Sharepoint-Committee and Task Force Sites-For Saddleback College

Site Design

The Committee site has been designed with the Microsoft Office Document Workspace Template. It is the customized model for a committee or task force. Other sites available will be Team sites. Those sites are modeled off of the Microsoft Office Team site template.

Examples of those sites would be, Academic Senate, Classified Senate and Division and Department sites.

Committee and Task Force Sites are structured with a framework that is uniform for all committees or task forces. The primary purpose of these sites is to collaborate in a structured way for shared governance participation.

Upon opening the site, you will see a display area for announcements, (Figure 1).

A calendar (Figure 2) and the personal members of the committee. Having a coordinated standard for the committees is a great way to facilitate communication and further participation on other college or district committees.

There is a place to designate the Committee Chair, (Figure 3) committee contact (Figure 4) and all of the members. (Figure 5).
There is a navigation page on the left margin where you can select a library and upload documents relating to minutes, agendas, handouts, have discussions and any other site content. Figure 6.

Back to Site will get you back to the front page of your site if you navigate into other areas of your site. Figure 6

Let’s begin setting up the site for a newly formed committee. We will start by making an announcement, adding the members and scheduling meeting times on the calendar.
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Adding Announcements

**NOTE!—**Sharepoint will not work correctly with any other browser other than Internet Explorer

With Sharepoint, you will see many Plus signs and sometimes they have a link next to them. Either the Plus sign or the link will be active. Click on either one and if it is active you can add.

There are Two Options for Entering your announcement.

**Option 1.** You can add your announcement in populated box which is known as “inline editing” and just begin typing to add your announcement.

There are no items to show in this view of the “Announcements” list. To add a new item, click “New”.

**Option 2.** When you put your cursor in the box, the ribbon on the top will populate and display “New Item”.
When you double click on New Item, a box with additional details will be generated and will provide additional options for adding a Title, body text and expiration of announcement.

Save the Announcement.

The only part of the announcement that will show is the Title. Explain this to the committee members. So that members know to click on the announcement for full details.

Proceed with the same steps now for Calendar, Committee Chair etc.
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The way the template is set up, you only need to fill in the Full name, Role, Extension and Email if you are using “In line Editing”. If you double click on the New Item option, you will also have to add the last name at the top.

Make sure you hit save when done

Now proceed with the Committee Contact and Committee Members using the same procedure.

The Committee Contact would be the person maintaining the content of the site. A Senior Administrative Assistant, Chair of the Committee, or designated Sharepoint content editor.
Calendar Items

Add some dates that the meetings will be held.

Make sure you **Save** your calendar Item.

Users can connect to the SharePoint Calendar by Clicking on Calendar in the Left Navigation Page. This will cause the Calendar tools to appear on the Ribbon.

Click on **Calendar** and then an icon will appear that shows Connect to Outlook.
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Select Allow for the prompt below:

Answer Yes to Connect this SharePoint Calendar

The Calendar will now be in your desktop version of Outlook on the left navigation page and you will have the option to overlay the dates on your regular calendar.

Over lay the calendar and you will see the scheduled meeting times on your calendar.
Now let’s upload an Agenda, Minutes and Handouts for the members to view before coming to the meeting.

Click on Agendas, when the window appears there will be a check box next to type.

Point the mouse on the checkbox and double click

When you click on the check box, a tool bar will appear at the top. We want to upload a document

Click on Upload Document or Add a document—You can upload multiple files or browse to a single one.
If you select the option of Uploading Multiple files, You can drag and drop the files.

When you are uploading files, it is best to use naming conventions for the files. In the case of Agendas, Minutes and Handouts, for purposes of listing in an order that is easily arranged, the recommended naming convention is YearMonthDay_Committee Abreviation and Type

Example: Committee is CTE

20130124_CTE_Agenda
20130124_CTE_Minutes
20130124_CTE_HandOut

This will make it very easy to sort on the list uploaded.

SharePoint List Item Ranking only allows for ordering A-Z or Z-A. Other 3rd party software can be purchased that allow for rearranging the order of items or folders.
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In Line Editing

When you add members to a Committee list, you also have to be able to delete or update them. The template for the Committee site has “In line Editing”.

When you hover over the name, a note pad appears with a pencil

Click on the notepad and the line will appear with boxes for you to edit.

Make the changes and click on the SAVE button. Note that the X will not delete the entry.

Data Sheet Editing

As an alternative to In-line Editing, there is Data Sheet Editing; which is like going into an Access Data Sheet Table.

In this example, we will be editing the Committee Chair.

Click on Committee Chair as this is the Web Part that we want to edit.

Committee Chair

The Ribbon at the top will appear that is associated with the list.

Select the List Tab and then Click Datasheet View

You can right click on the row and delete or add more data. You can also export to Excel.