

SharePoint Instructions

Electronic Faculty Review

In this guide you will find:

- I. How to **manage** your files in SharePoint, including **navigation** within SharePoint, **viewing files** and **uploading, renaming** and **deleting** files.
- II. A **Help/Support** section.

I. Managing your Folder and Files in SharePoint

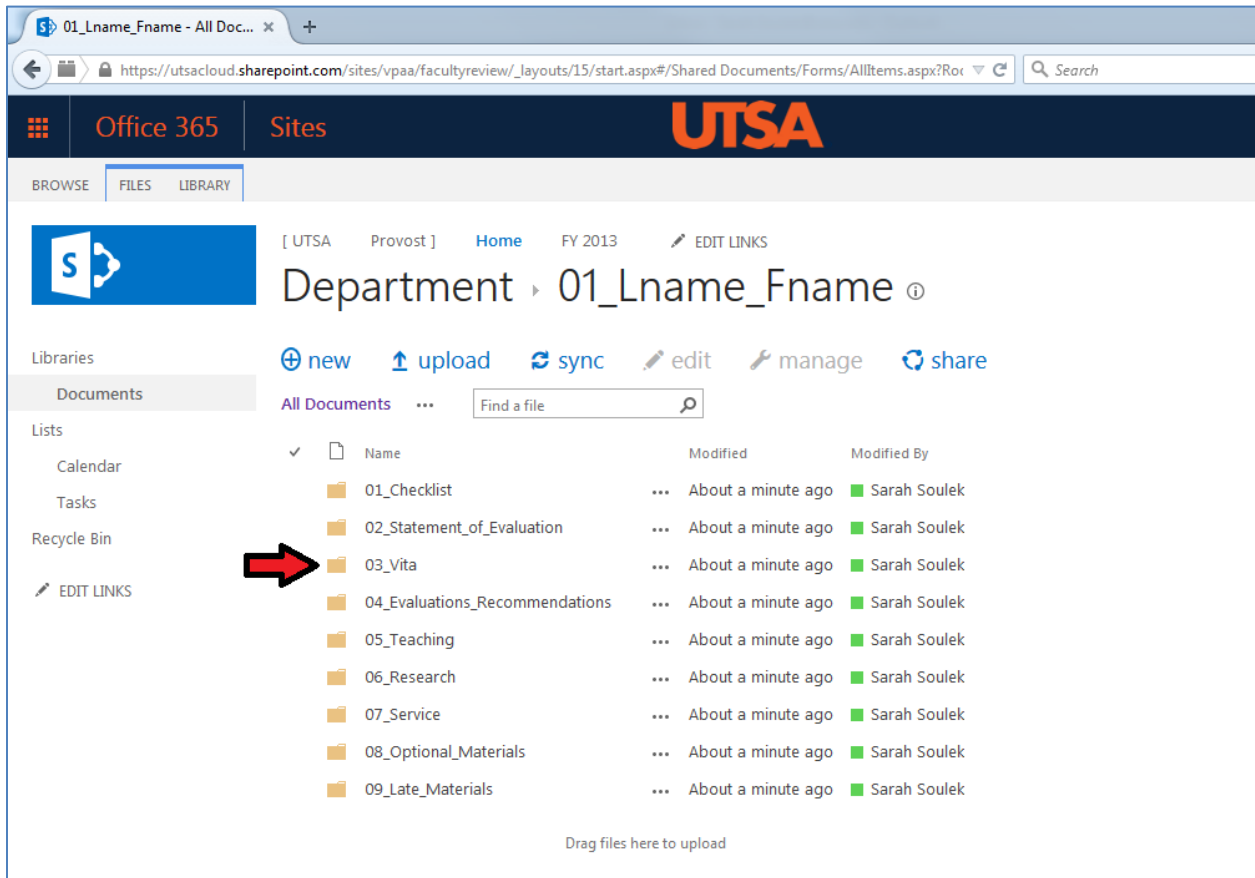
Once logged into your official *Faculty Review* folder, you will be able to manage the files and/or folders to which you have been given access. This includes navigating within SharePoint and uploading, deleting and renaming files.

The *Faculty Review* folder structure has been approved and set by the Provost's Office. Please do not alter, modify or delete the existing folders. However, you may add your own "subfolders" as needed.

If you have concerns or questions regarding the existing folders, see the **Help and Support** section below for resources and contact information.

Navigation / Open Folder and Files

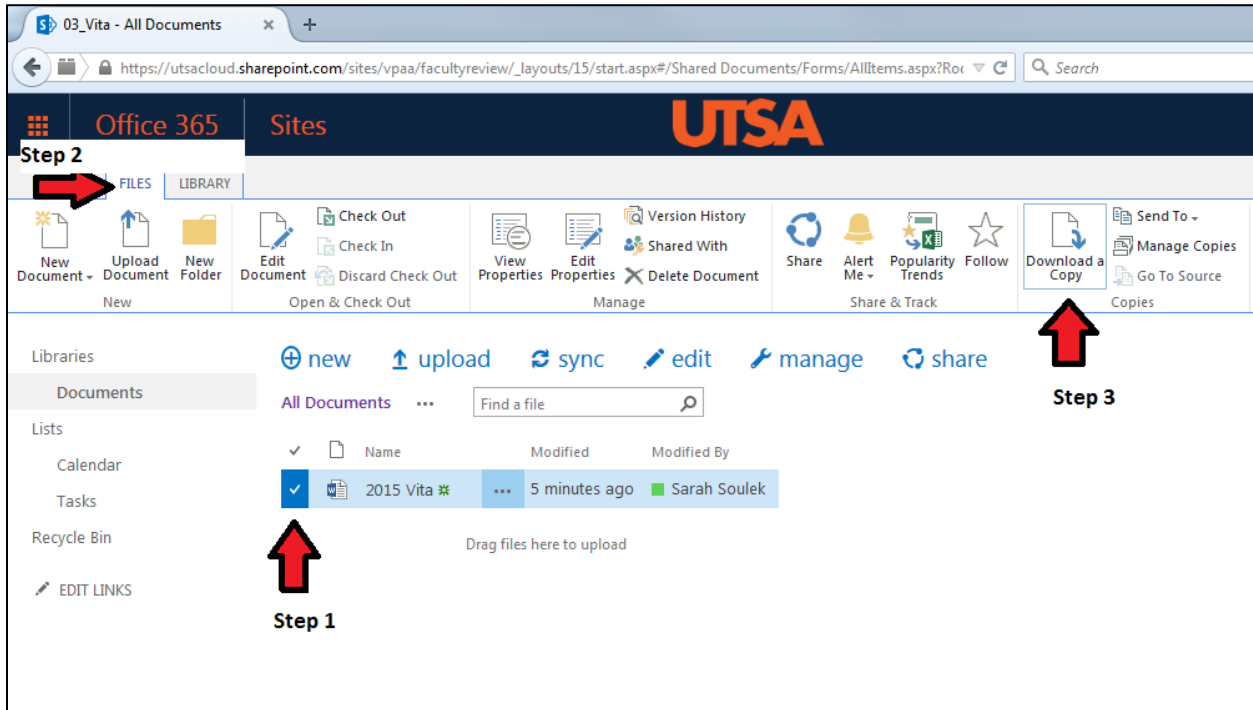
1. Click on a folder or file to open it.



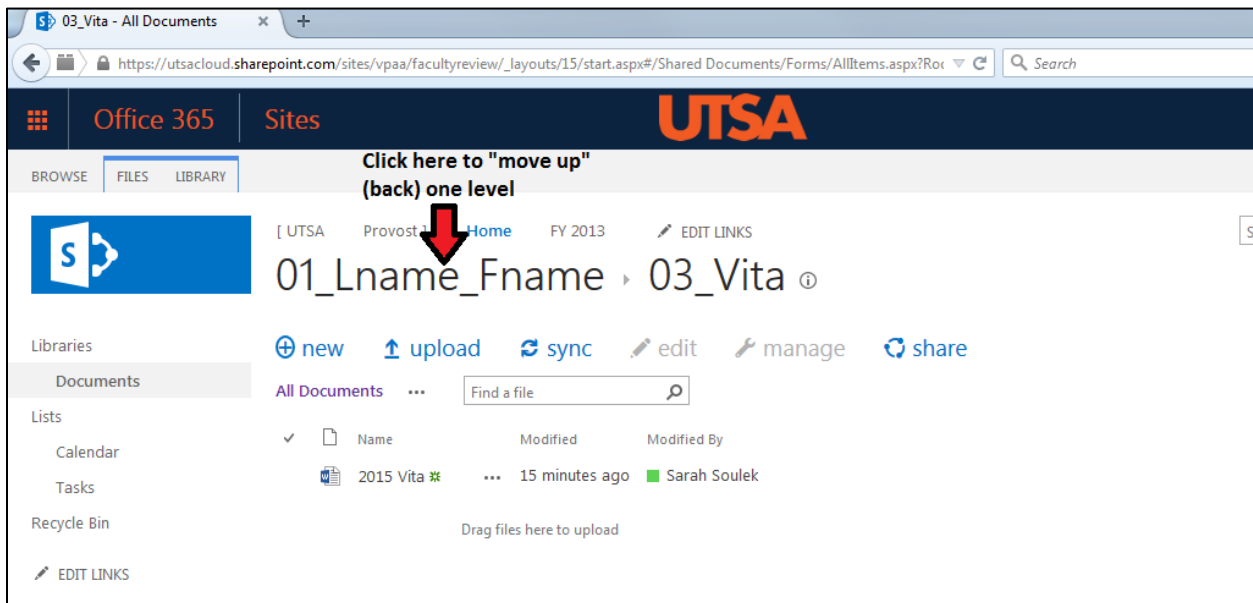
The screenshot shows a SharePoint document library interface. The browser address bar indicates the URL: https://utsacloud.sharepoint.com/sites/vpaa/facultyreview/_layouts/15/start.aspx#/Shared Documents/Forms/AllItems.aspx?Ro.... The page title is "Department > 01_Lname_Fname". The library contains a list of folders, with a red arrow pointing to the "03_Vita" folder. The folders listed are:

Name	Modified	Modified By
01_Checklist	About a minute ago	Sarah Soulek
02_Statement_of_Evaluation	About a minute ago	Sarah Soulek
03_Vita	About a minute ago	Sarah Soulek
04_Evaluations_Recommendations	About a minute ago	Sarah Soulek
05_Teaching	About a minute ago	Sarah Soulek
06_Research	About a minute ago	Sarah Soulek
07_Service	About a minute ago	Sarah Soulek
08_Optional_Materials	About a minute ago	Sarah Soulek
09_Late_Materials	About a minute ago	Sarah Soulek

- To download a file, click the check box next to the file to select it (step 1). Click the “Files” tab (step 2). Click “Download a Copy” (step 3) and save the file to your computer.



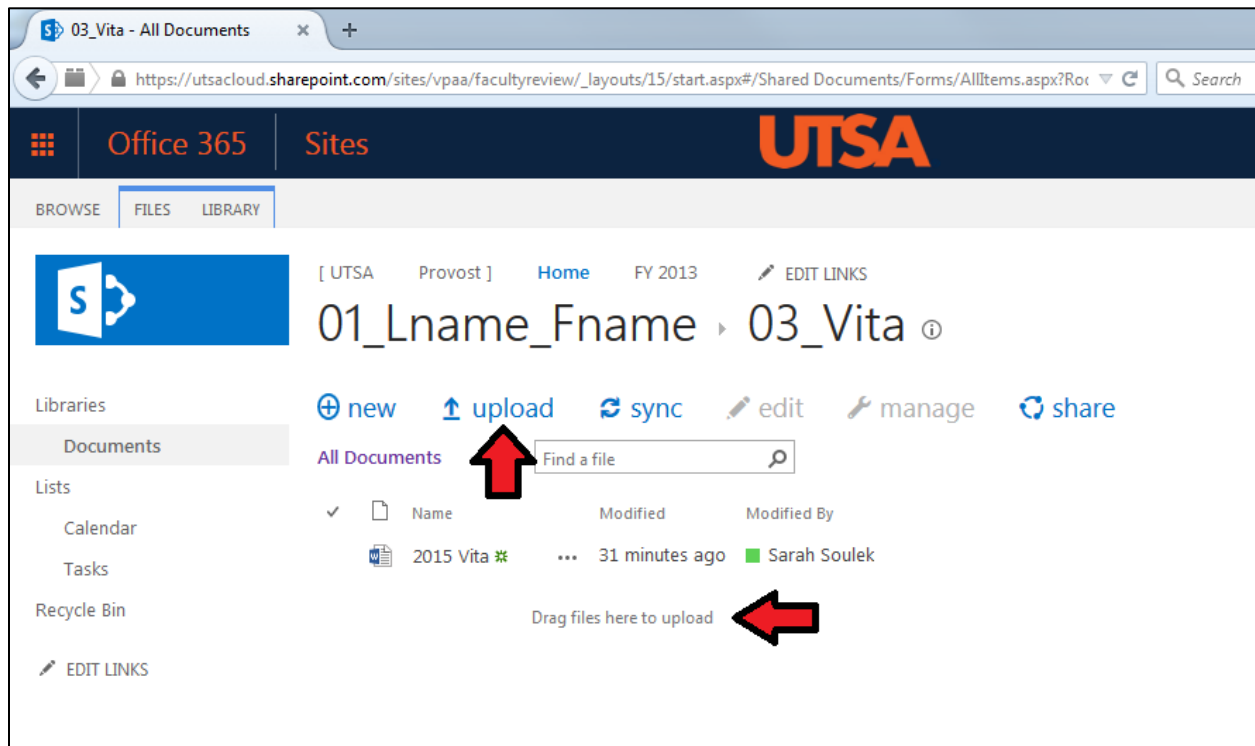
- To move “up” a folder level (go back), click the section of the folder path that you want to go to.



Upload Files

There are two ways to upload files.

1. **“Drag and drop”** a file from your computer to the desired SharePoint folder or subfolder.
OR
2. Navigate to the folder where the file will reside and click the **“upload”** button. Browse for the correct file and click OK. *Note: If the Upload button is grey, you do not have permission to upload to this folder location.*



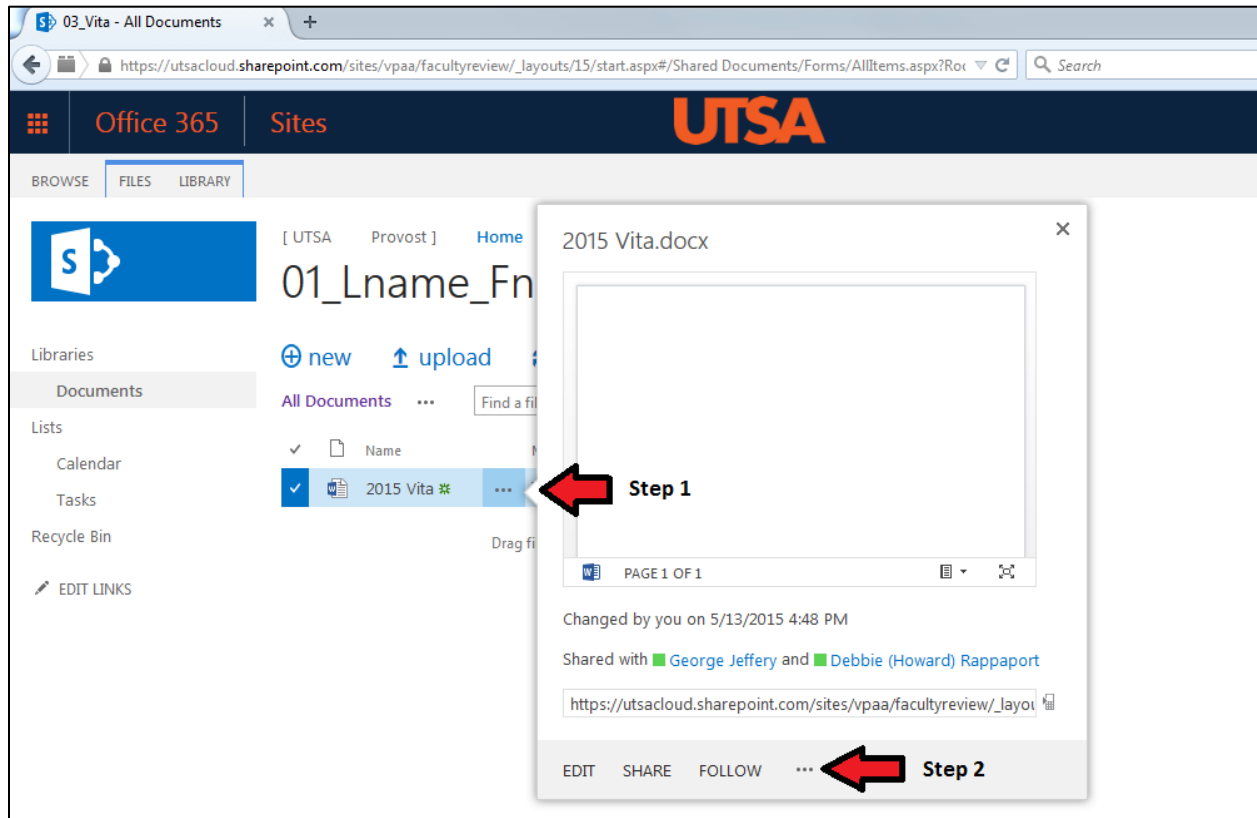
To upload multiple files at the same time, you must use option 1 “drag and drop”. While holding the ctrl button on your keyboard, click on each file you want to upload. This will highlight multiple files. Drag the selection of files into the desired SharePoint folder. *Note: folders cannot be uploaded into SharePoint. To recreate a folder in SharePoint, you must first create the folder, then upload/drag the files into it.*

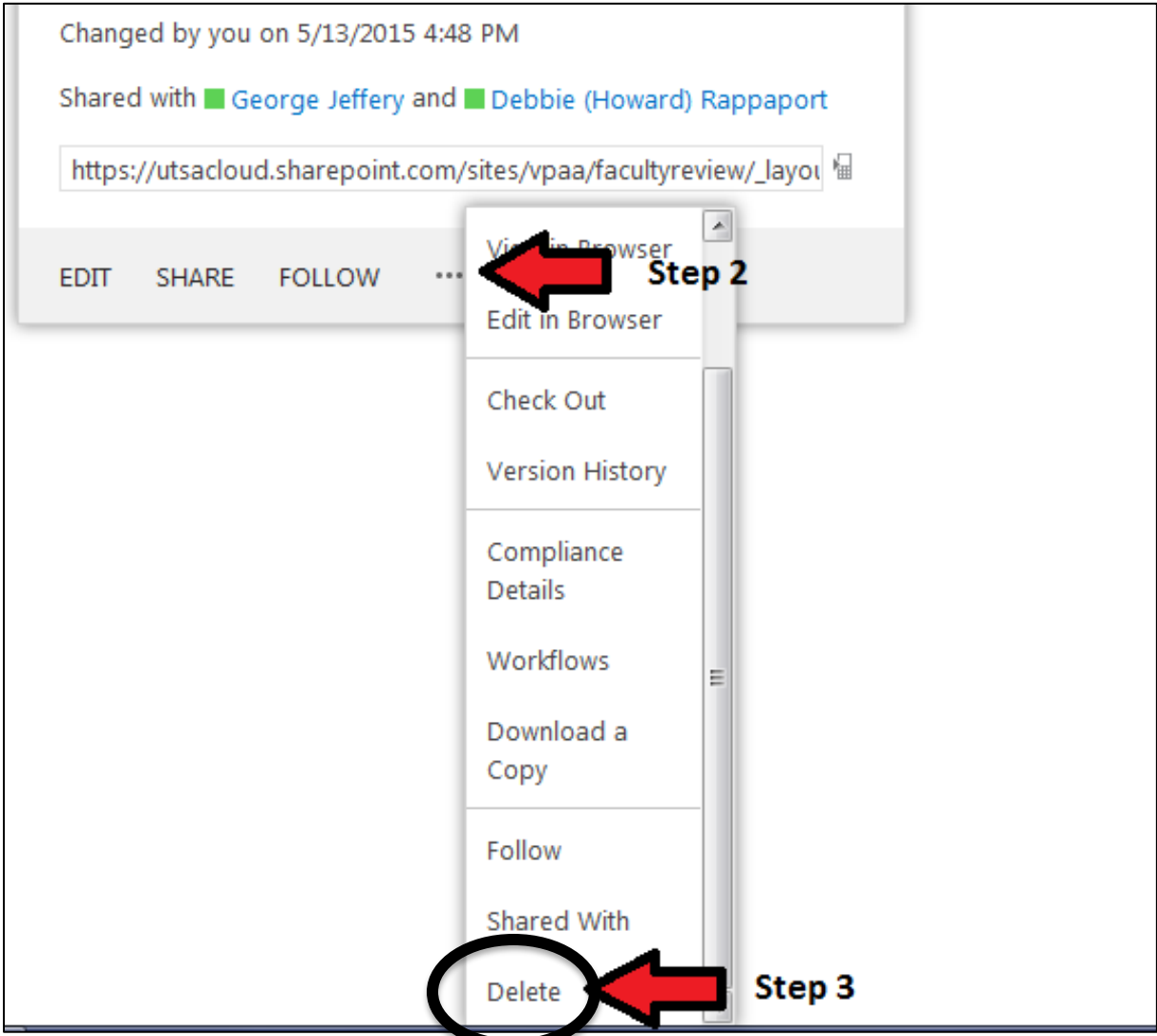
If you intend to overwrite any existing files, make sure that the new file has the exact same name as the current file. When the new file is uploaded to SharePoint, it will automatically replace the previous version.

Delete a File

Warning: Do not modify, rename or delete the existing folder structure. This section describes how to delete a file you have uploaded or a folder you have created.

1. To select the file for deletion, **click on the 3 dots** next to the file name (step 1).
2. Click on the second set of **3 dots** (step 2).
3. Scroll down and click **“Delete”** (step 3).

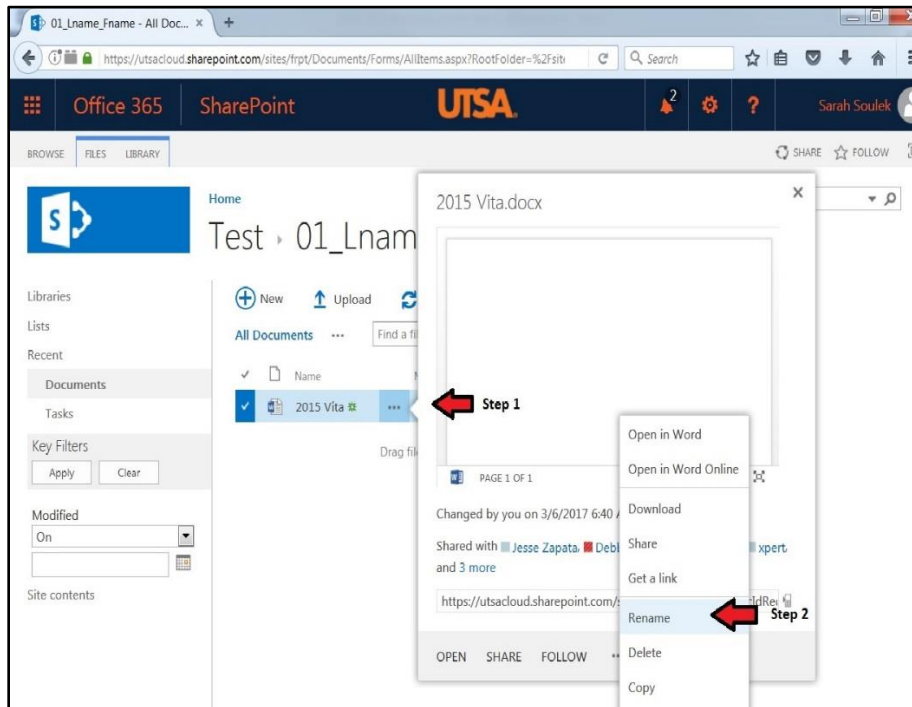




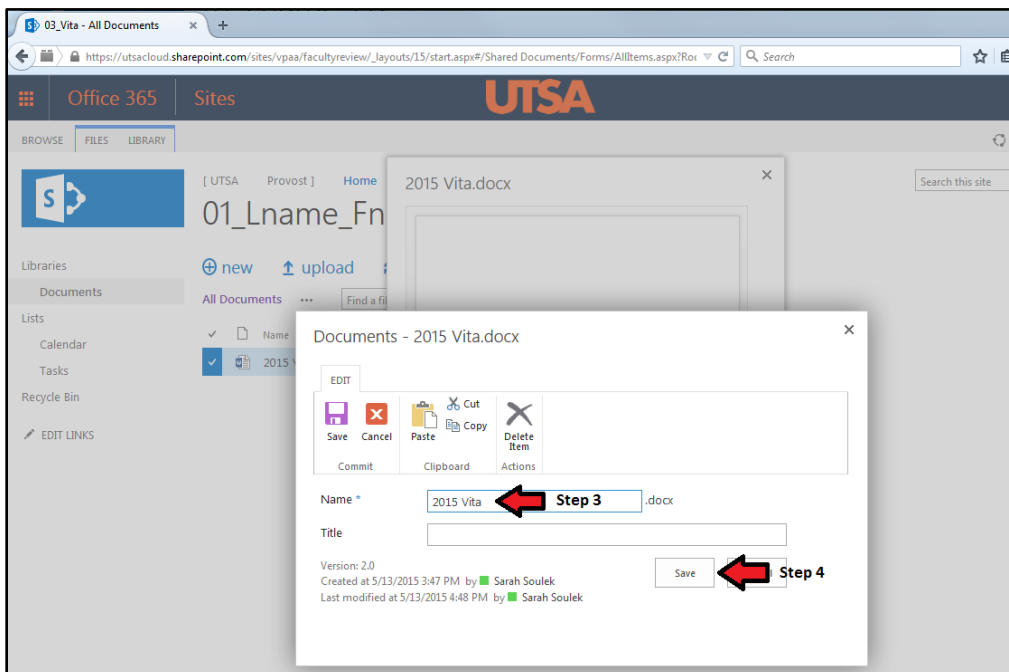
Rename a File

Warning: Do not modify, rename or delete the existing folder structure. This section describes how to rename a file you have uploaded or a folder you have created.

1. To rename a file/folder, **click on the 3 dots** next to the file/folder name (step 1).
2. Click on the second set of **3 dots** (step 2) and select **“Rename”**.



3. When the Rename window appears, **enter the new name** in the box (step 3).
4. Click **Save** (step 4).



II. Help / Support for SharePoint

- SharePoint Online Resources:
http://provost.utsa.edu/home/Evaluation/Help_Support/index.asp
- OIT Support Services (Help Desk)
 - oitconnect@utsa.edu
 - (210) 458-5555