SharePoint Overview

**What is SharePoint?**
- A dynamic, database powered collaboration system that can: (a) enable the distribution of **public** information on the Internet, and/or (b) enable **private** spaces for workgroup collaboration (i.e. secure sharing of documents and other information).

**What can I do with SharePoint?**
- Among SharePoint’s strengths is its ability to create libraries and lists.
  - You can create document libraries for different categories of documents (e.g. course materials, syllabi, research materials, vitae, data collection forms, etc.) You can create lists of links and tasks.
- You can create: Blogs, Wikis, Discussion Boards, Surveys, Online Forms, Project Gant Charts, Picture Libraries, Task Lists, Calendars, etc.
- You can access these resources wherever you have Internet access
- Examples:
  - [https://collaborate.education.purdue.edu/edit](https://collaborate.education.purdue.edu/edit)
  - [https://sp.itap.purdue.edu/itcommunity/apptest](https://sp.itap.purdue.edu/itcommunity/apptest)
  - [https://spa.itap.purdue.edu/edci/vanfoss](https://spa.itap.purdue.edu/edci/vanfoss)

**Why would I want a SharePoint site if I already have a web site?**
- No more HTML editing/coding.
- Web-based access to your site from anywhere: add/edit content via a web browser.
- Add documents and links with a click of a button. Add multiple documents at once. Links to documents are created automatically.
- Database driven system for dynamic creation of content (Wikis, Blogs, Surveys, Calendars, Task Lists, etc.).
- Self-serve access control: you control who can access any part of your site.
- Both ITaP and Education IT support and assistance available
- Can faculty members have both a SharePoint site and web space on the COE web server?
  - Yes.
  - However, for those faculty members who are not comfortable with HTML coding + HTML editing tools + web design: SharePoint will likely be an easier solution for maintaining a personal web presence.

- Would we want to replace the COE home page with SharePoint?
  - No. We will continue to follow Purdue Marketing and Media’s lead using the Purdue Content Management System (CMS). A new CMS has just been chosen by a Purdue-wide CMS search committee. The CMS that was chosen is: Hannon Hill Cascade Server.

- Would SharePoint become the default home for official departmental “web documents” such as documents sent to mailing lists?
  - Yes.

- What is the difference between SharePoint and the Purdue Content Management System (CMS)?
  - There are many similarities. However...
  - Document Types
    - Content Management Systems are generally designed to deploy large corporate web sites using standard web document types such as HTML, XML, etc.
    - We are using SharePoint to manage lists of office productivity documents and special SharePoint modules including: Blogs, Wikis, Photo Albums, Calendars, Tasks, etc. SharePoint is great for workgroup interaction.
  - Templates
    - In a Content Management System, web sites are centrally designed and created from scratch (typically done by a professional web designer such as Purdue Media & Marketing).
    - SharePoint has generic pre-fab templates and modules that are self-serve (including self-serve access controls).