

SharePoint: A Browsing Primer

In designing our new SharePoint site collections, we have strived to make browsing as easy as possible. While many Operators will receive links that will lead them directly to his/her document, browsing site collections is also an option. This quick primer will introduce you to the structure that will allow this browsing.

We will begin by describing how the site collections within SharePoint are set up. There are six SharePoint sites that Operators will have access to. These six site collections are:

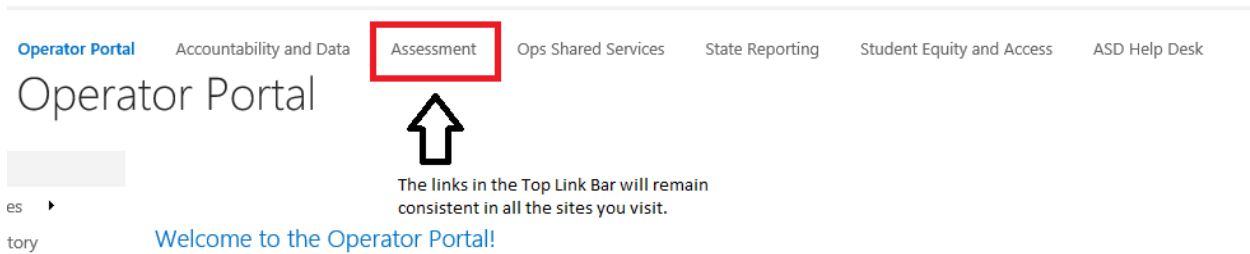
Accountability and Data	https://asd2.sharepoint.com/sites/AccountabilityData
Assessment	https://asd2.sharepoint.com/sites/NSAcct/Assessment
Ops Shared Services	https://asd2.sharepoint.com/sites/Ops/SS
State Reporting	https://asd2.sharepoint.com/sites/Ops/SR
Student Equity and Access	https://asd2.sharepoint.com/sites/Equity/Egoperators

With the exception of Accountability and Data, which does have some unique permissions, Operators will have read access to the above sites.

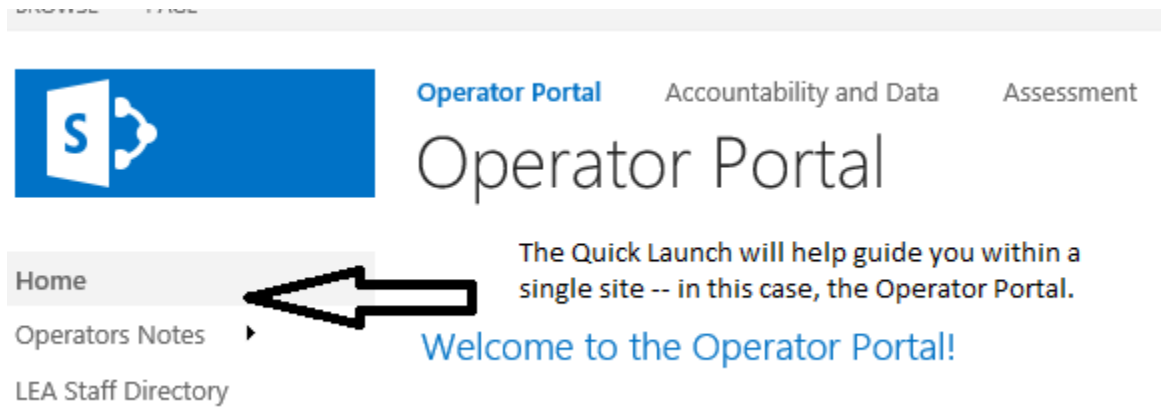
In addition to these team sites, you will have access to two other important sites: the ASD Help Desk (FreshDesk) and the Operator Portal. Follow the ASD HelpDesk link if you are having technical difficulty and need to enter a support ticket. The Operator Portal is a site that contains information that spans all teams. This site is a good launching point for browsing, and will serve as the example for this primer: <https://asd2.sharepoint.com/sites/Operators>

Browsing in SharePoint is easy once you understand a couple of key terms: The Top Link Bar and the Quick Launch Menu.

The Top Link Bar is displayed at the top of every page in SharePoint. This bar is used for intersite navigation. The links represented in the Top Link Bar will remain consistent irrespective of your location in SharePoint. Use these links to quickly jump between site collections. I am attaching a snapshot below that shows this Top Link bar:



The Quick Launch menu is displayed to the left of every SharePoint page. This menu is used for intrasite navigation. These links will change depending on which site you are visiting. The key to remember is that these links will only ever point to another page or app within the current site. I am attaching a snapshot below that shows an example of the Quick Launch menu:



You may also see links within pages that will lead to apps or to websites outside SharePoint. In general, intrasite links will open in the same window, while links that lead outside SharePoint will open in new windows. For intrasite links that open in the same window, use the Top Link menu and/or Quick Launch to keep your bearings. For outside websites that open in a new tab, go back to the tab that contains SharePoint.

If you have questions/concerns about browsing or other SharePoint issues, you have a couple of venues to express your thoughts. For general feedback, we do have a feedback form in the Operator Portal (link here). If you are experiencing technical difficulty, please enter a FreshDesk ticket.