

Georgia Southern University

SharePoint Server Student Ratings of Instruction

Operating Procedures

- I. Purpose:** To upload .CSV files directly onto the server thus eliminating the need for turning in floppies and disks to the Office of the Provost.
- II. Access To Server:** Persons responsible for generating Student Ratings of Instruction each semester have been granted access to the server through the Office of the Provost. You will use your Novell login and password to access SharePoint.
- III. Restrictions:** You will only have access to your college site. Once you have uploaded the .CSV files, you will **not** be able to revise or delete these files. If a revision is needed, please contact the Office of the Provost and ask for the Graduate Assistant to assist you.

IV. Important Reminder Before Uploading .CSV Files:

Departments should check each .CSV file to ensure that the CRN is in the first cell of each row for each .CSV file before uploading them to SharePoint. **If the CRN is incorrect or blank, please correct in order to minimize incomplete evaluations before uploading the .CSV file to the server.**

V. SharePoint Server Operating Procedures:

1. Access SharePoint Server through your Internet Explorer browser (must use Internet Explorer): <https://sharepoint.georgiasouthern.edu/VPAA/evaluations/default.aspx>
2. Enter username (your Novell login) and password (your Novell password)
3. On the left hand side of the screen under “Sites” click on the appropriate semester/year (ex: “Fall 2008 SRI’s”). Next, click on your college site (ex: “COBA F-08 SRIs”).
4. Once you have opened your college site, please read the announcements and the calendar.
5. On the left hand side of the screen under “Documents,” click on “Shared Documents” to access your department folder.
6. Click on the department folder to which you want to upload the .CSV files.
7. Click on the arrow to the right of “Upload” and choose whether you want to “Upload Document” (single file) or “Upload Multiple Documents.”

8. If you chose "Upload Document," uncheck "Overwrite existing files." Then click the "Browse" button to locate your document. Once you have located your document, double click on the .CSV file and the name will appear next to the "Browse" button under "Name" on the SharePoint server. Once you are sure this is the document you want to upload, click "Ok" and the document will upload to the server.

****You cannot delete or edit files once they are uploaded.**

9. If you chose "Upload Multiple Documents," uncheck "Overwrite existing files." Then locate your .CSV files and check the boxes to the left of the file names of all the .CSV files you want to upload. Once you are sure you would like to upload these files, click on "Ok" at the bottom of the screen and then "Yes" when Internet Explorer asks you if you want to continue and those files will upload to the server.

****You cannot delete or edit files once they are uploaded.**

10. Once you have completed uploading the .CSV files to the SharePoint Server, **double check to make sure everything has uploaded.** When you are complete, go to the top of the "Student Ratings of Instruction" screen and click on "Welcome (your name)" and click "Sign Out."

11. You will be able to access the server as many times as you need to upload your .CSV files. You will also have access to these files to download to your computer once they have been uploaded to SharePoint. To do so, click on the file name and it will prompt you to open, save, or cancel.

- You can also click on the yellow bar titled "All Documents" and change it to "Explorer View." Explorer View allows you to highlight all the file icons at once so you can copy them to a different location all at once. Please note: These files will not delete from the SharePoint site.

VI. IMPORANT REMINDERS:

1. You **are still required to submit** the Summary Reports to the Office of the Provost. You are not required to turn in floppies or disks. Please keep back-up records for your department.

2. **Due date** for uploading .CSV files to the server and turning in Summary Reports to the Office of the Provost is two weeks after the beginning of the following semester.

3. Please **keep a back up copy** of the .CSV files and .XLS files on a disk for your department.

VII. Final Thoughts:

The graduate assistant in the Office of the Provost is available at anytime for questions, concerns, or problems (ext. 81407). Please do not hesitate to contact that office at any point throughout the student evaluation process.

Last Updated April 2009 by Katie Burkett