

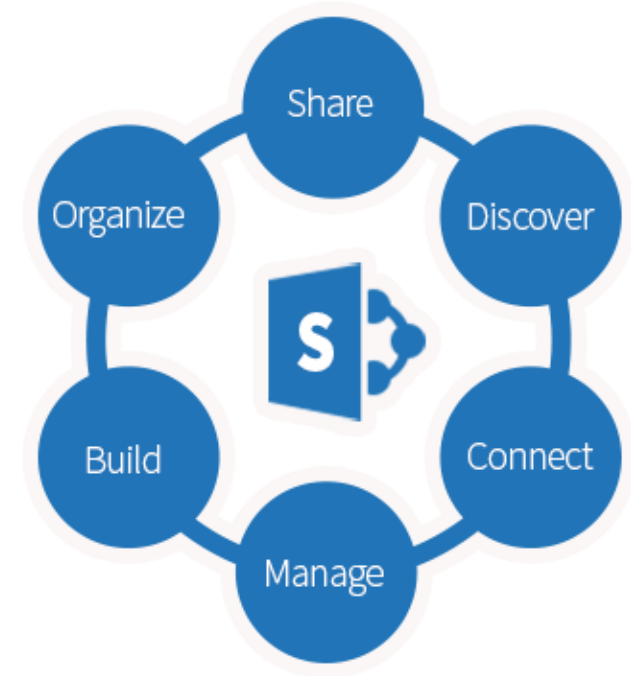


APS Committee Collaborative Sites

A quick guide

Collaborative Sites

- SharePoint collaborative websites are designed for your committee to:
 - Post minutes/reports
 - Announce activities
 - Share documents
 - Retrieve current committee roster
 - Access for current committee members only



How to access your site



- Only leaders and members of the respective groups have access to the collaboration site content.
- You must be logged in to view the contents of this site: www.apsnet.org/members/leadership/apsleadership/Pages/APS-Collaboration-Sites.aspx

SharePoint Tutorial

- **Announcements:** At the top of the site is a quick announcement feature for key items you want to make the group aware of.
- Click on [+ new announcement](#) to post your message and select an end date if applicable.

Careers 101 Collaboration Site EDIT LINKS

Careers 101 Collaboration Site

Home

Documents

Activities

Calendar

Symposia Planning

Tasks

Team Discussion

Site Contents

EDIT LINKS

Announcements

[+ new announcement](#) or [edit this list](#)

✓	Title	Modified
	Welcome to the Careers 101 Collaboration Website!	February 6, 2018

Links

[+ new link](#) or [edit this list](#)

✓	Edit	URL	Notes
		Careers 101 Roster	...
		Membership and contacts	...

Documents

[+ New](#) [Upload](#) [Sync](#) [Share](#) [More](#) ▼

Find a file

✓	Name	Modified	Modified By
	Course Reviews	April 10	LISHAALLAN
	Meeting Minutes	April 10	LISHAALLAN
	Modules	April 10	LISHAALLAN
	White Paper	April 10	LISHAALLAN

SharePoint Tutorial

- **Links:** If there are key links your committee needs regular access to either on *APSnet* or elsewhere, this handy links list is readily available.
- Click on [+](#) **new link** to add a link.



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	Welcome to the Careers 101 Collaboration Website!	... February 6, 2018

Links

[+](#) **new link** or [edit](#) this list

✓		Edit	URL	Notes
			Careers 101 Roster	...
			Membership and contacts	...

Documents

[+](#) New [↑](#) Upload [↻](#) Sync [🔄](#) Share [More](#)



Find a file

✓		Name	Modified	Modified By
		Course Reviews	... April 10	<input type="checkbox"/> LISHAALLAN
		Meeting Minutes	... April 10	<input type="checkbox"/> LISHAALLAN
		Modules	... April 10	<input type="checkbox"/> LISHAALLAN
		White Paper	... April 10	<input type="checkbox"/> LISHAALLAN



Careers 101 Collaboration Site

SharePoint Tutorial

- **Document sharing:** Documents can be posted and downloaded by all committee members, folders for committee minutes and archives are available for providing a one-stop location for all of your committee materials.
- Click on  **New** to add a folder or  **Upload** to upload a document.
- Once in a folder, you can also drag files to upload.

The screenshot shows the SharePoint interface for the 'Careers 101 Collaboration Site'. On the left is a navigation menu with options: Home (selected), Documents, Activities, Calendar, Symposia Planning, Tasks, Team Discussion, and Site Contents. Below the menu is an 'EDIT LINKS' button. The main content area is divided into three sections: 'Announcements', 'Links', and 'Documents'. The 'Announcements' section has a '+ new announcement or edit this list' button and a table with one entry: 'Welcome to the Careers 101 Collaboration Website!' dated February 6, 2018. The 'Links' section has a '+ new link or edit this list' button and a table with two entries: 'Careers 101 Roster' and 'Membership and contacts'. The 'Documents' section is circled in orange and contains a '+ New' button, an 'Upload' button, a 'Sync' button, a 'Share' button, and a 'More' dropdown. Below these buttons is a search bar labeled 'Find a file'. At the bottom is a table listing documents and folders: 'Course Reviews', 'Meeting Minutes', 'Modules', and 'White Paper', all modified on April 10 by LISHAALLAN.

✓	Name	Modified	Modified By
	Course Reviews	April 10	LISHAALLAN
	Meeting Minutes	April 10	LISHAALLAN
	Modules	April 10	LISHAALLAN
	White Paper	April 10	LISHAALLAN

SharePoint Tutorial

- **Opening Files:** Right click on the ... and select “Download”. The document will then download and you can save to your computer.
- **NOTE** if you make changes to the document you will need to re-upload the file.

		Mod
EV 101_Feedback	...	Apr
iac_Presentations 101_Feedback	...	Apr
ID_PD_Networking 101_Feedback	...	Apr
strategicConversations 101_Feedback	...	Apr

Drag files here to upload

SharePoint Tutorial

- **Calendar:** A unique committee calendar is available for noting key deadlines and meeting times that are important to your committee.

Careers 101 Collaboration Site EDIT LINKS

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 EDIT LINKS

Announcements

[new announcement](#) or [edit this list](#)

✓	Title	Modified
	Welcome to the Careers 101 Collaboration Website!	... February 6, 2018

Links

[new link](#) or [edit this list](#)

✓	Icon	Edit	URL	Notes
			Careers 101 Roster	...
			Membership and contacts	...

Documents

New Upload Sync Share More

✓	Icon	Name	Modified	Modified By
		Course Reviews	... April 10	<input type="checkbox"/> LISHAALLAN
		Meeting Minutes	... April 10	<input type="checkbox"/> LISHAALLAN
		Modules	... April 10	<input type="checkbox"/> LISHAALLAN
		White Paper	... April 10	<input type="checkbox"/> LISHAALLAN

SharePoint Tutorial

- **Calendar:** A unique committee calendar is available for noting key deadlines and meeting times that are important to your committee.
- **Tasks:** This feature allows you to easily note who will be handling the various tasks of your committee and track progress.
- **Discussions:** Need to brainstorm about a possible symposium topic for next year, want input on a critical issue in your subject area? This feature provides for threaded discussions by your members throughout the year.

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Links

+ new link or [edit this list](#)

✓	File Icon	Edit	URL	Notes
			Careers 101 Roster	...
			Membership and contacts	...

Documents

+ New ↑ Upload ↻ Sync 🔄 Share More ▾

Find a file

✓	File Icon	Name	Modified	Modified By
		Course Reviews	... April 10	<input type="checkbox"/> LISHAALLAN
		Meeting Minutes	... April 10	<input type="checkbox"/> LISHAALLAN
		Modules	... April 10	<input type="checkbox"/> LISHAALLAN
		White Paper	... April 10	<input type="checkbox"/> LISHAALLAN



Questions?

- Committee listings and quick links to access collaborative sites located at:
www.apsnet.org/members/leadership/apsleadership
- General Policy/Subject Matter Committees Staff Liaison:
 - Cindy Scheller at cscheller@scisoc.org or call +1.651.994.3808
- Boards/Offices/Forums Staff Liaison:
 - Linda Schmitt at lschmitt@scisoc.org or call +1.651.994.3828