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

https://www.apsnet.org/members/leadership/apsleadership/Pages/APS-Collaboration-Sites.aspx
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.
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.
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.
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.
**SharePoint Tutorial**

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