NDD Curriculum Resources SharePoint User Manual

https://aucd.sharepoint.com/sites/LEND_NDD

June 19, 2020

Contents

The NDD Curriculum Resources SharePoint is a web-based system for accessing and topics XXXX. This password-protected shared web space creates a place for the faculties to access materials/topics and share information XXX.

Help Contact

If you need assistance or have questions about the NDD Curriculum Resources SharePoint, please contact any of the following:

- Oksana Klimova, AUCD Director of Web Services
  oklimova@aucd.org

- xxxxx

Because of the transition from Moodle platform to SharePoint 365, you will be asked once to go through the account re-registering process.
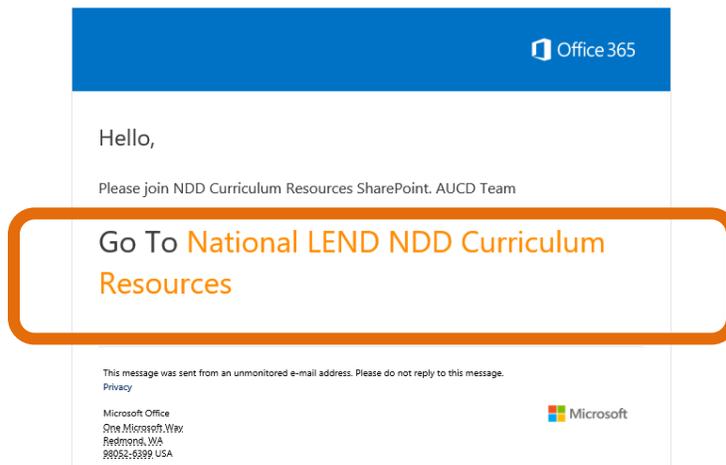
How to re-register for the NDD Curriculum Resources SharePoint

An invitation email will be sent to you to the email address you provided to AUCD Help team to join the SharePoint.

The subject line of the email will be '#name_of_person_who_will_invite_you#' wants to share "NDD Curriculum Resources SharePoint". The screenshot below is an example of a DEMO invitation to a DEMO Gmail address:

Oksana Klimova wants to share National LEND NDD Curriculum Resources

N no-reply@sharepointonline.com <no-reply@sharepointonline.com>
1:10 PM
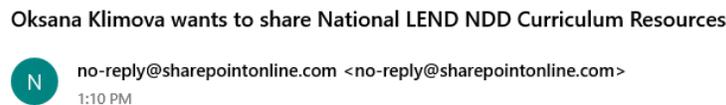
The email invitation will contain a link to the NDD Curriculum Resources SharePoint:

🔲 Office 365

Hello,

Please join NDD Curriculum Resources SharePoint. AUCD Team

Go To National LEND NDD Curriculum Resources

This message was sent from an unmonitored e-mail address. Please do not reply to this message.
Privacy

Microsoft Office
One Microsoft Way
Redmond, WA
98052-6399 USA

▦ Microsoft

The link will take you to the page where you will log in with your existing account or will go through the process of creating your new Microsoft account.
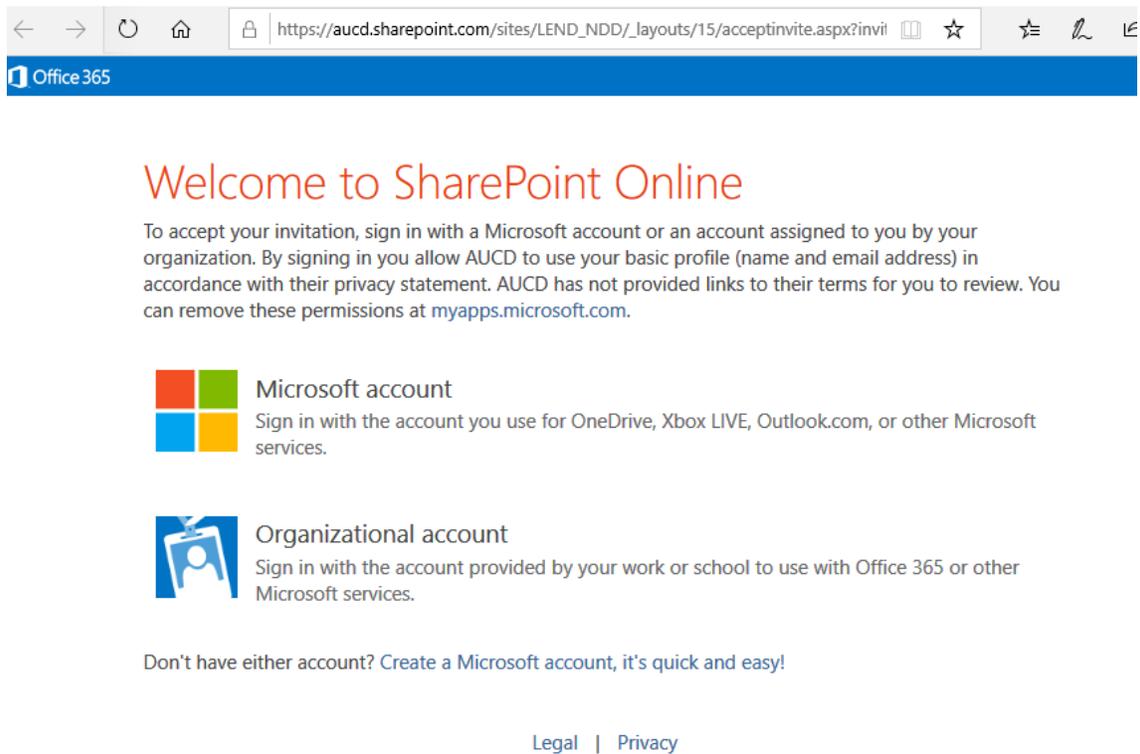
On the page below you will see two options: 1) Microsoft account; and 2) Organization account.

Which option to choose?

Step 1: Do you have an account for Office 365? You do if you can check your email by logging in to the web browser at the address:

https://outlook.office.com

If you can successfully log into outlook.office.com, select option **Organizational account** and proceed to the login page. To log in use the same account (username/email and password) that you used to access your emails at outlook.office.com.

Step 2 (If you do not have an Organizational account): Do you have an Microsoft account? If you do not know the answer to that question, then click the link 'Create a Microsoft account, it's quick and easy!' at the bottom of the window.
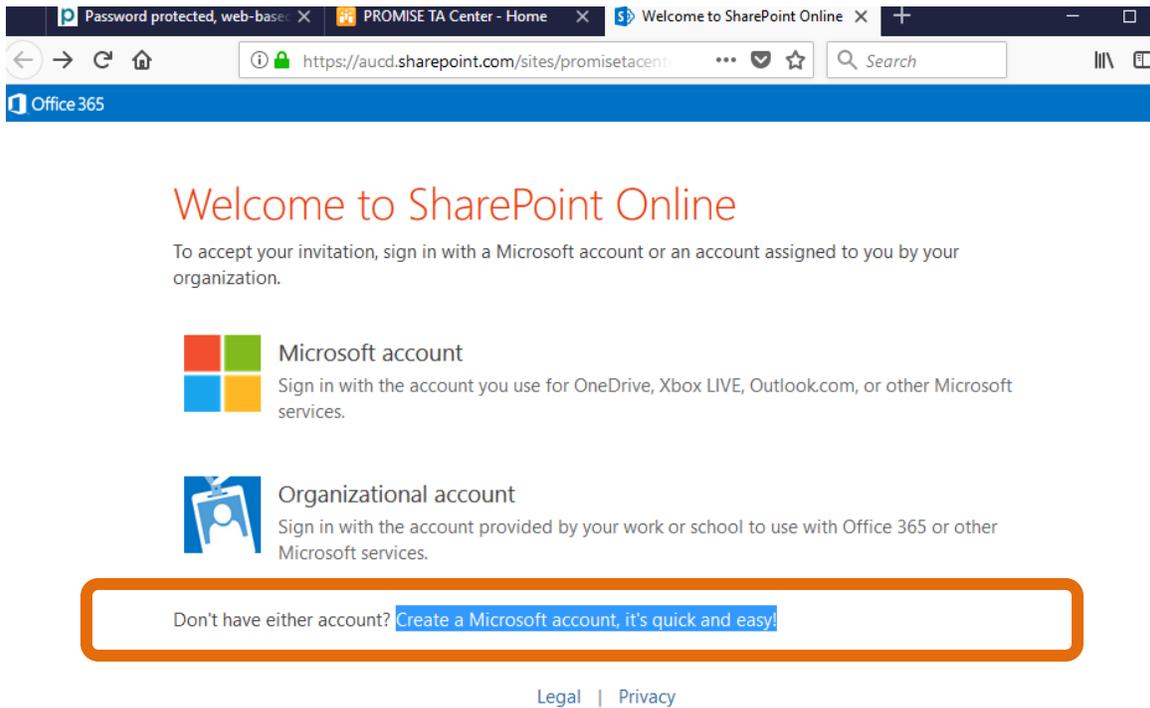
You will end up on the **Create Account** page.
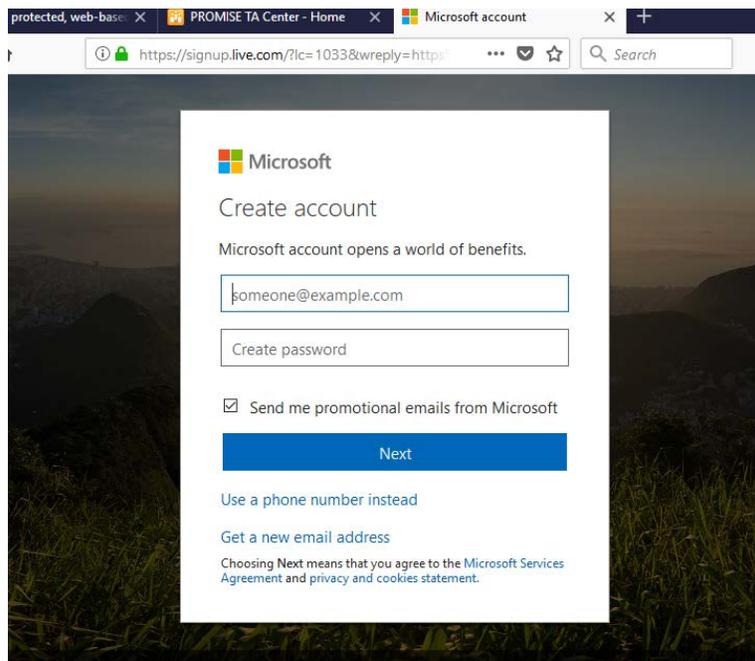
Type in your email address. Two scenarios can happen:

a) <u>You do NOT have a Microsoft account</u> and you will go through the process of creating an account and will be logged into the Grantee portal.

b) <u>You do have a Microsoft account,</u> but you did not know/forgot about it. In this case, the page will give you a warning when you will try to type a value in the **password** field:
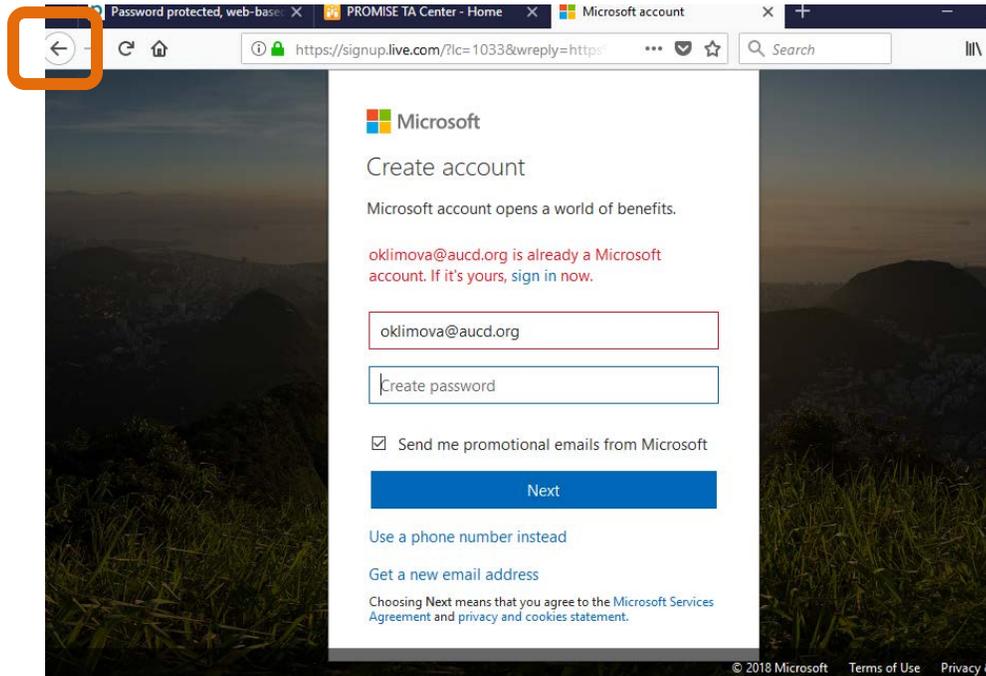
In this case, click browser button 'Back' and select the 'Microsoft account' option.
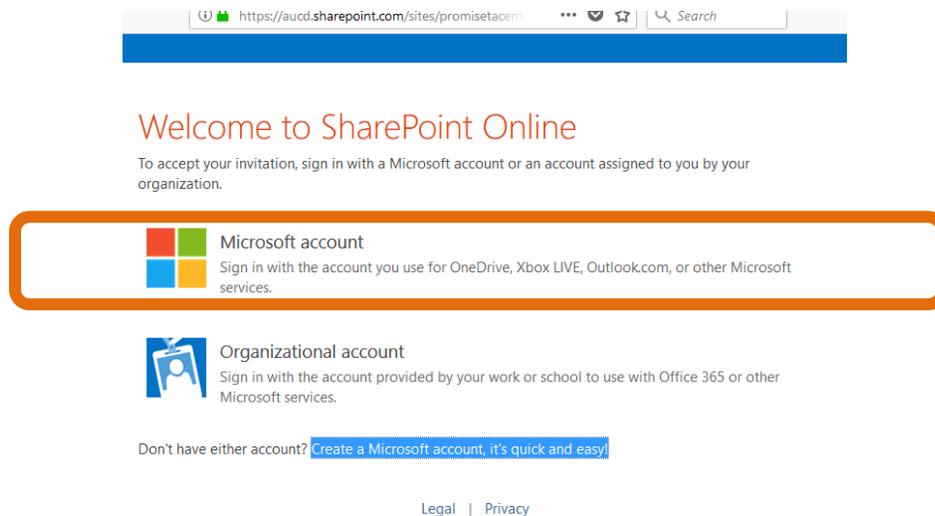
The option 'Microsoft account' will take you to the **Microsoft Account Sign-in** page:
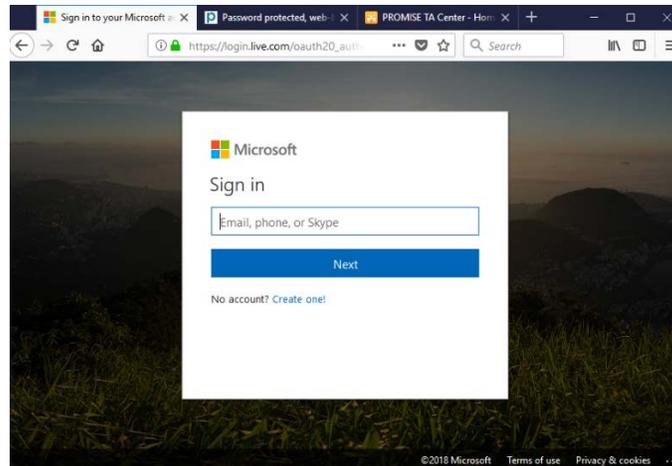
Type your email in and click the button 'NEXT'. You will be sent to the **Enter password** page. There you will select the 'Forgot my password' link at the bottom of the form.

At the end of the process of updating your password you will be logged into the NDD Curriculum Resources SharePoint.

Accessing the NDD Curriculum Resources SharePoint

After obtaining a username (email address) and password, you will be using those to log into the portal.

You will be enrolled in security group Viewers. This group grants you following permissions: read and download information.

NDD Curriculum Resources SharePoint

Homepage

After you log in, you should be sent to the homepage of the NDD Curriculum Resources SharePoint.
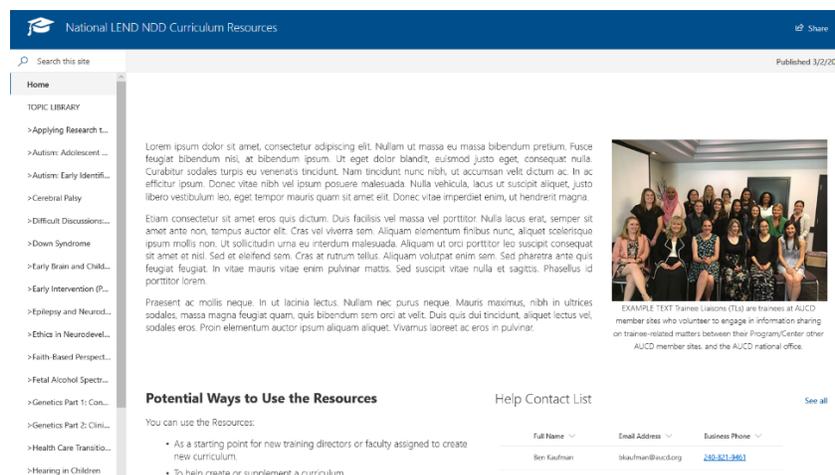
TOPIC LIBRARY

List of Topics

TBD

To View a File

Select/click file and it will open.

To Download a File:
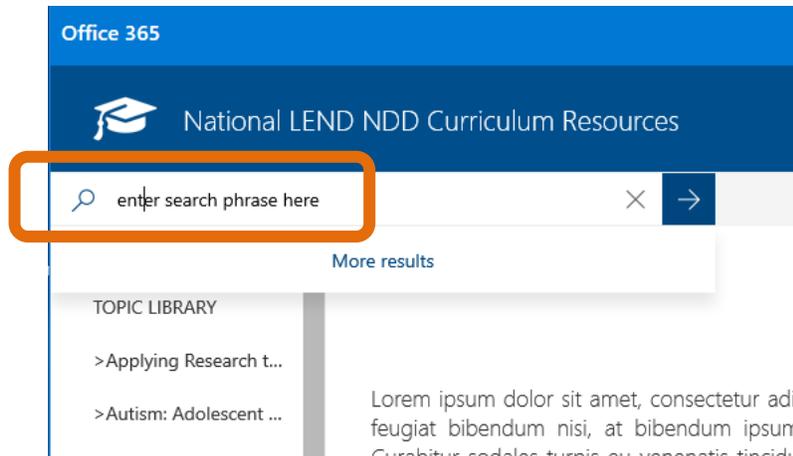

OR click three-dotted icon next to the file name:

OR download ALL selected files:

DOWNLOADS: Applying Research to Inform Evidence See all
Based Practice: Focus on Autism Spectrum Disorders

↓ Download   ✕ 2 selected   ☰ All Documents ∨   ⓘ

		Name ∨			Modified ∨	Modified By ∨
✔	📄					
✔	📝	Document.docx	↗	⋮	February 26	Oksana Klimova
✔	📝	Pulling documents_Fa...	↗	⋮	March 4	Oksana Klimova

Search

Office 365

🎓 National LEND NDD Curriculum Resources

🔍 enter search phrase here   ✕ →

More results

TOPIC LIBRARY

> Applying Research t...

> Autism: Adolescent ...

Lorem ipsum dolor sit amet, consectetur adip
feugiat bibendum nisi, at bibendum ipsum.
Curabitur sodales turpis eu venenatis tincidu

Alerts

Reasons why you would set up SharePoint alerts
Here are few of them:

- You collaborate on a topic/document and want to be notified of changes to it;
- You utilize a document library and want to know when administrator will upload new resources;

Creating Alerts in Document Library (DOWNLOADS)
In order to receive timely notifications about updates for downloadable materials members may have create individual alerts for their preferences. To receive email alerts on posted documents, a member will create an alert for those libraries.

Alerts can be created at any time; however, it is recommended that they be created upon first access to the site.
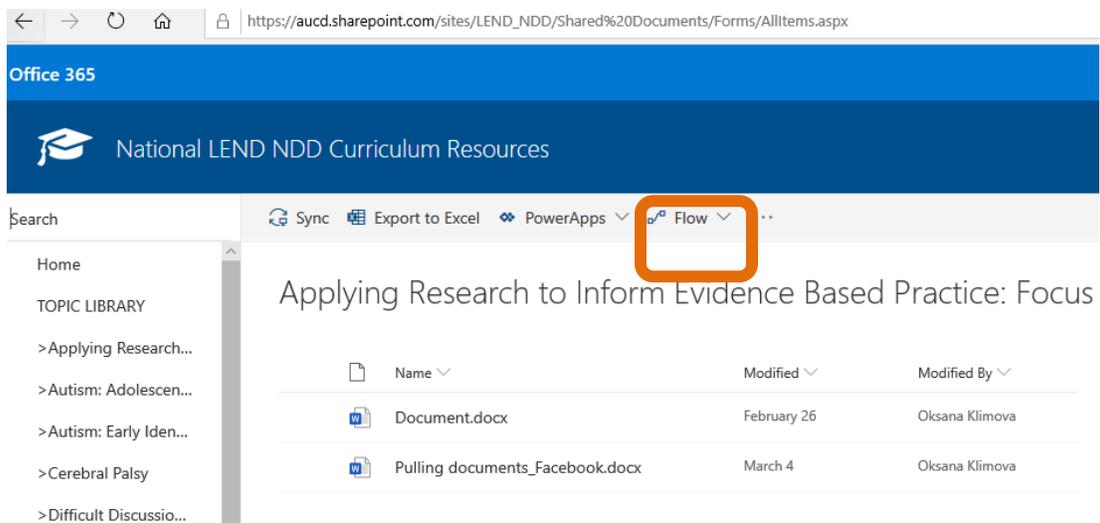
How To Create an Alert:

Navigate to the Topic you want to set an alert for. Click "See all" for the DOWNLOADS.

DOWNLOADS: Applying Research to Inform Evidence See all
Based Practice: Focus on Autism Spectrum Disorders

	Name ∨	Modified ∨	Modified By ∨
W	Document.docx	February 26	Oksana Klimova
W	Pulling documents_Facebook.docx	March 4	Oksana Klimova

🔄 Sync   📊 Export to Excel   All Documents ∨ ⓘ

From the top ribbon, click on the button with three dots.

← → ↻ ⌂ 🔒 https://aucd.sharepoint.com/sites/LEND_NDD/Shared%20Documents/Forms/AllItems.aspx

Office 365

National LEND NDD Curriculum Resources

Search

🔄 Sync   📊 Export to Excel   ❖ PowerApps ∨   Flow ∨   ..

Home

TOPIC LIBRARY

>Applying Research...

>Autism: Adolescen...

>Autism: Early Iden...

>Cerebral Palsy

>Difficult Discussio...

Applying Research to Inform Evidence Based Practice: Focus

	Name ∨	Modified ∨	Modified By ∨
W	Document.docx	February 26	Oksana Klimova
W	Pulling documents_Facebook.docx	March 4	Oksana Klimova

Click "**Alert me**". A new screen will pop up. This is where you set up all the characteristics of your alert.
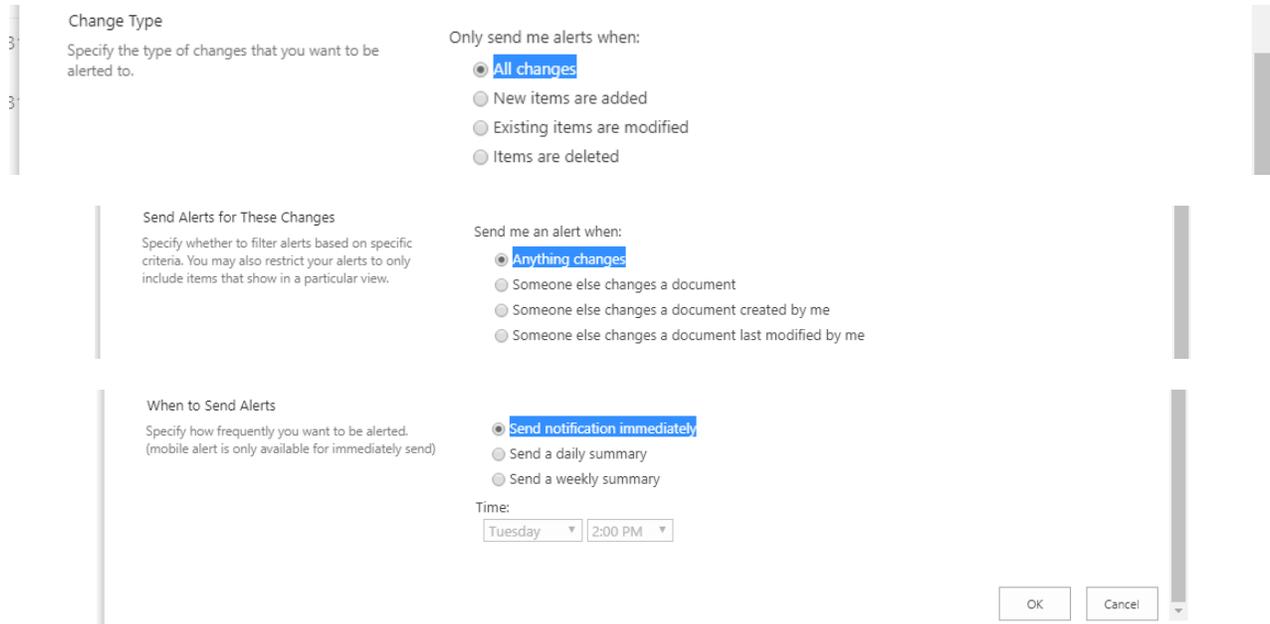
Alert me when items change

OK   Cancel

Alert Title

Enter the title for this alert. This is included in the
subject of the notification sent for this alert.

Fellowship Materials

Send Alerts To

You can enter user names or e-mail addresses.
Separate them with semicolons.

Users:

Oksana Klimova x

Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:
⦿ E-mail   oklimova@AUCD.ORG
◯ Text Message (SMS)
   ☐ Send URL in text message (SMS)

Alert Title: This is where you give a name for your alert so it is something meaningful to you (whatever the name you give it here will appear in the subject and body of the email you will be getting later, so be creative.)

Send Alerts to: This is obvious, but you can also add other users as well. The emails you specify should be from users in the portal; you can't add just any emails in here. In most of cases, you just skip this section as you are probably setting it up for yourself.

Delivery Method: This defaults to your email. You can also get text alerts, but that requires additional admin configuration so it is not recommended.

Change Type: Here you can specify what kind of behavior should trigger an alert. For example, if you are concerned about file deletions – just make sure you check off that option.

Send Alerts for These Changes: This is where you can filter the alerts even further. For example, if you are only concerned about documents you created or modified -- this is the area where you do this.

When to Send Alerts: This is where you set the frequency. If you want an alert to be sent immediately or once a day/week – check off the appropriate radio button.

Don't forget to click **OK**. You will get an email from the system confirming that you have successfully created an alert.

How to Create SharePoint Alerts on the Single File or Folder
The process for creating an alert for an individual item and not the whole list or library is pretty much identical to creating a document alert except for the first step.

Click on the radio-button next to the file or item you want to create a SharePoint alert for. On the ribbon, now, select the "three dots" option. Then choose 'Alert Me' on this document and from there just follow the steps as outlined above.
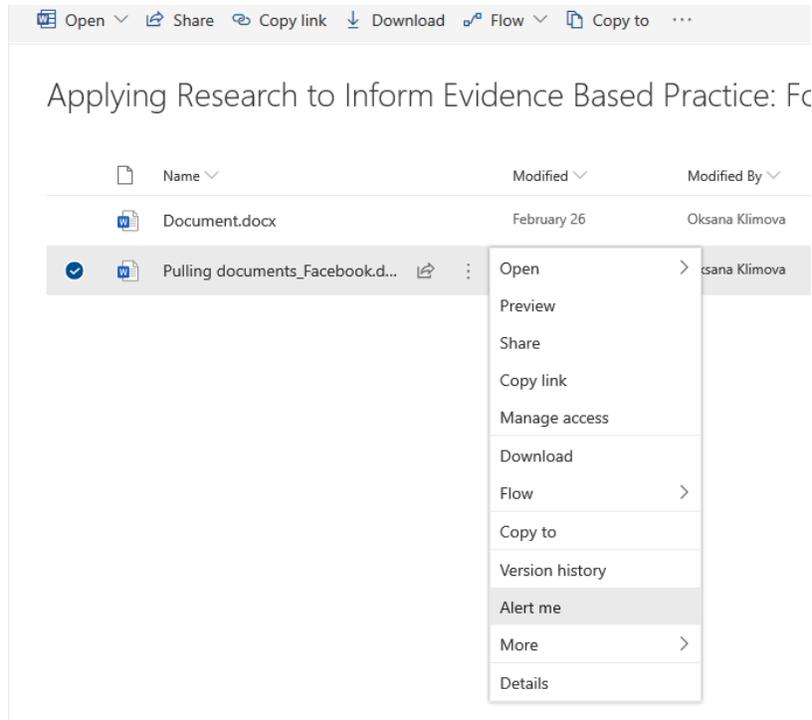
How to Modify or Delete an Alert

Navigate to the ribbon as if you are setting up a new alert and select 'Manage My Alerts'.

You can click on the name of the alert you want to **modify** or hit a checkbox next to it and click **delete**, if you no longer want to receive notifications.

Add Alert | X Delete Selected Alerts

Alert Title

Frequency: Immediate

☐   Fellowship Materials