# Introduction to Sharepoint Intranet Portal

The Houston County School System has recently implemented a secure Intranet solution based on the Microsoft Office Sharepoint Server/2007. Now, let's take a few minutes and look at what that really means. First, what is an Intranet, as opposed to the Internet? Where the Internet provides open access, in most cases, for anyone, anywhere, at any time to a particular web site; an Intranet site is a "members only" club. In our case, our Intranet site is a closed site that is accessible to only those of us that have an *hcbe.net* e-mail account. In other words, when you attempt to access this site, you'll be asked to enter your account name and password. Like all Internet sites, an Intranet site is also accessed through a web browser, such as Microsoft Internet Explorer, Netscape, Firefox, and others. To access our Intranet site, you must enter the Uniform Resource Locater code http://portal.hcbe.net into a browser's URL address box from any computer attached to our wide area network or to the Internet. When you attempt to access this site, you'll first see a login window.
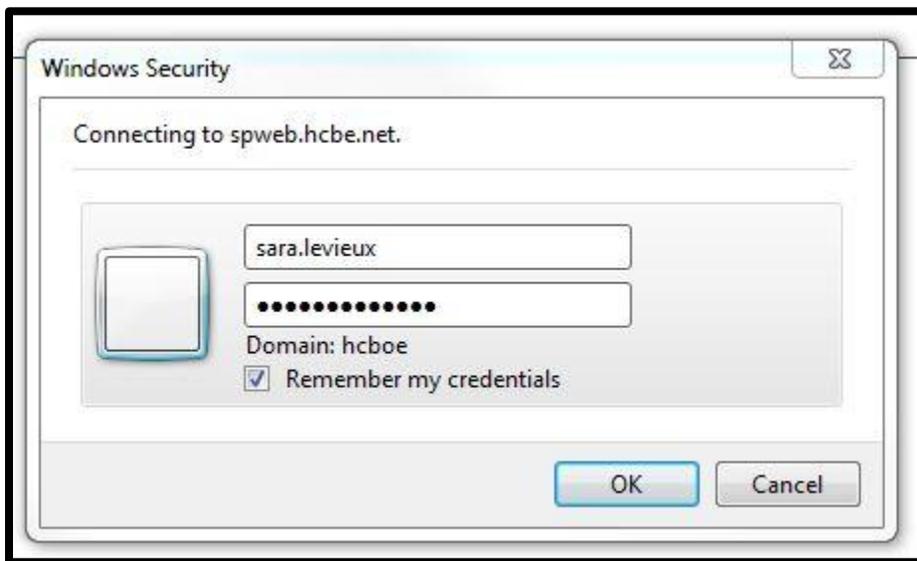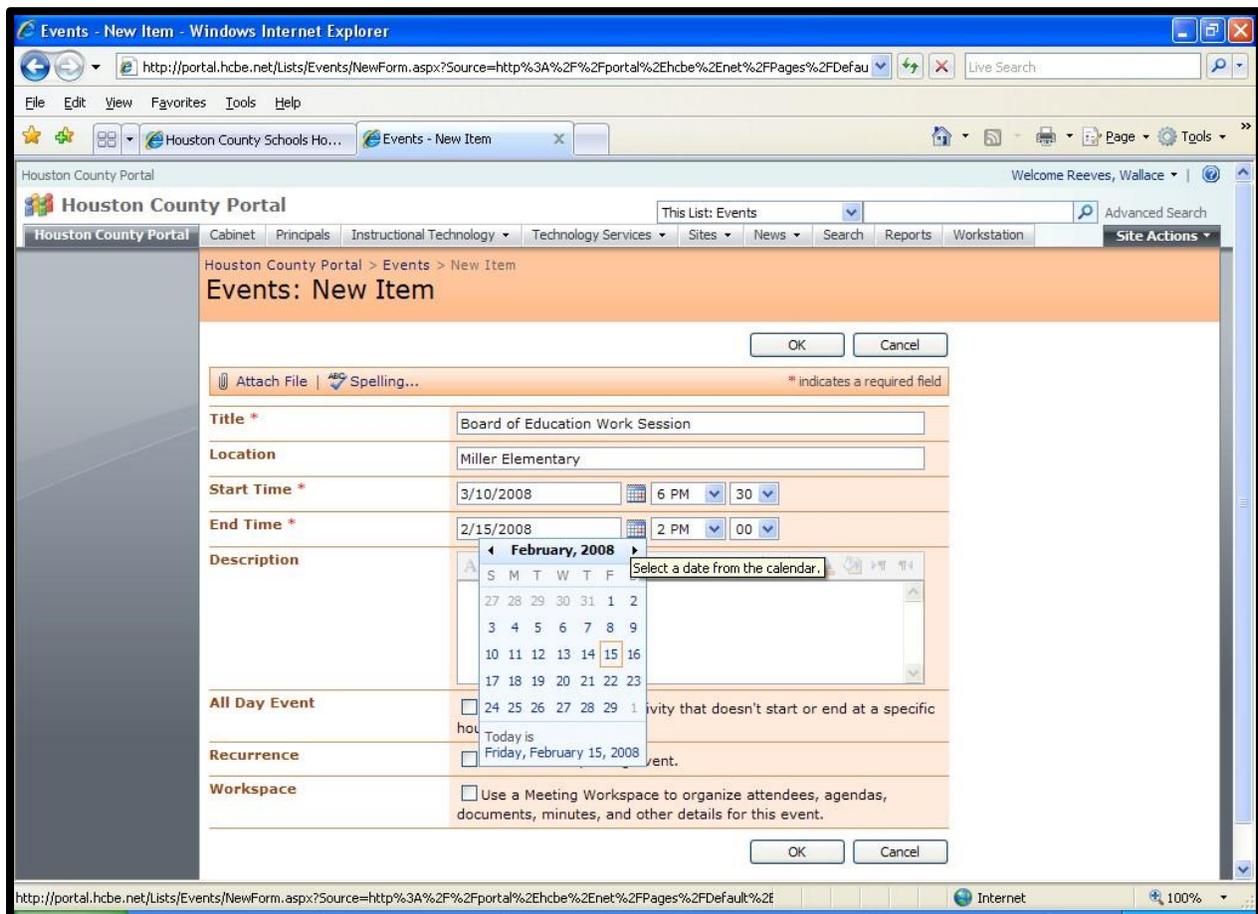

Your user name should be entered as the first part of your email address (firstname.lastname). You use both the user name and password each day to startup your computer at work. (Only now, you'll be able to access the Intranet site from anywhere with this same account.) Once you successfully enter your user name and password, the Sharepoint Intranet home page will be displayed.
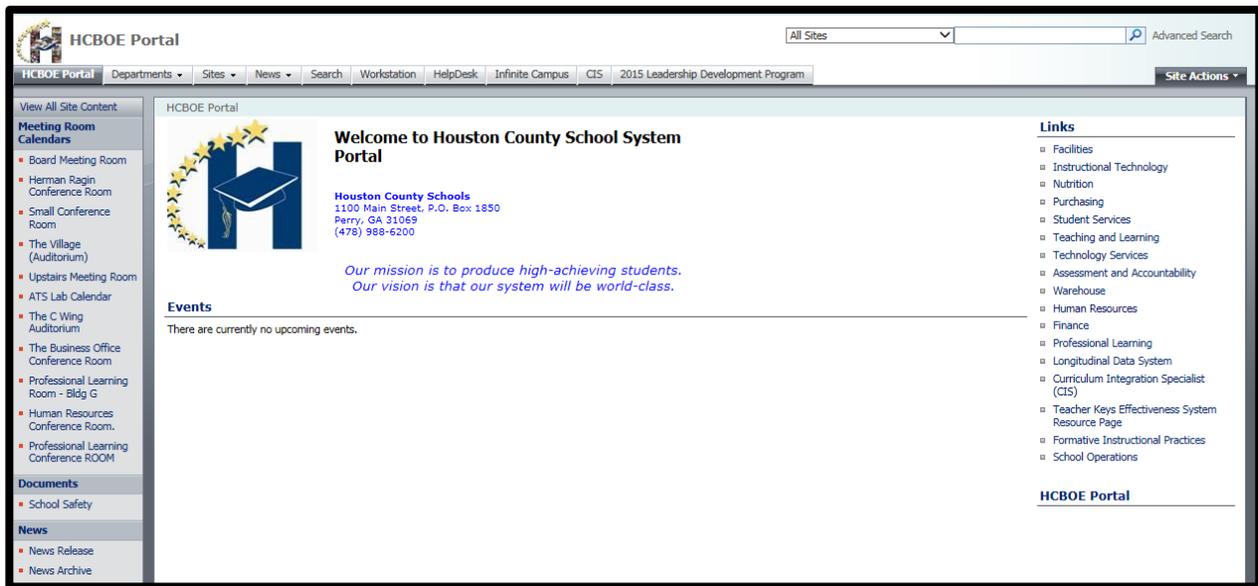
Sharepoint is the platform on which our Intranet is built. Sharepoint is all about collaboration and sharing resources. In other words, it's "about us for us". It is to be essentially a portal to all our information resources. What can we expect to find in Sharepoint? The answer is simple: anything and everything. This includes calendars, office documents, PowerPoint presentations, streaming video, pictures, reports, and links to other applications, to name a few. Think of Sharepoint as our "Information Resources Mall". Everything is under one roof, but the trick is knowing where to shop, right?

Let's take a minute and look at how information in Sharepoint is organized. Sharepoint is made up of sites, workspaces, and web parts to put it in the simplest form. Look at the home page above, and you'll see a "ribbon" that has several entries (such as Houston County Portal, Cabinet, Principals, Instructional Technology, Technology Services, etc.) Each of these ribbon entries (or tabs) represents a site. The home page (Houston County Portal), for example, is a site. Within each site is a one or more pages. Each of these pages constitutes a workspace. Within each workspace are one or more web parts. A web part (sometimes referred to as a portlet) is a free-standing section of a site or workspace, which contains its own unique characteristics. On the home page, above, the title section, the events section, and the links section are all web parts. The power of Sharepoint lies in the ability of it to configure each person's particular view. We will all see different sites, workspaces, and even web parts, dependent upon where we work and what we do. Let's now take a look at some of the common sites in our Sharepoint Portal.

Houston County Portal (Home Page): Everyone who logs into the Sharepoint Portal will see the initial home page. This site provides some information common to all users. A calendar of events, for example, is listed in the events page. The events listed here are pertinent to all employees and students in all locations. If you have an event, that you think is pertinent to all users, you may submit it to be posted by clicking the "*Add New Event*" link at the bottom of that web part. When this link is chosen, the following window is displayed for entry of the event.

To submit an event, simply complete all the boxes shown on this form and click the "*OK*" button. The submitted event must first be approved by the Sharepoint Administrator before it is posted to the home page calendar. Once the date of the event has passed, the event will automatically remove itself from the web part. The home page also contains a links web part, where links to other Intranet or Internet sites are posted. Only the Sharepoint Administrator may make an entry to one of these links. If you would like to submit a suggestion for a common link, simply e-mail that request to webmaster@hcbe.net.

Reports: The reports site is one that will be undergoing ongoing change, as new reports are added and older reports are either changed or removed. The purpose of the reports page is to provide authorized users secure access to information stored in the data warehouse. The data warehouse contains longitudinal and historical data regarding student services and achievement, staff, and financial data. Only teachers, administrators, and specified support staff will have access to entries in the reports site. Let's look at some sample data in the reports site to see how they work.

Following is an example of Georgia High School Graduation Test data, as viewed by a central office administrator. The administrator first sees a summary of assessment data by school. (For school administrators, the user only sees his own school data.)

Report

This Site: Report   Advanced Search

Houston County Portal > Report > ReportPageDocumentLibrary > GHSGTReport

GHSGTReport

Site to hold Reports

Report Viewer - GHSGTReport

Actions ▾ | | |◁ ◁ 1   of 1 ▷ ▷| | Find Next | 100%

GHSGT Report

	Language Arts	Mathemati
	Scaled Score	Sca
⊞ HOUSTON COUNTY CAREER AND TECHNOLOGY CTR	534.5	525
⊞ HOUSTON COUNTY CROSSROADS CENTER - 9-12	543.8	532
⊞ HOUSTON COUNTY HIGH SCHOOL	545.0	542
⊞ NORTHSIDE HIGH SCHOOL	535.5	527
⊞ PERRY HIGH SCHOOL	542.8	534
⊞ WARNER ROBINS HIGH SCHOOL	544.2	540

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By clicking on the plus symbol next to the school name, the school data is expanded showing teacher summary data.

Report
This Site: Report   🔍 Advanced Search

Houston County Portal > Report > ReportPageDocumentLibrary > GHSGTReport

GHSGTReport

Site to hold Reports

Report Viewer - GHSGTReport

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GHSGT Report

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⊞ HOUSTON COUNTY HIGH SCHOOL		545.0	!
⊟ NORTHSIDE HIGH SCHOOL	⊞ ADAMS, JANE W	550.8	!
	⊞ ALLEN, RONALD E	530.2	!
	⊞ AUSTIN, SARA M	547.3	! ◀
	⊞ BARNETT, BRIAN	529.7	!
	⊞ BLALOCK, VIRGIL	527.9	!
	⊞ BOREK, MICHELE	553.5	!
	⊞ BOYD, LORI P	494.5	◢
	⊞ BRANCH, KATHERINE B.	552.8	!
	⊞ BRANCH, SHERRY	518.7	!
	⊞ BROOME, MILLIE L	487.9	◢
	⊞ BROWN, TIFFANY N	502.8	◢

http://portal.hcbe.net/Report/ReportPageDocumentLibrary/GHSGTReport.aspx   1/3/2008

Note that the assessment data is color coded, where the scores in black identify teachers whose class average is meeting standards, green means exceeding standards, and red means not meeting standards. The administrator may then drill down to into the teacher summary data to view individual student averages by clicking the plus symbol next to the teacher's name.

There are many other sites, workspaces, and web parts that will ultimately become available to you as the implementation to Sharepoint proceeds, but as mention earlier, those will depend on who you are, where you are, and what you do. Other documents will describe the purpose and functions of those sites.