**SharePoint Overview**

SharePoint Link: https://sharepoint.wvu.edu/sites/schedule/default.aspx.

SharePoint is a secure server, used to obtain and submit Excel SLIs and various forms. The Facilities Planning and Scheduling Department has complete access within SharePoint. SLI Coordinators have access to their specific subject codes. For example, the English SLI Coordinator will only have access to the ENGL Folder within SharePoint. This restriction is implemented to maintain confidentiality. Many of the scheduling forms contain instructors' WVU IDs (700 numbers), which are to be maintained in the strictest confidence.

Microsoft Office 2003 or greater is desired to maintain full functionality within SharePoint. Additionally, Internet Explorer (IE) version 7 or greater is the browser that is preferred for full functionality. Internet Explorer version 6 can be used but there are some modifications that must be made to accommodate the outdated browser. These are outlined in the instructions.

If you use a PC, Firefox can also be used, but an application must be downloaded and run in order for it to operate properly. This application will be emailed to all users before the SharePoint access is granted. This application will also be available on the SharePoint site. SharePoint must always be launched from this downloaded application if you must use Firefox on your PC. When downloading this application, use the 'Save As' option to save the application to your desktop, for easy access.

For MAC users, Safari can be used with minor alterations that are detailed in the instructions for Safari users. Internet Explorer (version 7 or greater) and Safari are the preferred browsers based on your computer type.

To sign into SharePoint: Use you MasterID and password. However, you must type **wvu-ad\** before your username during the first visit. For example, if your MasterID is jasmith, you would need to type wvu-ad\jasmith for your username.

Once logged into SharePoint, you may tag this site as a trusted local intranet site if you use Internet Explorer (version 7 or greater). This will allow you to bypass the additional log in steps in the future. Go to Tools, select Internet Options, and select the Security Tab. Click Local Intranet and click Sites. Click Advanced, type in https://sharepoint.wvu.edu and add it to the list, click Close, and then OK.

If you are an Internet Explorer version 6 user, please do not complete this step. You will always have to sign into the site and add the wvu-ad/ before your master ID during the log in process.

> *Q: What version of Internet Explorer do I have?*
> *A: Open Internet Explorer. Click on the Help menu. Select 'About Internet Explorer'. The version will be located on the first line of text.*

If you are a MAC user, you will also always have to add the wvu-ad/ before your master ID during the log-in process.

Once logged into SharePoint, the main homepage will open. Within the white, middle area, you will find two sections:

- **Announcements** – You will see an explanation of the applications needed to maintain full functionality of SharePoint.  You will also see an Internet Explorer/Firefox Warning. *SharePoint is only to be used with Internet Explorer for PC Users*.  The application that must be downloaded for Firefox users will be in this area.
- **Calendar** – Here you will see a list of important deadlines, including due dates for the semester in progress.

On the left hand side of SharePoint's homepage you should see a bluish area. Within this area is the main menu.   The "Documents" category is on the main menu.  Under the "Documents" category you will find the following links:

- **Subject Codes** – When you click on this link, you will see all the subject codes you have responsibility for.  Some SLI coordinators will only see one subject code while others will see multiple ones.  Subject codes are the four letter abbreviation for the subject that is commonly used on STAR and Banner.  For example, the subject code for English is ENGL.  If you do not see all the subject codes that you should, please send an email to scheduling@mail.wvu.edu to get this error corrected.

    Within each of these Subject Code Folders is another list of folders, labeled with different semesters.  For now, you will only see the Spring 2010, Summer 2011, and Fall 2011 semesters.  As we move forward in the scheduling process, additional folders for the future semesters will show up in the subject code folders as well.
- **Blanks Forms** – This contains all of the blank templates for the following scheduling forms:
    - Cross List Information Form
    - Facilities Planning and Scheduling Change Form
    - Instructor Add/Change Form
    - Section Addition Form
- **Instructions** - A list of instruction documents for the following activities:
    - Excel SLI
        - Abbreviated Excel SLI Instructions
        - Adding a Section on the Excel SLI
        - Differences between the Paper and Excel SLI
        - Excel SLI Additional Information (Detailed Instructions)
        - Excel SLI Instructions for Office 2003
        - Excel SLI SharePoint Process Steps for SLI Coordinators (MAC)
        - Excel SLI SharePoint Process Steps for SLI Coordinators (PC)
    - Extended Learning and Honors
        - Excel SLI SharePoint Process Steps for Extended Learning Scheduling Coordinators (PC)
        - Excel SLI SharePoint Process Steps for Honors Scheduling Coordinators (MAC)
        - Paper SLI Process Steps for Extended Learning Coordinators

- - - Paper SLI Process Steps for Honors Scheduling Coordinators
    - o Paper SLI
        - Differences between the Paper and Excel SLI
        - Paper SLI Additional Information (Detailed Instructions)
        - Paper SLI Process Steps for SLI Coordinators
    - o Scheduling Forms
        - Abbreviated Form Instructions
        - Cross List Information Form Instructions(PC/MAC/Website)
        - Facilities Planning and Scheduling Change Form Instructions (PC/MAC/Website)
        - Instruction Add/Change Form Instructions (PC/MAC/Website)
        - Section Addition Form Instructions (PC/MAC/Website)
    - o SharePoint
        - SharePoint FAQs
        - SharePoint Overview
- **References** – Contains the following reference materials:
    - o Campus Information
        - Campus Code Listing
        - County Code Listing
    - o Classroom Information
        - General Purpose Classroom Information
        - Technology Levels and Locations
        - WVU Building Codes for Courses
    - o Facilities Planning and Scheduling Contact Information
    - o Delivery Method Information
    - o Authorized Meeting Time Patterns
    - o Restriction Information
        - Class Restrictions
        - WVU Main Curriculum Matrix
    - o Schedule 25 Criteria
        - Room Features
        - WVU Partition Preferences
    - o Specific Semester Information
- **Calendar**

On the right hand side of the SharePoint homepage you will find a list of important links, including the Facilities Planning and Scheduling Website.