



Better Service With Some Simple Solutions Using Office365

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Disclaimers

- ▶ Your results may vary.
- ▶ Some solutions are easy, some require a little effort.
- ▶ We are a single-site private school.
- ▶ Our systems are cloud-based.
- ▶ We have been a 1-1 school for 10 years.
- ▶ Some solutions were created with the previous version of SharePoint in O365 and also may have used SharePoint Designer and InfoPath.
- ▶ Permissions and workarounds
- ▶ Everything doesn't work perfectly all the time.

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Senior Project sites – wish list

- ▶ wanted template-based sites for students' ease of use
- ▶ Sites easy to find for the teacher
- ▶ Able to have docs, multimedia, etc



Senior Project sites – history

- ▶ Started with Microsoft small business sites back in the LiveEDU days
- ▶ Investigated a number of the free sites – no school-created template option
- ▶ Google sites met most of our needs but had some issues
- ▶ this year offered alt site that did not have a school-created template, some students returned to SharePoint

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Senior Project sites – how we do it

- Created a SharePoint site with pages required by Senior Project Coordinator
- Meet each year to update template as needed
- Created a main site where students create individual sites and adjust permissions for their own site
- Students customize site and use it to display progress of their senior project
- Senior project coordinator uses a separate SharePoint site to organize/coordinate the senior project items (project lists, student photos, other info)

Site Contents

Lists, Libraries, and other Apps



add an app



Site Pages

2 items

Modified 11 days ago

Subsites

[+](#) new subsite

Site Contents ▸ New SharePoint Site

Title and Description

Title:

Description:

Web Site Address

URL name:

https://jcpatriot.sharepoint.com/sites/snrprojsites/

Template Selection

Select a language:

English

Select a template:

Collaboration Enterprise Duet Enterprise **Custom**

senior project temp
2016snrprojtemplate02

Permissions

You can give permission to access your new site to the same users who have access to this parent site, or you can give

User Permissions:

- Use same permissions as parent site
- Use unique permissions



International students and host families

– in the past

- ▶ Potential host families email family descriptions, photos, etc. to the international student coordinator (ISC)
- ▶ ISC would compile and send host families' info to international students for students to select host family
- ▶ Cumbersome to organize and difficult to manage which host families were available as students selected families



International students and host families

– how we do it now

- ▶ Potential host families complete a SharePoint form that includes a space to upload photos
- ▶ International student coordinator makes potential host family info available to students after host family info is verified
- ▶ International students can browse family info and photos in one list without having to manage attachments etc.
- ▶ Potential host families see only their own record
- ▶ Students have read-only access
- ▶ Usernames and passwords issued by the student coordinator
- ▶ Data is more consistent using menus and lists



THE JOHN CARROLL SCHOOL

Host First Name	<input type="text"/>	*
Host Last Name	<input type="text"/>	*
Host Date of Birth	<input type="text"/>	*
Host Cell Phone Number	<input type="text"/>	*
Host Email Address	<input type="text"/>	*
Host Skype ID	<input type="text"/>	
Host Occupation	<input type="text"/>	*
Host Educational Background	<input type="text"/>	*
Host Street Address	<input type="text"/>	*
Host City	<input type="text"/>	*
Host State	<input type="text"/>	*
Host Zip	<input type="text"/>	*
Host Home Phone Number	<input type="text"/>	*
Host Family Type	Select	
Home Type	Select	
Number bedrooms	<input type="text"/>	*
Number of bathrooms	<input type="text"/>	*

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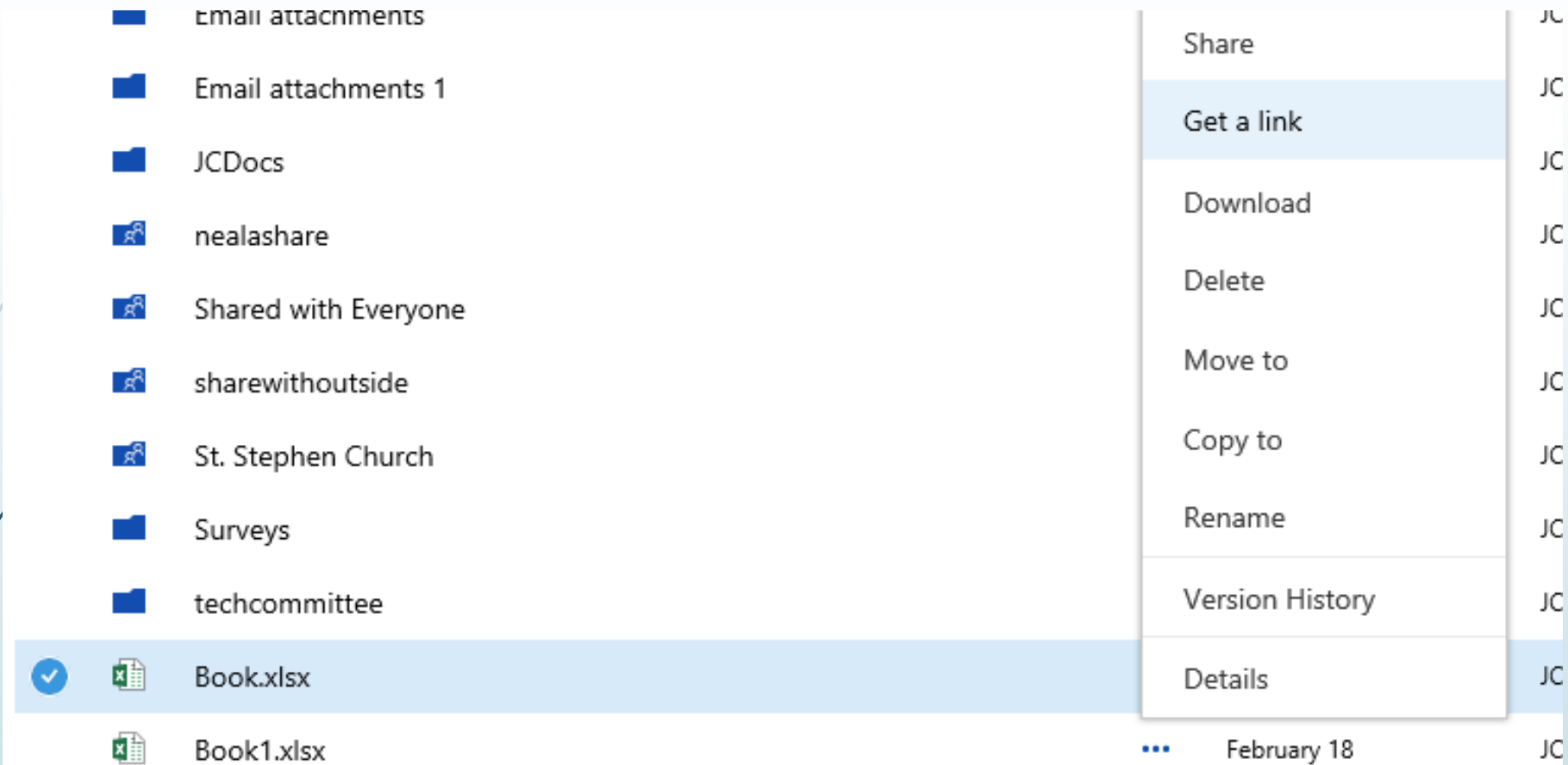
Board minutes – in the past

- ▶ Board minutes were sent as attachments – usually PDF or Word doc
- ▶ Some board members reported attachments were blocked or message was not received
- ▶ Problem was usually board member's mail server limited attachment size
- ▶ In some cases, multiple messages were sent requiring attachments to be divided creating extra work

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Board minutes – how we do it now

- ▶ President's assistant creates a folder in OneDrive
- ▶ Uploads the minutes file to the folder
- ▶ Creates a link to the file and sends only the link to board members
- ▶ Link can provide edit or view only permissions and may or may not require a login



The image shows a SharePoint file list interface. On the left, a list of folders and files is displayed. A context menu is open over the file 'Book.xlsx', showing various actions. The file 'Book1.xlsx' is visible below 'Book.xlsx'.

Item	Actions	Owner
email attachments		JC
Email attachments 1		JC
JCDocs		JC
nealashare		JC
Shared with Everyone		JC
sharewithoutside		JC
St. Stephen Church		JC
Surveys		JC
techcommittee		JC
✓ Book.xlsx	Share, Get a link, Download, Delete, Move to, Copy to, Rename, Version History, Details	JC
Book1.xlsx	...	February 18, JC

Share 'Book'

🔒 Only shared with you

Invite people

Get a link

Shared with

Edit link - The John Carroll School account required

https://jcpatriot-my.sharepoint.com/personal/grussell_jo...

REMOVE

Close

🔒 Only you

🔒 Only you

🔒 Only you

Restricted link - Only specific people can open this link (created)

View link - The John Carroll School account required (created)

Edit link - The John Carroll School account required (created)

View link - no sign-in required

Edit link - no sign-in required

🔒 Only you

🔒 Only you

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Tech staff notebook – in the past

- ▶ File cabinet or shelves with folders or binders
- ▶ One place – often not where you need it
- ▶ Word or Excel is better option



Tech staff notebook – how we do it

- ▶ OneNote (I've loved it since 2003)
- ▶ It's the TrapperKeeper you wish you had in high school with the benefits of being digital
- ▶ We created a OneNote notebook that is stored on our tech staff SharePoint site
- ▶ Sections for servers, software, printers, etc
- ▶ Available on virtually any device, (highly recommend the phone app)
- ▶ Also have a document library on the tech staff SharePoint site for use as needed



Employee Access to handbook and other forms – in the past

- ▶ Started converting paper forms to PDF, Word docs, etc. several years ago
- ▶ Stored on an onsite file server accessible by employees
- ▶ New employees could not access employee handbook unless they were onsite with school login
- ▶ Faculty could not access field trip and other forms when offsite



Employee Access to handbook and other forms – how we do it now

- ▶ Created a SharePoint site document library
- ▶ New employees can access handbook and other forms as soon as hiring process is complete and email address is issued – no need to be onsite
- ▶ Field trip and other forms available to employees from virtually any device
- ▶ Permissions can be tailored to allow access, read-only etc.



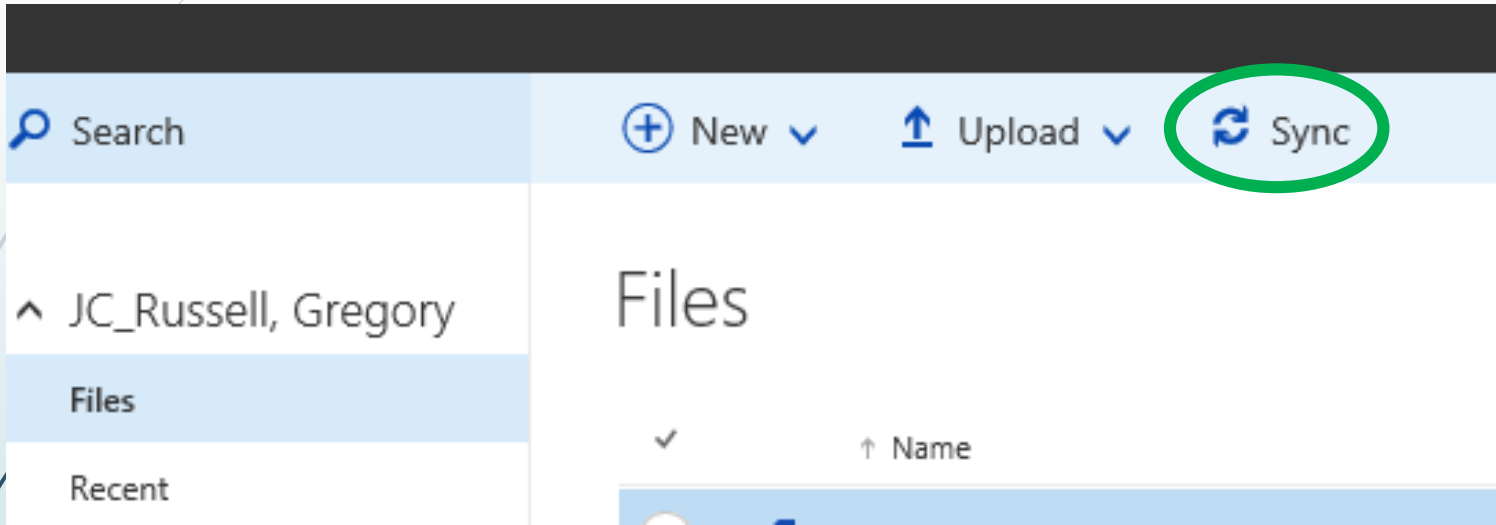
Employee and Student backups – in the past

- ▶ Individual network folders were configured for every employee
- ▶ Individual network folders were configured for every student a few years prior to starting our 1-1 program (approx. 2003) and students were issued individual logins
- ▶ 1-1 orientation included strong emphasis on backups
- ▶ Most students do not use network folders (though some started after the computer failed the first time)



Employee and Student backups – how we do it now

- ▶ Individual network folders are configured for new employees if they want one
- ▶ Individual network folders are still configured for every student. They are mainly used to transfer files between lab computers and student's laptop.
- ▶ 1-1 orientation includes strong emphasis on backups
- ▶ Instruct student how to sync OneDrive to student's computer
- ▶ Show students how they can access OneDrive from smart phone or home computers
- ▶ Requires OneDrive for Business app. There are versions for PC, Mac, iPhone.



A screenshot of a file management application interface. The top navigation bar is light blue and contains a search icon and the text "Search" on the left, and three action buttons: "New" with a plus icon, "Upload" with an upward arrow icon, and "Sync" with a circular refresh icon. The "Sync" button is circled in green. Below the navigation bar, the left sidebar shows a user profile "JC_Russell, Gregory" with an expand/collapse arrow, and two menu items: "Files" (highlighted) and "Recent". The main content area is titled "Files" and shows a table header with a checkmark icon and the text "↑ Name".



Service Hours – in the past

- ▶ Students picked up a form in the Outreach office
- ▶ Completed form by hand, had service supervisor sign, and returned form. Hopefully it was legible
- ▶ Service coordinator entered data into Excel (early days of 2000s) or Access
- ▶ Service hour totals for student were posted on report card



Service Hours – how we do it now

- ▶ Students partially completed a SharePoint form with name, location, dates of service
- ▶ SharePoint emailed form to student to print to get supervisor signature
- ▶ Student returned to SharePoint form to enter hours of service and complete reflection questions
- ▶ Students see only their own entries

- ▶ *We've recently stopped using this.*

Type of Service:

Service Start Date: 

Organization Name:

Service Phone:

BEFORE PERFORMING SERVICE PRINT THE CONFIRMATION PAGE EMAILED TO YOU.
Take it with you to the place of service and ask supervisor to complete the information in Form 1 below.
Read and follow directions in Form 2 below.
DO NOT SUBMIT DUPLICATE ONLINE FORMS!!!

THE FOLLOWING SECTION MUST BE COMPLETED BY SITE SUPERVISOR AFTER STUDENT GIVES SERVICE (Form 1)

Description of Service:

Date(s) of service _____

Number of Hours:

Supervisor's name (print)

Supervisor's signature

Date

Supervisor's Comments:

FORM 2 MUST BE COMPLETED BY STUDENT AFTER GIVING SERVICE:

REFLECT

Please answer the following two questions in complete sentences

1 What did you do for service?

2 What most inspired you about your experience?

Please answer two of the following questions in complete sentences.



Future Plans

- ▶ Promote the Class Notebook
- ▶ Sync O365 Azure to local server
- ▶ Intune
- ▶ Security and Compliance

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Thank you

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