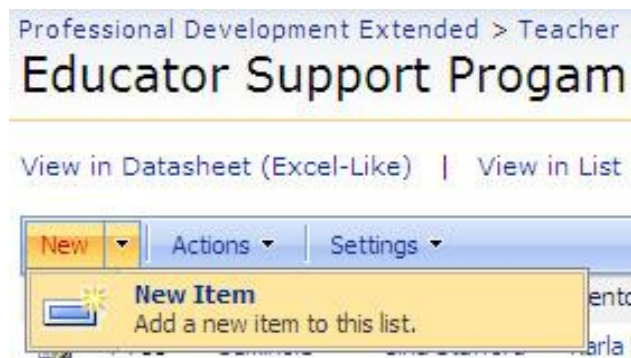


SharePoint Instructions for ESP Contacts

Instructions for Entering ESP Data on SharePoint

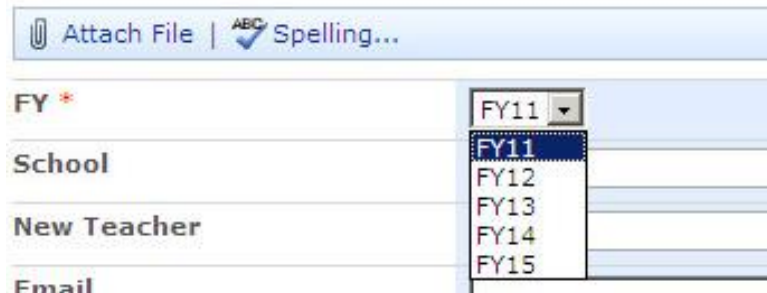
1. Navigate to the Educator Support Program Page on SharePoint [you must be logged into a computer on the District network to access SharePoint (i.e. you cannot access SharePoint from home)]:
<http://sdpbk.palmbeach.k12.fl.us/sites/dept/9264/PDEExtended/TeacherSupport/ESP/Lists/Educator%20Support%20Progam/ESP%20Coordinator%20View1.aspx>
2. If you are already logged into a district computer in most instances you will not be prompted to enter a username or password, but if you are asked, use your district user name and password (what you use to log into your computer and/or access your e-mail) to log into SharePoint. Please be sure you only access SharePoint from a computer you are logged into. You have been given specific access to the ESP Contact area. If you try to access this page on a computer where someone else is logged in, the link may not work.
3. When you access the page you will see a blue toolbar with the following tabs: New, Actions, Settings. Click on “New” and choose “Add a new item to the list” (see sample 1).

Sample 1: Add New Item



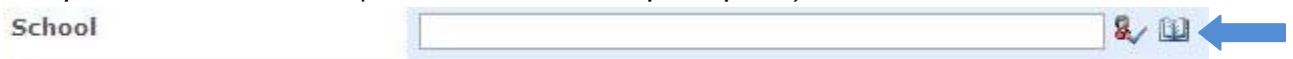
- You will now see a blank record. To begin, choose the academic year from the pull down menu (see sample 2).

Sample 2: Select Academic Year

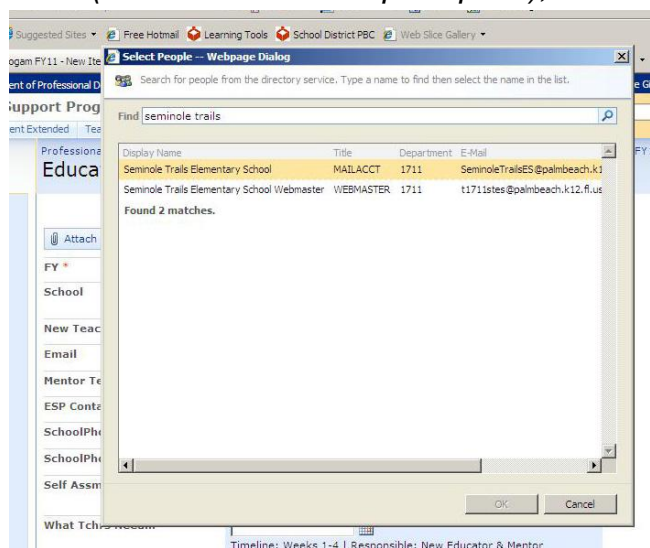


- Write the name of your school under the heading: “School” or find the name by clicking on the book to the right of the “School” field (see sample 3 and 4). [Please be advised that school names are displayed in the same format as they would appear on Outlook. If you type in a name please click on the check mark to the left of the “Schools” field to ensure that the name is correctly formatted. If you enter a school name manually and it states “no match found” if you click on the name of the school you typed in you will be provided with a list of school names to choose from (see sample 5).]

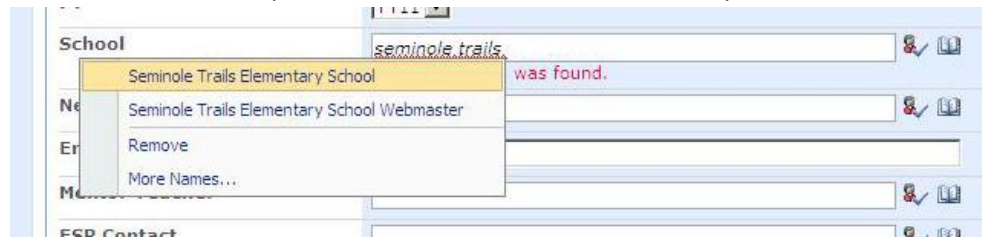
Sample 3: Select School (from the Select People Option)



Sample 4: Select School (from the Select People Option), continued



Sample 5: Select School (incorrect format of school name)



5. Write in the new teacher's name under the heading: "New Teacher" or find the name by clicking on the book to the right of the "New Teacher" field (see sample 6). [Please be advised that names are displayed in the same format as they would appear on Outlook. If you type in a name please click on the check mark to the left of the "New Teacher" field (see sample 7) to ensure that the name is correctly formatted.]

Sample 6: Select New Teacher (from the Select People Option)



Sample 7: Check New Teacher's Name (with Check Names Option)



6. Identify the Mentor Teacher in the "Mentor Teacher" field. [Please be advised that names are displayed in the same format as they would appear on Outlook. If you type in a name please click on the check mark to the left of the "Mentor Teacher" field to ensure that the name is correctly formatted or utilize the Select People Option outlined in Step 5.]
7. List the ESP Contact in the "ESP Contact" field. [Please be advised that names are displayed in the same format as they would appear on Outlook. If you type in a name please click on the check mark to the left of the "ESP Contact" field to

ensure that the name is correctly formatted or utilize the Select People Option outlined in Step 5.]

8. Enter school phone numbers in the "SchoolPhone1" and "SchoolPhone2" fields. Entering a second school phone number is optional. You may display the school phone as a PX or type out the entire phone number in the following format: (561) xxx-xxxx.
9. Please document the completion of all ESP activities in the remaining field as they are completed. Please do not wait until the end of the year to input all of the information. You may enter the days in a mm/dd/yyyy format or use the calendar beside the field (see sample 8) to select the completion date.

Sample 8: Entering Completion Dates

Self Assmt.	8/11/2010	Timeline: Pre-School Responsible: New Educator
What Tchrs Need...		Timeline: August, 2010 Responsible: New Educator & Mentor
Initial Observation		Timeline: 1 2 3 4 5 6 7 Responsible: Administrator
IPDP Developed		Timeline: 8 9 10 11 12 13 14 Responsible: Supp. Team (Admin, Mentor, Educator)
First IPDP Update	22	Timeline: 15 16 17 18 19 20 21 Responsible: Supp. Team (Admin, Mentor, Educator)
IPDP Sign Off		Timeline: 22 23 24 25 26 27 28 Responsible: Supp. Team

10. When you have completed inputting information for a given teacher please be sure to save your changes by clicking the okay button either above or below the record (see samples 9 and 10).

Sample 9: Saving (Above Record)

OK Cancel

Attach File | Delete Item | Spelling... * indicates a required field

FY * FY11

School Seminole Trails Elementary School

Sample 10: Saving (Below Record)

Documents Submitted

Timeline: By 5/6/11 | Responsible: ESP Contact and Principal

Created at 6/17/2010 10:16 AM by Victor Santiago
Last modified at 6/22/2010 7:55 AM by Gina Stafford

OK Cancel

Instructions for Finding ESP Data in SharePoint

1. Every time you enter SharePoint utilizing the link below (you may need to enter you district user name or password to log in), you will see a list of all of the records you previously entered. If a record that you entered is not listed then it needs to be re-entered because it was not saved.

<http://sdpbc.palmbeach.k12.fl.us/sites/dept/9264/PDExtended/TeacherSupport/ESP/Lists/Educator%20Support%20Progam/ESP%20Coordinator%20View1.aspx>

Instructions for Editing ESP Data in SharePoint

1. Access SharePoint by utilizing the following link:
<http://sdpbc.palmbeach.k12.fl.us/sites/dept/9264/PDExtended/TeacherSupport/ESP/Lists/Educator%20Support%20Progam/ESP%20Coordinator%20View1.aspx>
2. Enter your district user name or password if prompted.
3. When logged in you will see a list of all of the records you previously entered. If a record that you entered is not listed then it needs to be re-entered because it was not saved.
4. To edit one of your records click on the “Edit” icon that appears at the beginning (on the left-hand side) of the record you would like to edit (see sample 11).

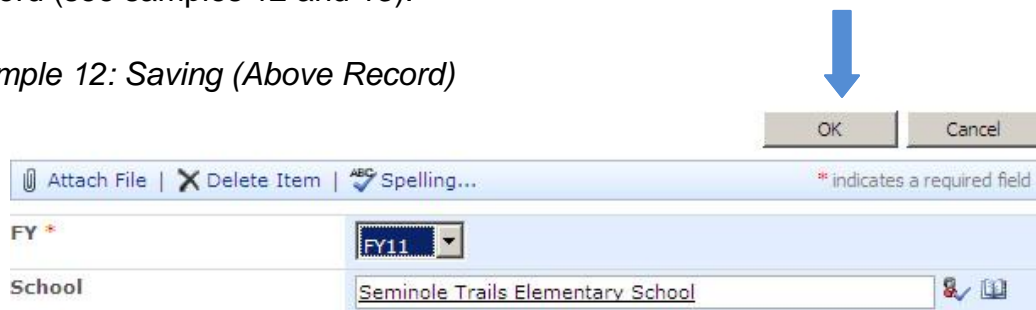
Sample 11: Edit a Record



5. When the record is open you may add/modify information as needed. See the *“Instructions for Entering ESP Data on SharePoint”* for additional information pertaining to entering information.

11. When you have completed inputting information for a given teacher please be sure to save your changes by clicking the okay button either above or below the record (see samples 12 and 13).

Sample 12: Saving (Above Record)



Sample 13: Saving (Below Record)

