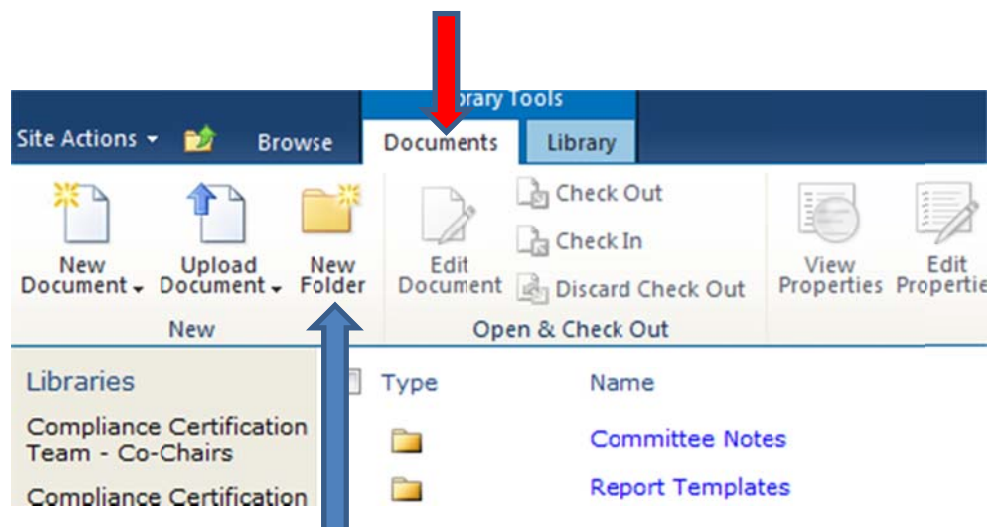
Web Links: Save links to items on the Internet in this folder.

Committee Folder Link: Takes you to your committee's folder on the OAPA SACSCOC Accreditation webpage.

Link to Financial Resources Calendar: Takes you to your committee's calendar.

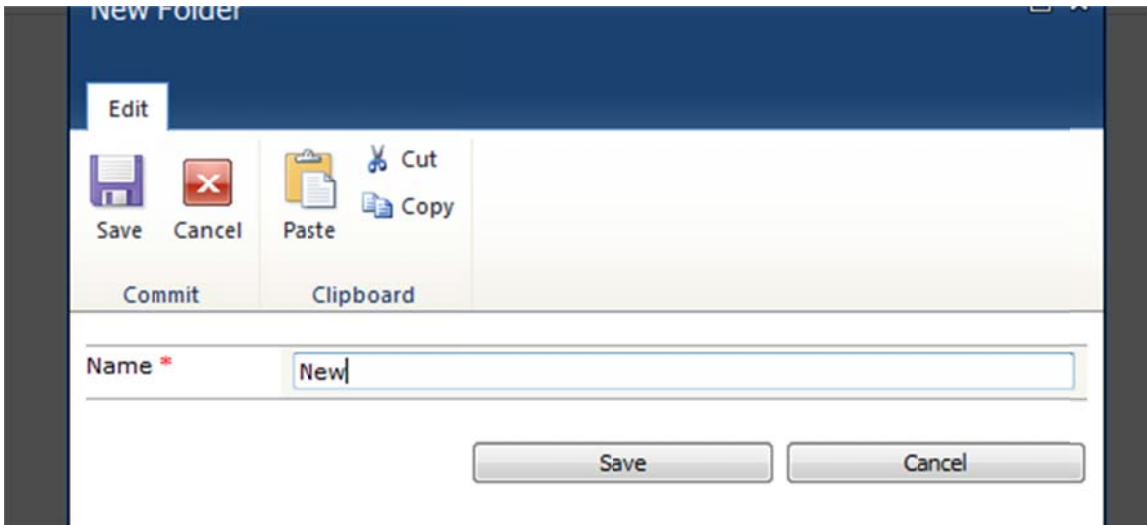
1. To Create a New Folder in Sharepoint

Click on the document library (folder) assigned to your committee. Click on the "Documents" tab, then on the "New Folder" icon.



SACSCOC SharePoint Instructions

When the box below appears, name the new folder and click save.



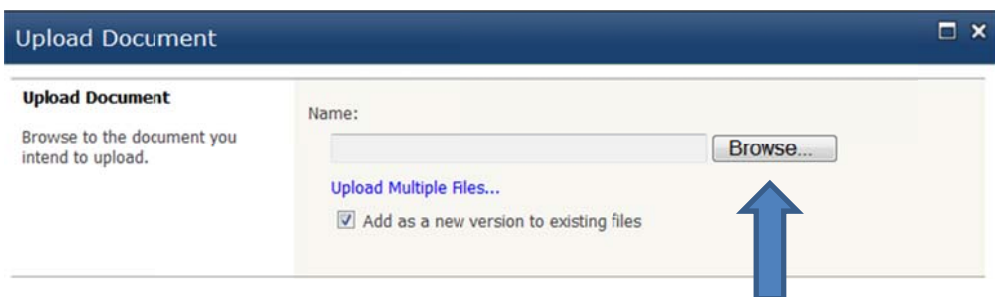
2. To Add Documents to SharePoint

Compliance Certification Team - Co-Chairs		Committee Notes	1/26/2015 10:58 AM
Compliance Certification Team - Commission Policies		Report Templates	1/30/2015 3:02 PM
Educational Programs		Supplemental Materials	1/26/2015 10:58 AM
Faculty		Web Links	1/26/2015 10:58 AM
		Committee Folder Link	1/30/2015 3:26 PM

To add files to a document library (folder), click on "Add document." This will allow you to upload a document.



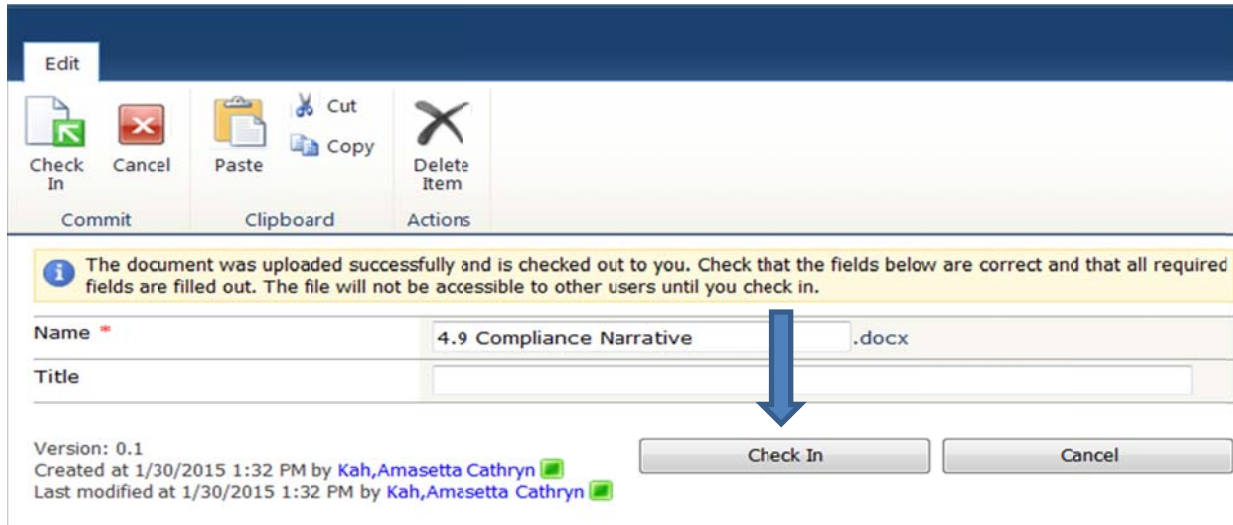
Click "Browse" and then locate and select the document you want to upload. Click Open. Then Click "OK."



SACSCOC SharePoint Instructions

Please note: You will **need** to click on **"check in"** to complete the upload of the document. The document will then show up in the folder.

Note: If you don't click "check in" when uploading, the document will not be visible to others.

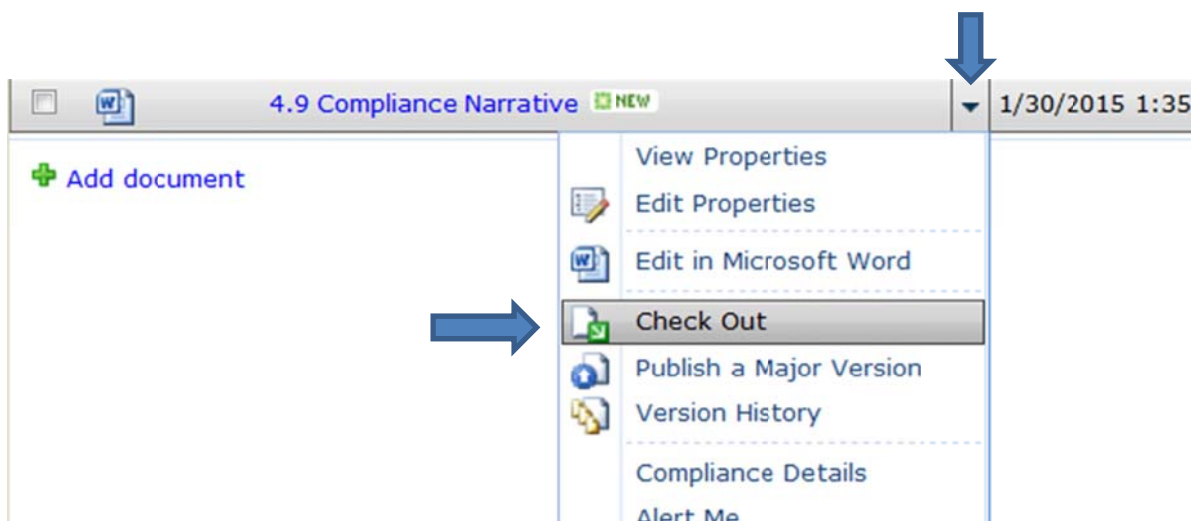


The screenshot shows the 'Check In' dialog box in SharePoint. At the top, there is a ribbon with 'Edit' selected, containing buttons for 'Check In', 'Cancel', 'Paste', 'Copy', and 'Delete Item'. Below the ribbon is a yellow information bar stating: 'The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.' The 'Name' field contains '4.9 Compliance Narrative.docx' and the 'Title' field is empty. At the bottom, it shows 'Version: 0.1', 'Created at 1/30/2015 1:32 PM by Kah,Amasetta Cathryn', and 'Last modified at 1/30/2015 1:32 PM by Kah,Amasetta Cathryn'. Two buttons, 'Check In' and 'Cancel', are at the bottom right. A blue arrow points from the 'Check In' button in the ribbon to the 'Check In' button at the bottom.

3. To Edit a Document in SharePoint

"Checking Out" a Document. In order to edit a document in a folder you will need to "check out" the document. Place the cursor over the document name, click on the drop down box to the right, choose "check out," then click "OK."

Note: if you don't see "check out" in the drop down box you are probably at the folder level. These instructions only work for opening documents.



SACSCOC SharePoint Instructions

You will get a message that you are about to open a document. Click "OK."

Then click on the document to open it.

A green arrow will appear next to a document that has been checked out (see the example below).

Note: If you check out a document you must check it back in when you finish editing in order for the next person to edit it.

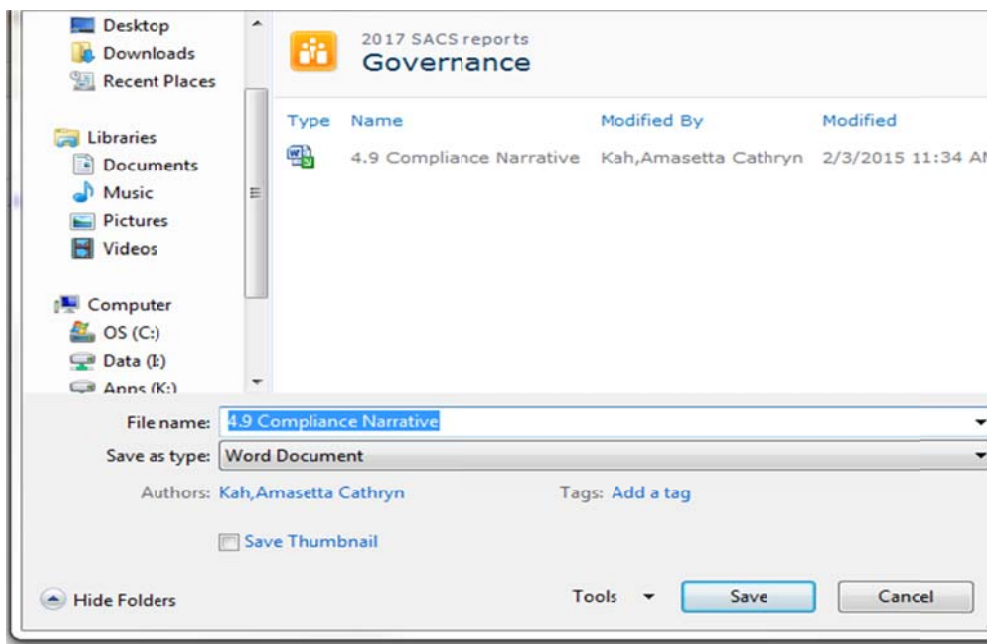
If an item you are looking for has been checked out (i.e., has a green arrow), you will only be able to read the document, not edit it, until it has been checked back in by the person who checked it out last.



"Checking In" a Document. In order to "check in" the document you have been editing, choose File, Save as, Save.

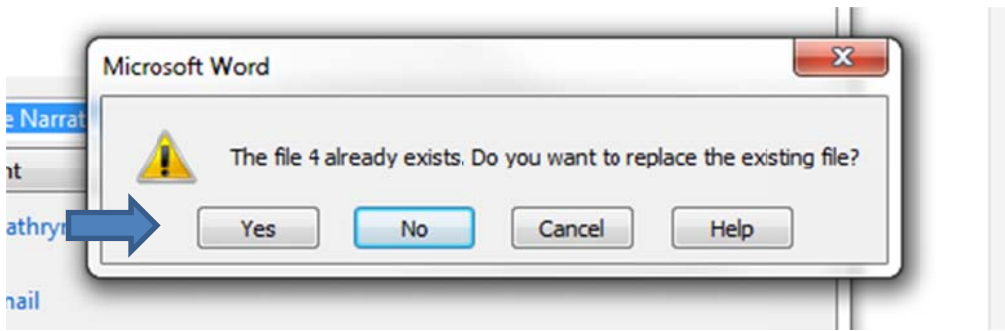
You will be saving the document directly over the earlier version (do not give it a new name).

Note: If you check out a document you must check it back in when you finish editing in order for the next person to edit it.

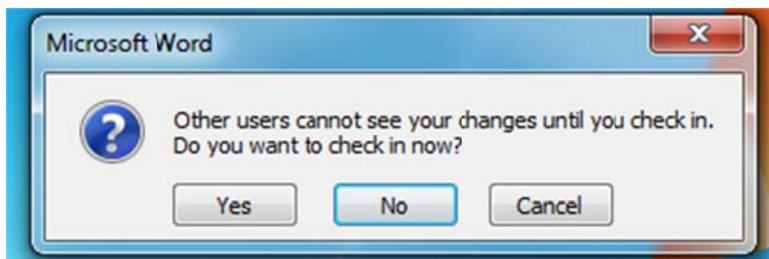


SACSCOC SharePoint Instructions

When the box below appears, click "Yes."

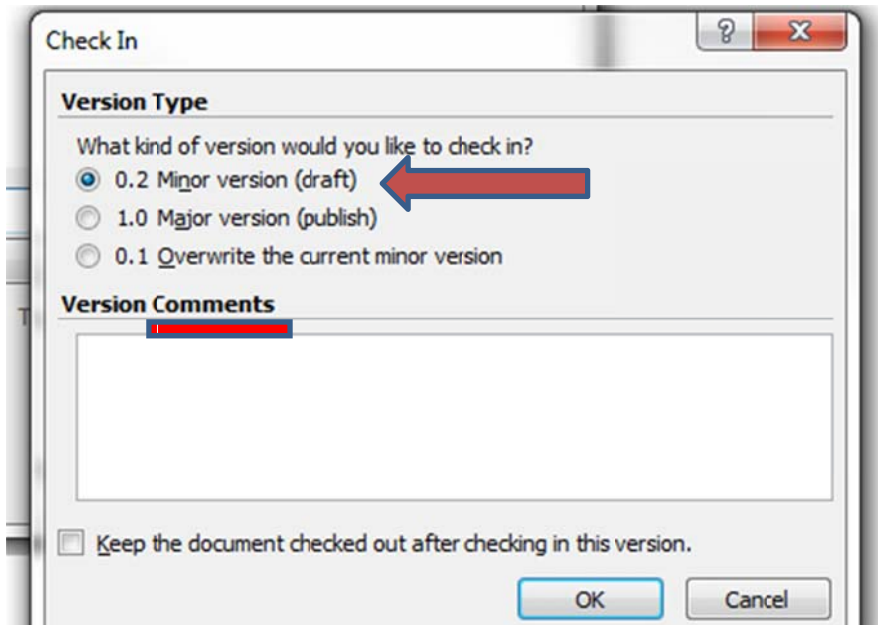


Click on the X in the top right corner to close the document. When you close the document, you may also see the box below. If so, click "Yes."



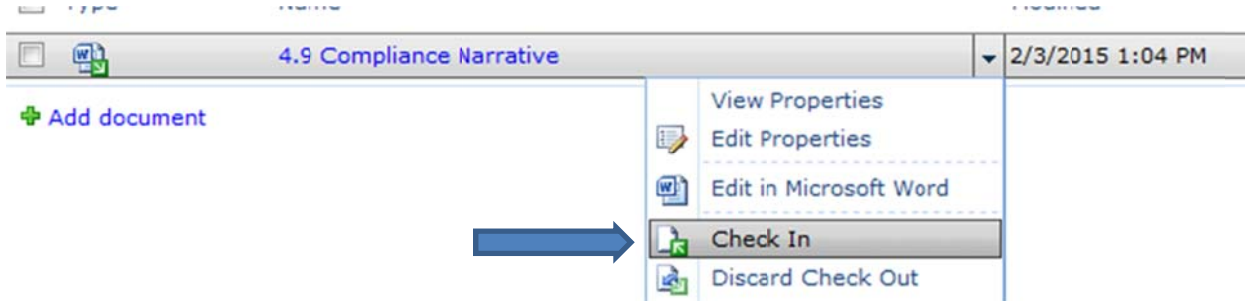
In the next box, **always** choose the first option "Minor version (draft)" (as shown below).

In the "version comments" box, be specific about the updates you made to the document. Then click OK.



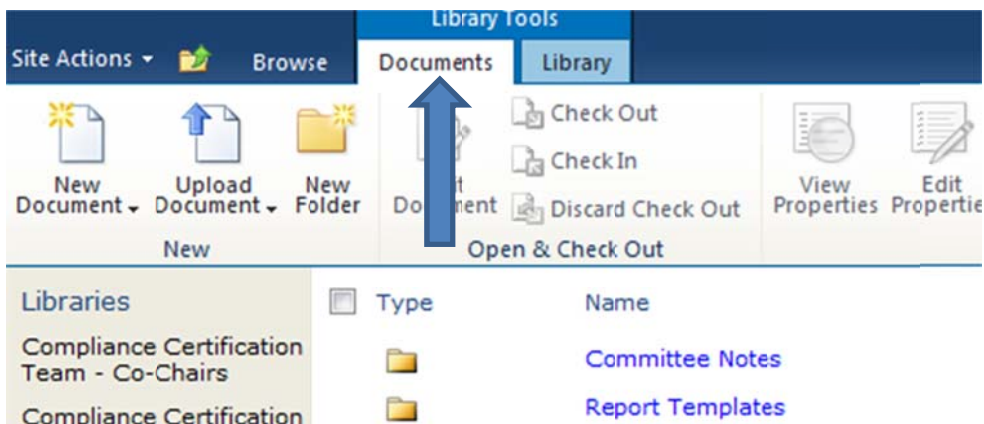
SACSCOC SharePoint Instructions

If you haven't done any editing to the document you have checked out you can simply check it back in the way you checked it out by using the drop down box and clicking "check in."

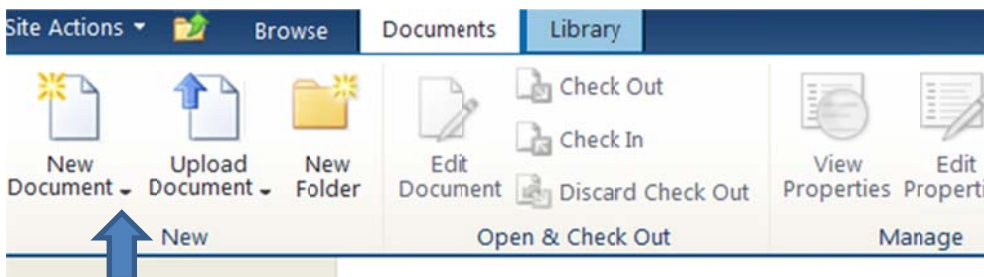


4. Adding Web links in SharePoint

Click on the "Documents" tab.

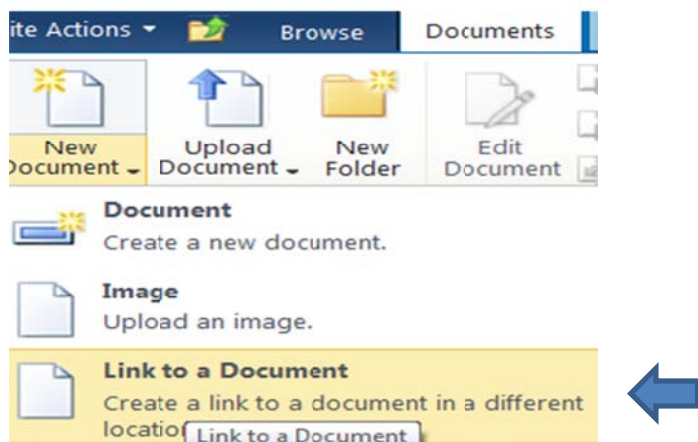


Click on the drop down arrow in the "New Document" box.

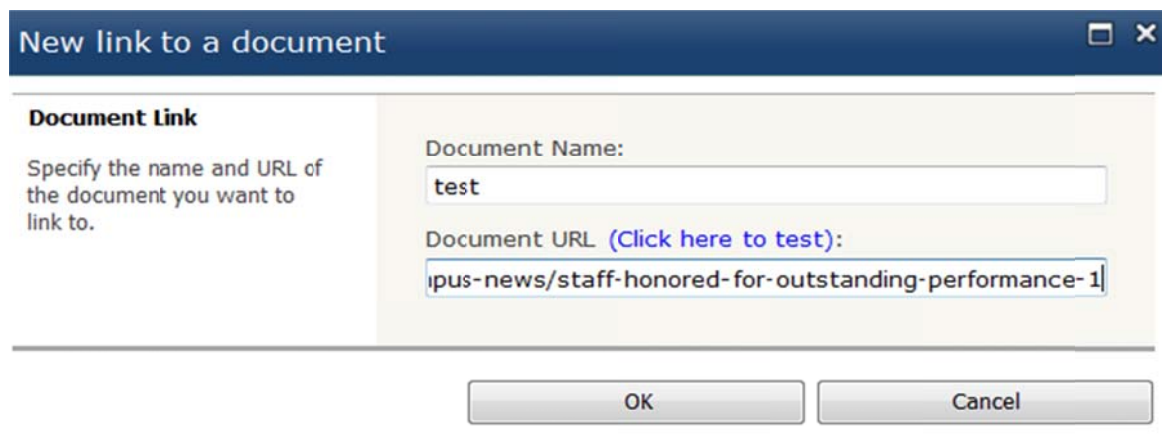


SACSCOC SharePoint Instructions

Choose "Link to a document."



Once you click on "Link to a Document," the box below will appear.

A screenshot of the 'New link to a document' dialog box. The dialog has a title bar 'New link to a document' with a close button. Inside, there's a section titled 'Document Link' with the instruction 'Specify the name and URL of the document you want to link to.' To the right, there are two input fields: 'Document Name:' with the text 'test' and 'Document URL (Click here to test):' with the text 'ipus-news/staff-honored-for-outstanding-performance-1'. At the bottom, there are 'OK' and 'Cancel' buttons.

Give the link a name, then paste the link in the "Document URL" box and click "OK." The link will appear in the folder.

5. Emailing from SharePoint

Sharepoint will not support committee group emailing. Outlook should be used to communicate with others on your committee.

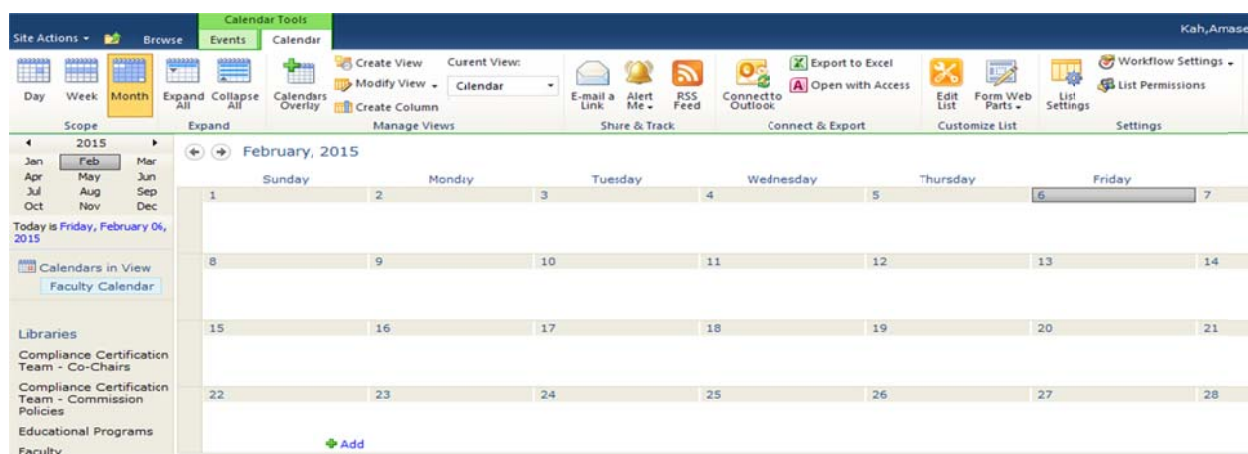
SACSCOC SharePoint Instructions

6. Calendar in SharePoint

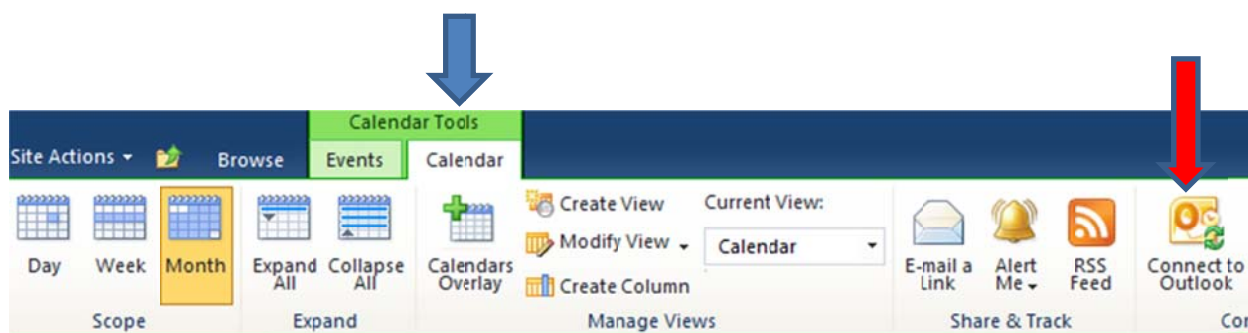
Each SharePoint committee folder also has a link to its own calendar within Sharepoint. To access the calendar, go to your committee's library (folder) and click on "Link to Calendar."



The SharePoint Calendar will appear and it will look like the picture below. Double click on a date to add a meeting.



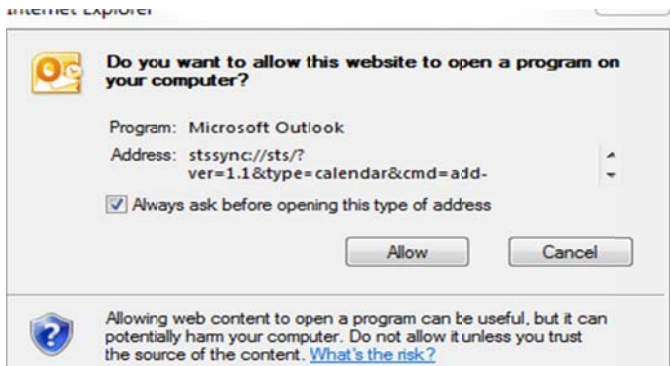
You can also link your committee's calendar to your personal Outlook calendar. To do so, while in your committee's calendar click on the calendar tab under "Calendar Tools" (see the blue arrow below).



Then click on the "Connect to Outlook" icon (see the red arrow above).

SACSCOC SharePoint Instructions

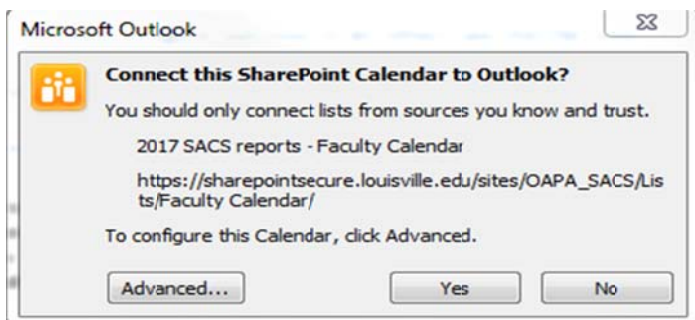
The screen below will appear. Click on "Allow."



When the screen below appears, click on "Allow" again.

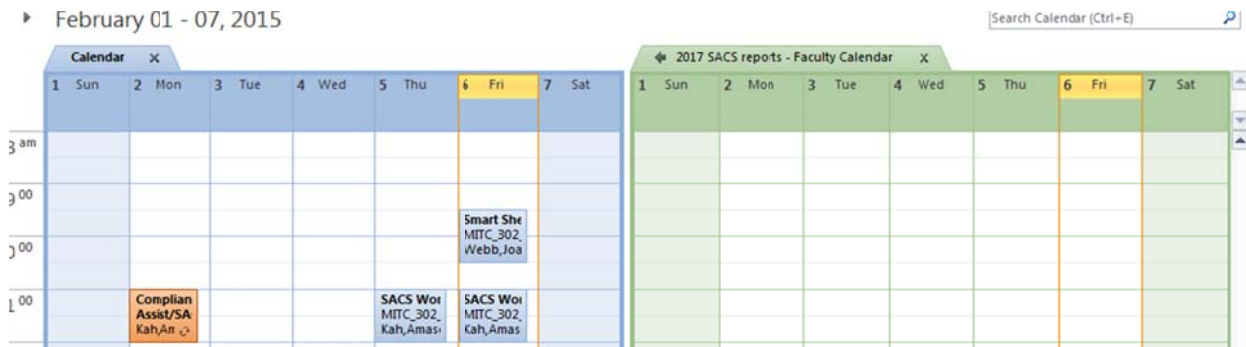


Next, your Outlook account will open and you will see the box below. Click on "Yes."



SACSCOC SharePoint Instructions

Your personal Outlook calendar and the committee calendar in Sharepoint will then appear beside one another.



To close the SharePoint calendar, click on the X in the top right-hand corner. To open it again, find the calendar in the left-hand list and click on the check box. To completely delete the calendar link in your Outlook account, in the left-hand "My Calendars" list in your Outlook account, right-click on the calendar and choose "Delete Calendar," then "Yes."

Questions?

Contact Amy Kah (amasetta.kah@louisville.edu) with any questions about using SharePoint.