

POSTING TO THE FOLDERS:

Visit the Webpage at <http://www.arch.ttu.edu/courses/2009/fall/5502>

You should have Share Point Designer installed on your computer. If you got it from the ttu downloads, it is a zip file that you either saved to your temporary folder or you may have selected another place. Find this and unzip it by double clicking it. It will then install to your hard drive. From here you should see an icon in the Microsoft Office suite located in your program files.

Go to open it up. Click Start/Programs/Microsoft Office/SharePointDesigner

It will then open software with only view panels. You have to now go to your correct page. It will be different for each of you only by your last name. Ex.

<http://www.arch.ttu.edu/courses/2009/spring/5202/students/Bejarano/>

← you put your last name here

So the way you do this is : you go to the File menu and click on "open site". Make sure you do not just click on open. When you "open site" it will give you a space to type in the address. You put in the address above with the exception of placing your last name where 'Bejarano' is.

Click Open. This will then open the page.

From here you will see a folder on the left and a series of folders in the middle view box. You are going to work from the folders on the left and use the middle area to type in what you want to edit on your webpage (student folder). So, in order to do this, you first have to see this view. Look at the tabs in that middle view and you will see WebSite and Default.asp. Click on 'default.asp'. This will open the page view for you so you can edit. This is where you will put the titles of your assignments.

You now have to load your work into the folders on the left. You can make new folders by clicking on the folder icon (I'm referring to the left top panel in the share point view). You then open your folder where the work exists on your hard drive, drag it and drop it into the folder on the left. Go to the middle panel and type in your assignment title. Then, you need to link the work. You can use Ctrl K or put your mouse on the title of the assignment, right click and go down to 'hyperlink properties' when you click this, your web folders will appear. Find the document you want to link it to, click on that, then you will need to select OK.

NOW MOST IMPORTANT - SAVE. You must then save the work so that link attaches. Then refresh your page and you should now see your revisions in your folder. Click to make sure the link is correct – in which case, your work should open, or depending on the type of file, you should get an option to save it to open it.

Remember if you are ever asked for your credentials, your user name should be entered like this:

ttu\username

On the left-hand side of the screen will be the folder list. You can drop files from your computer into this side and the files will be uploaded to the web server (You can also accomplish this by using Import from the File menu).

UPLOADING WORK TO THE SHARED FOLDER:

This is the same, but you start with the shared folder address.

Also: To view folder list, use the View tab or click Alt-F1 on the keyboard.