

Using SharePoint to Store Program Review Artifacts

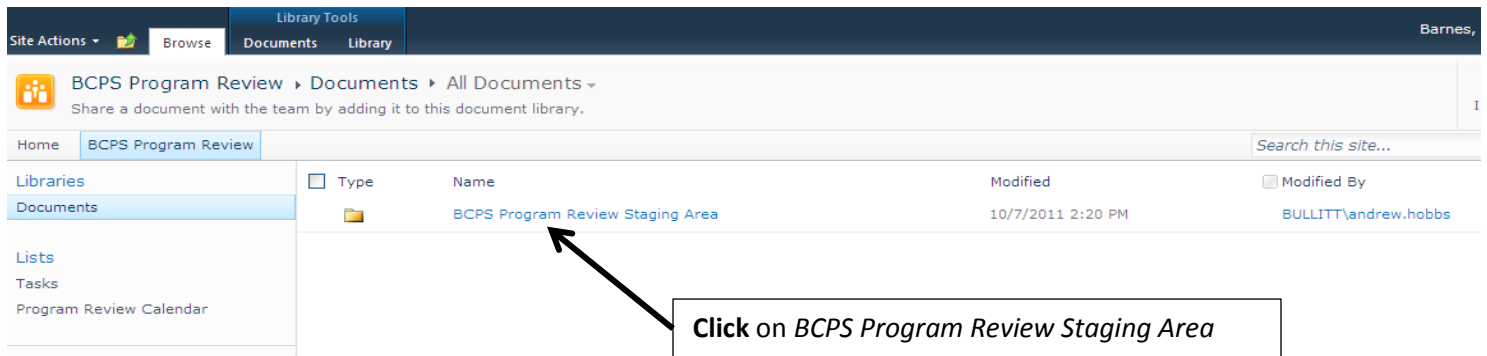
We will be using *SharePoint* to organize artifacts in a uniform manner for the *State Program Review*. SharePoint is a file management system that will enable you to upload content to a space that is accessible to everyone involved in the Program Review process.

Accessing the Bullitt County SharePoint System

To access the SharePoint System follow the link below (*also found on the BCPS site under Faculty/Staff*):
<http://sp.bullittschools.org/ProgramReview/Documents/Forms/AllItems.aspx>

- No log-in is required from a computer on the district network. If you are accessing SharePoint from outside the district network you will be required to supply your network username and password.

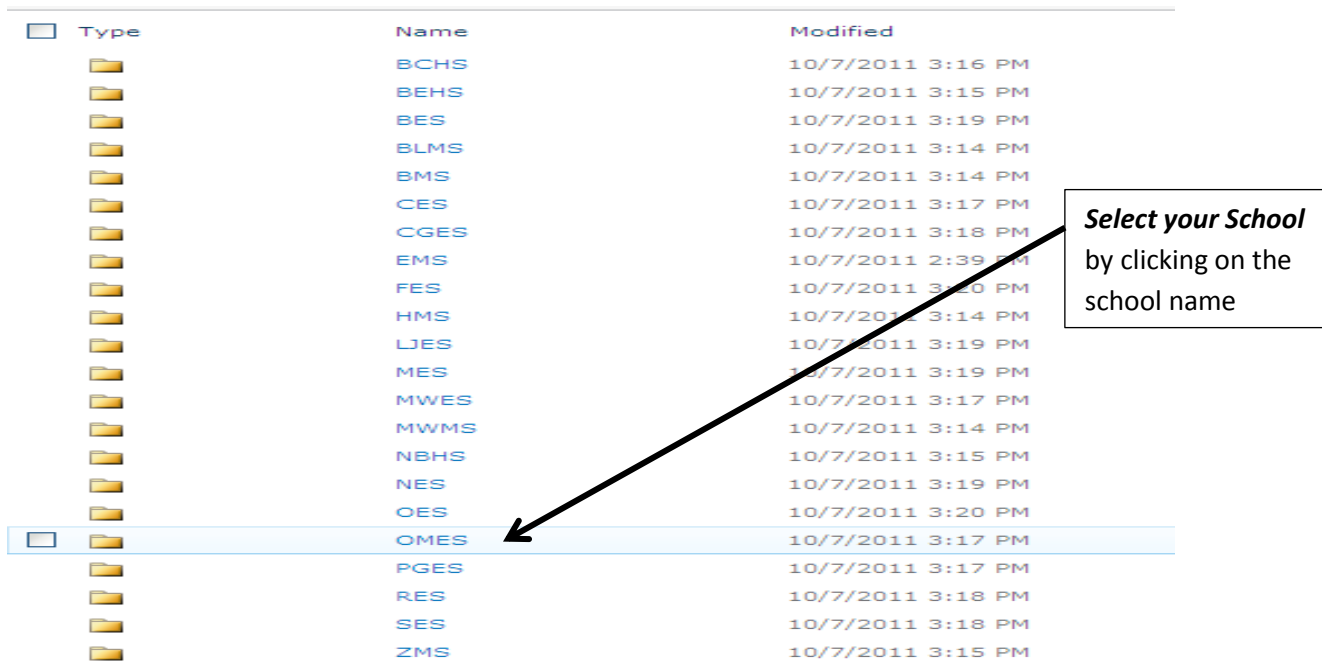
1. Clicking the above link brings you to this main **Program Review** screen.



The screenshot shows the SharePoint interface for 'BCPS Program Review'. The breadcrumb path is 'BCPS Program Review > Documents > All Documents'. A search bar is visible on the right. On the left, there is a navigation pane with 'Documents' selected. The main content area displays a table with columns: Type, Name, Modified, and Modified By. A folder named 'BCPS Program Review Staging Area' is listed with a modification date of 10/7/2011 2:20 PM and modified by BULLITT\andrew.hobbs. An arrow points from a text box to this folder.

Type	Name	Modified	Modified By
Folder	BCPS Program Review Staging Area	10/7/2011 2:20 PM	BULLITT\andrew.hobbs

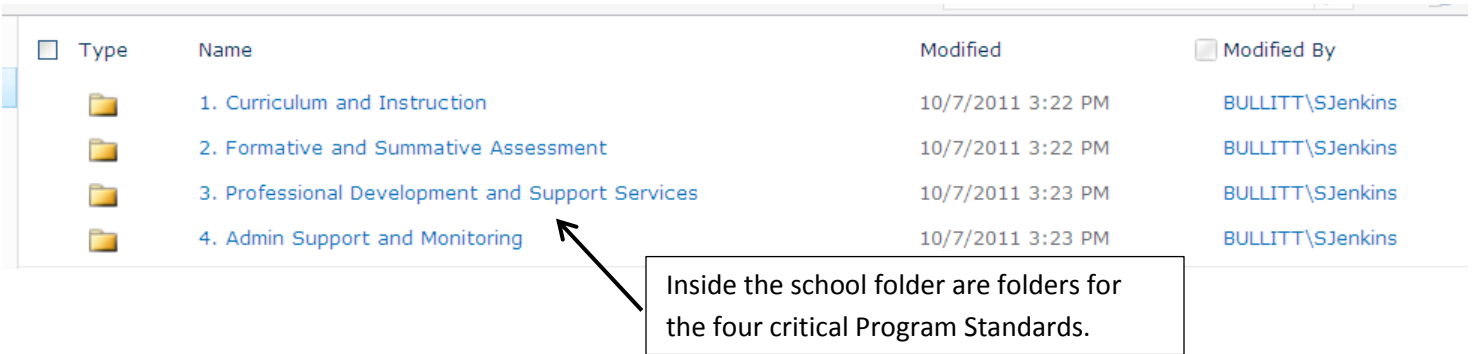
2. Select your School by clicking on the school name.



The screenshot shows a list of folders representing different schools. The columns are 'Type', 'Name', and 'Modified'. The 'OMES' folder is highlighted in blue. An arrow points from a text box to the 'OMES' folder.

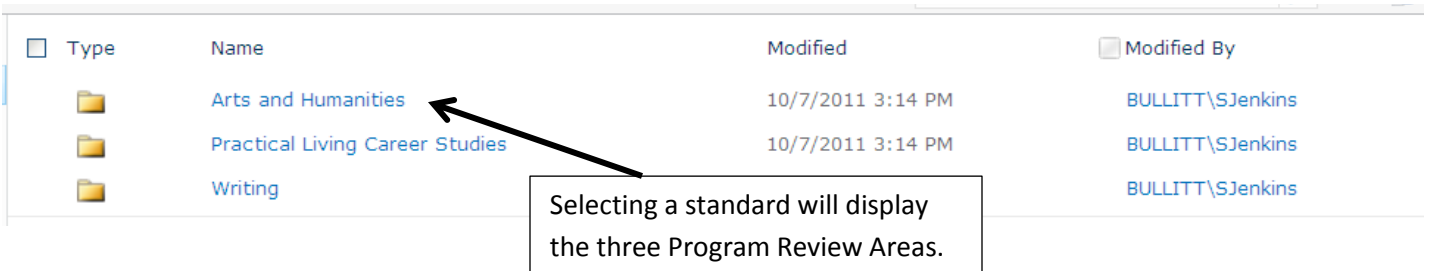
Type	Name	Modified
Folder	BCHS	10/7/2011 3:16 PM
Folder	BEHS	10/7/2011 3:15 PM
Folder	BES	10/7/2011 3:19 PM
Folder	BLMS	10/7/2011 3:14 PM
Folder	BMS	10/7/2011 3:14 PM
Folder	CES	10/7/2011 3:17 PM
Folder	CGES	10/7/2011 3:18 PM
Folder	EMS	10/7/2011 2:39 PM
Folder	FES	10/7/2011 3:20 PM
Folder	HMS	10/7/2011 3:14 PM
Folder	LJES	10/7/2011 3:19 PM
Folder	MES	10/7/2011 3:19 PM
Folder	MWES	10/7/2011 3:17 PM
Folder	MWMS	10/7/2011 3:14 PM
Folder	NBHS	10/7/2011 3:15 PM
Folder	NES	10/7/2011 3:19 PM
Folder	OES	10/7/2011 3:20 PM
Folder	OMES	10/7/2011 3:17 PM
Folder	PGES	10/7/2011 3:17 PM
Folder	RES	10/7/2011 3:18 PM
Folder	SES	10/7/2011 3:18 PM
Folder	ZMS	10/7/2011 3:15 PM

3. Inside the School Folder you will find the four folders of *Program Review Standards*.



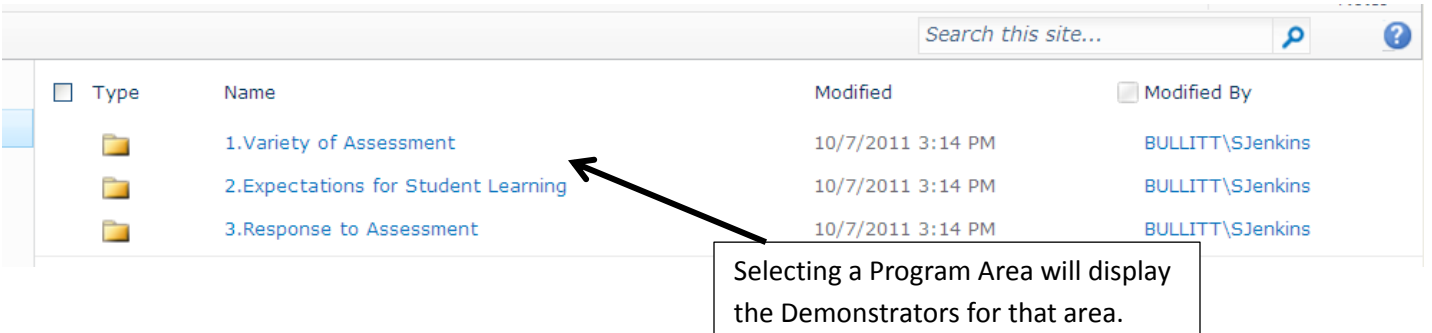
Type	Name	Modified	Modified By
Folder	1. Curriculum and Instruction	10/7/2011 3:22 PM	BULLITT\SJenkins
Folder	2. Formative and Summative Assessment	10/7/2011 3:22 PM	BULLITT\SJenkins
Folder	3. Professional Development and Support Services	10/7/2011 3:23 PM	BULLITT\SJenkins
Folder	4. Admin Support and Monitoring	10/7/2011 3:23 PM	BULLITT\SJenkins

4. Select the Program Standard to get to the *Program Area* folders.



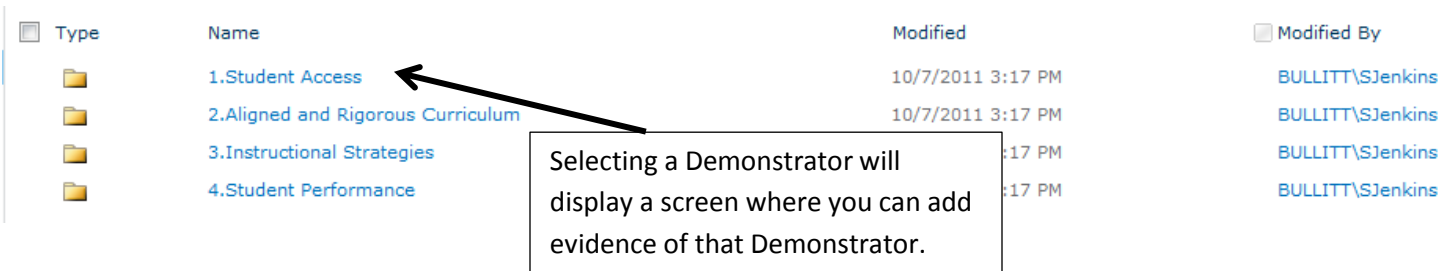
Type	Name	Modified	Modified By
Folder	Arts and Humanities	10/7/2011 3:14 PM	BULLITT\SJenkins
Folder	Practical Living Career Studies	10/7/2011 3:14 PM	BULLITT\SJenkins
Folder	Writing		BULLITT\SJenkins

5. Select the Program Area folder to display the *Demonstrator* folders within that area.



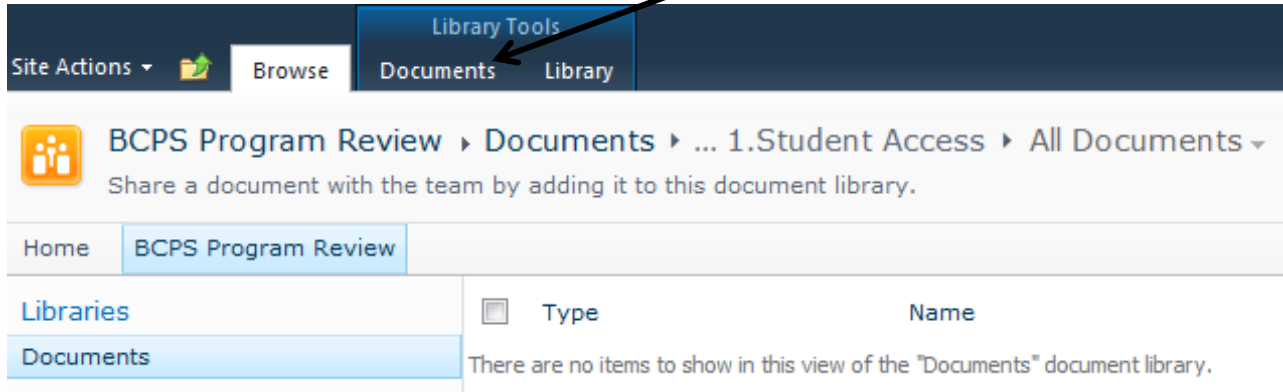
Type	Name	Modified	Modified By
Folder	1.Variety of Assessment	10/7/2011 3:14 PM	BULLITT\SJenkins
Folder	2.Expectations for Student Learning	10/7/2011 3:14 PM	BULLITT\SJenkins
Folder	3.Response to Assessment	10/7/2011 3:14 PM	BULLITT\SJenkins

6. Select a *Demonstrator* folder to begin uploading “evidence” to that folder.

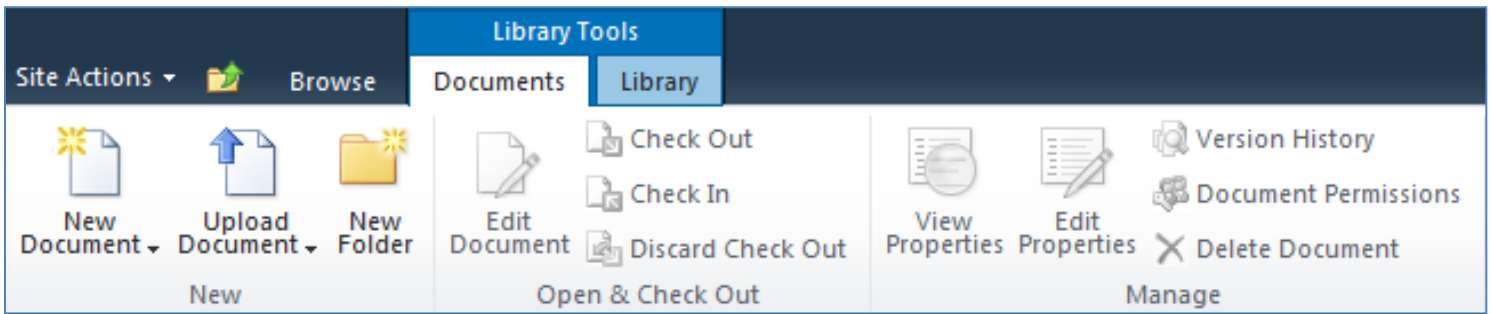


Type	Name	Modified	Modified By
Folder	1.Student Access	10/7/2011 3:17 PM	BULLITT\SJenkins
Folder	2.Aligned and Rigorous Curriculum	10/7/2011 3:17 PM	BULLITT\SJenkins
Folder	3.Instructional Strategies	10/7/2011 3:17 PM	BULLITT\SJenkins
Folder	4.Student Performance	10/7/2011 3:17 PM	BULLITT\SJenkins

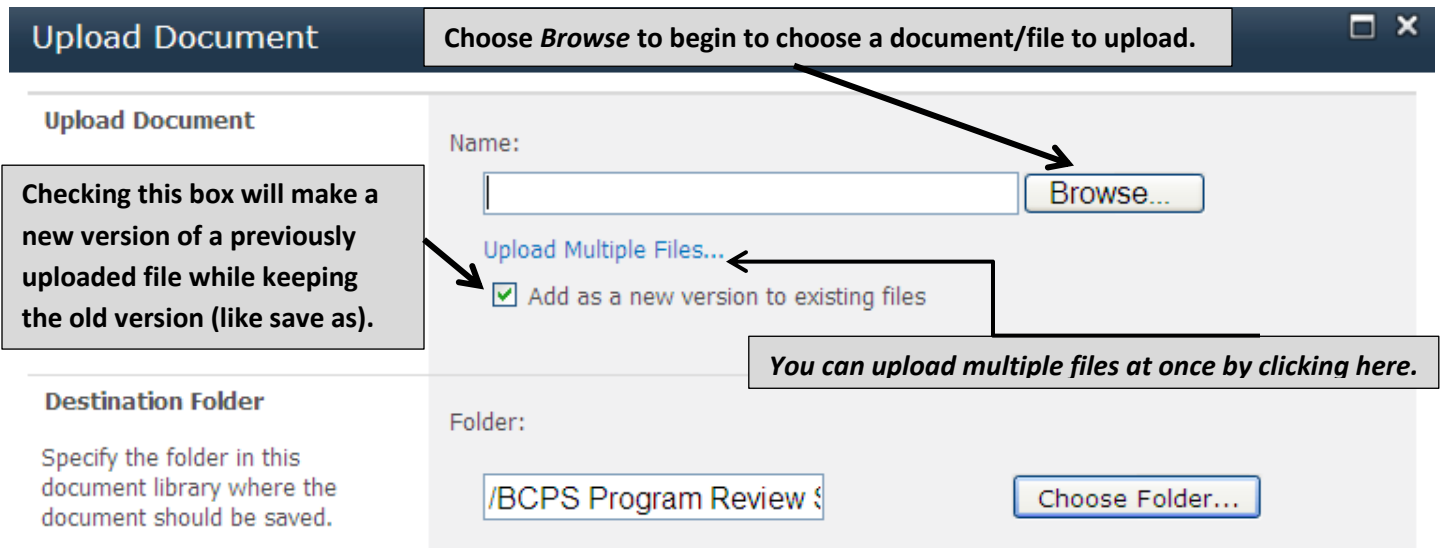
- Once you navigate to the Demonstrator folder, click on the **DOCUMENTS** tab (under Library Tools) at the top.



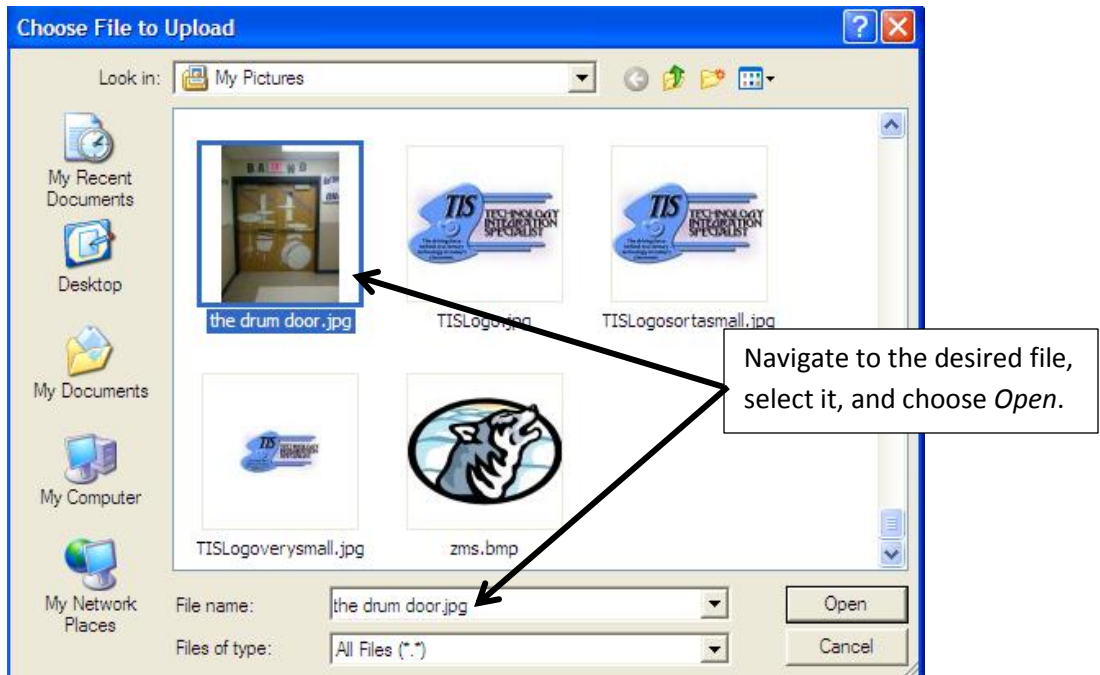
- An "Editing Menu" pops up with three buttons initially available.



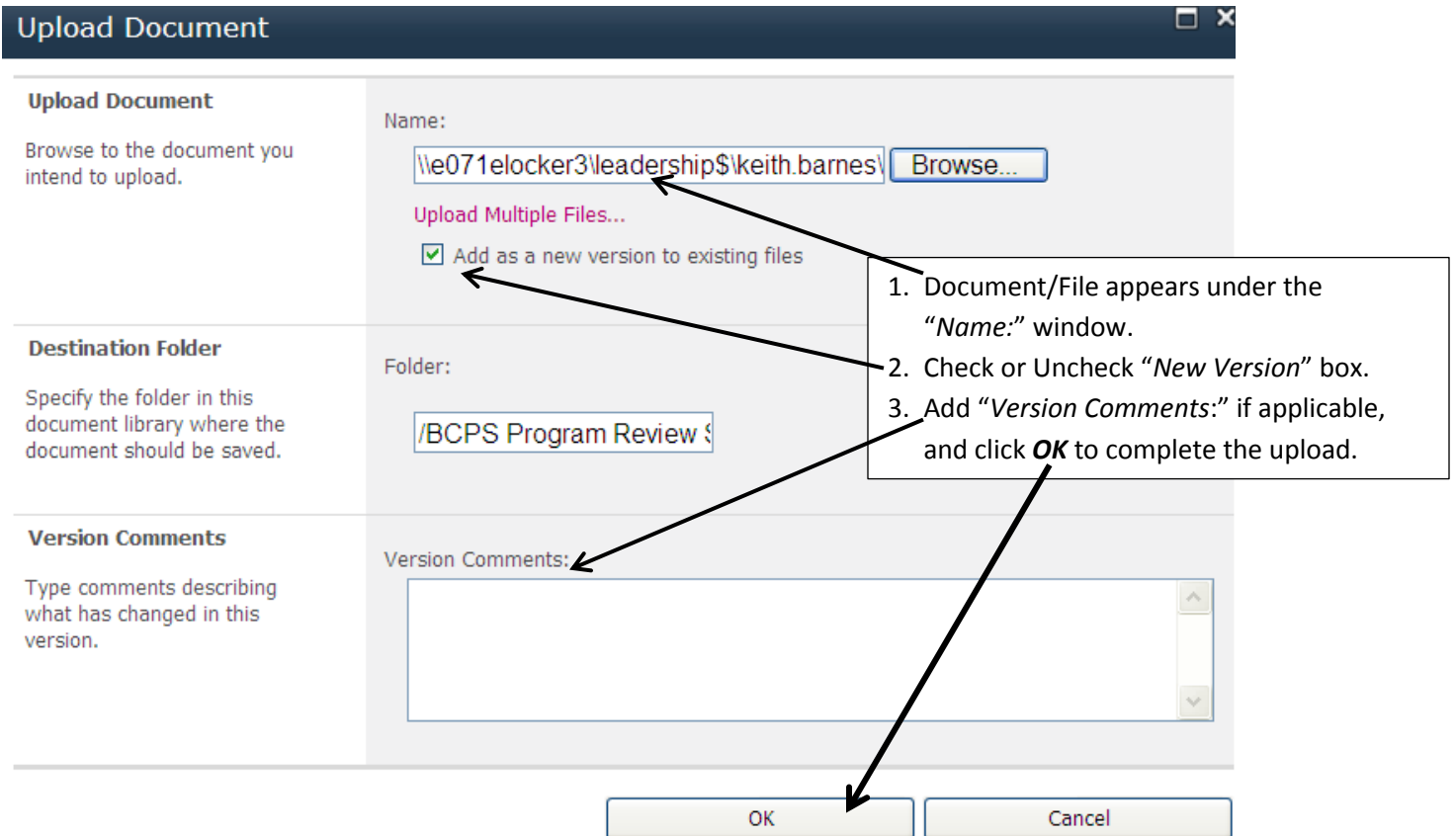
- Uploading a Document/File to the *Evidence Folder*. **NOTE:** You can upload MULTIPLE Documents by clicking on the "Upload Multiple Files..." button underneath the Name: blank.
 - Document / File Size is 1 GB.
 - Please **DO NOT** upload entire video segments or pictures that have not been compressed. See your team leade(s) for compressing / cutting prior to uploading.



10. Navigate to the desired document/file, select it, and choose *OPEN*.



11. Your document/file name will appear in the window under “Name:,” check or uncheck the “New Version” box, then add “Version Comments” such as information needed and described by your Program Review Team. Finally, CLICK **OK** to complete the upload process.



12. To finalize the process, you will need to **Save** the document.

1. Once this box appears, first make sure the **NAME** is correct.
2. If you change the Name or Content Type (type of file), then click **SAVE**.

1.

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.

Content Type Document
Create a new document.

Name * the drum door .jpg

Title

Version: 0.1
Created at 11/14/2011 10:55 AM by BULLITT\keith.barnes
Last modified at 11/14/2011 10:55 AM by BULLITT\keith.barnes

2. Save Cancel

13. The document/file will appear in the list and is now available for everyone to see (but **ONLY** can be edited by your school personnel).

Type	Name	Modified	Modified By
	the drum door	11/14/2011 11:33 AM	BULLITT\keith.barnes

The document / file is now available to everyone.

NOTES:

- You can SEE but not edit all other schools to view the evidence they are choosing to upload.
- You can **ONLY** EDIT your school's folders / evidence.
- You can edit/delete other people's documents/files within your school...which means **be careful** NOT to delete work unless you are doing it for a reason.
- You need to refer to your Program Review Team for your building for specific evidence questions. If you have questions about uploading, please refer to your trained team members or your TIS.