

Update Guide for Faculty Member Sites

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# Update Guide for Faculty Member Sites

Version One of the Portal and e-Services Department

Portal and e-services Department

King Saud University

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## Introduction

This brochure will explain how to manage your website using simple steps to lead you to easily create pages that reflect your activities and scientific research and help you to communicate with your students and improve their educational experience.

## Logging in (Login)

First you need to log onto your site by accessing the link <http://faculty.ksu.edu.sa/>\*\*\*\*\* where you can replace the stars with your employee number (note: we will learn later how to change an employee number to your name).

When you visit the site, you will be treated as a regular visitor and in order to edit and manage your pages, you must be signed in by clicking *Sign In* button as shown:



Enter your user ID which is your employee number, preceded by: *ksu\* (see above)

Then enter your password and click on the (OK) button.

# Changing the Password

In order to maintain your privacy, you should change your password. To do so, follow these steps:

**Make sure that the password is not easy to guess; try to use a combination of letters, number and symbols**

1. Go to the King Saud University homepage ([www.ksu.edu.sa](http://www.ksu.edu.sa)) and log in. Logging in here will be identical to the way that you log in to your own site.
2. In the links at the top of the page, select "Faculty" and then click "Change Account Password".



3.

4. You will see the password change form. Fill it out as follows:
  1. User Name: Enter your employee number here
  2. Old Password: Enter your current password
  3. New Password: Enter a new password
  4. Confirm Password: Re-type your new password
5. Then click on the button "Change password" and the changes will immediately be made in the system.

[King Saud University](#) > [Staff](#) > [Pages](#) > StaffChangePassword.aspx

Username:

Old password:

New password:

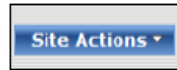
Confirm password:

**Note:** You must **Sign out** to change your password

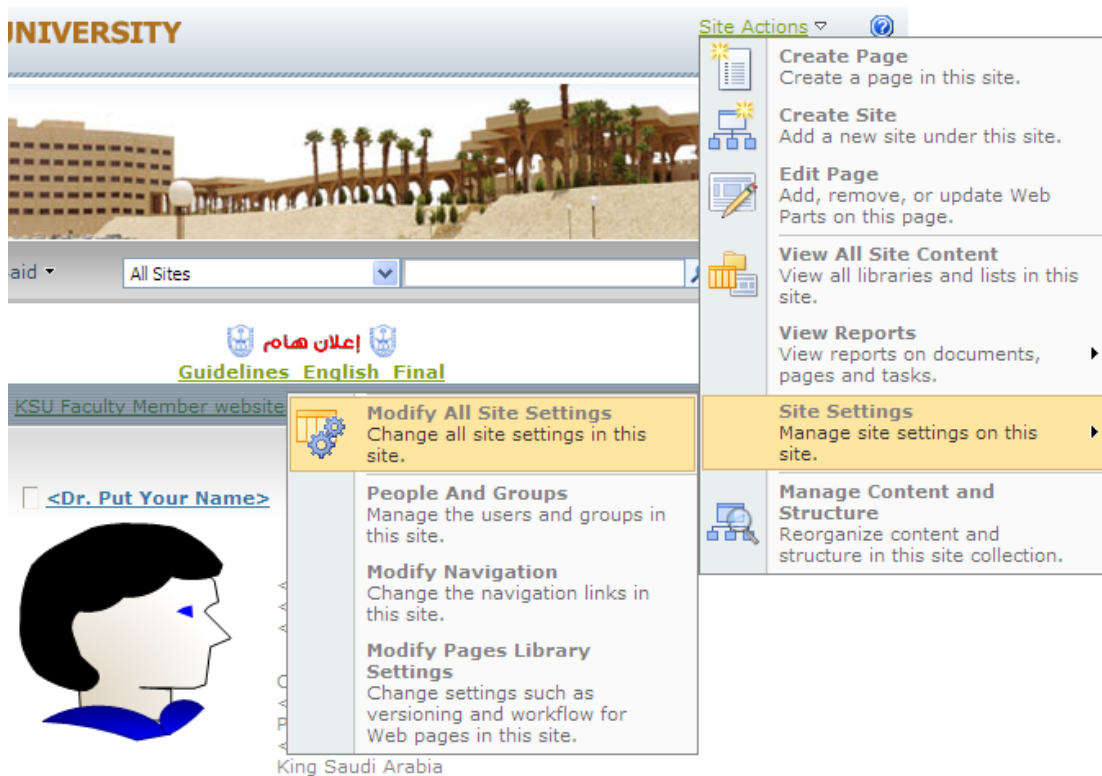
# Changing the URL

We have previously mentioned that the URL of your Web site appears as *http://faculty.ksu.edu.sa/\*\*\*\**; the stars are your employee number, which is unfortunately difficult to remember; it is also somewhat unsuitable for display, so here are the steps for changing your URL:

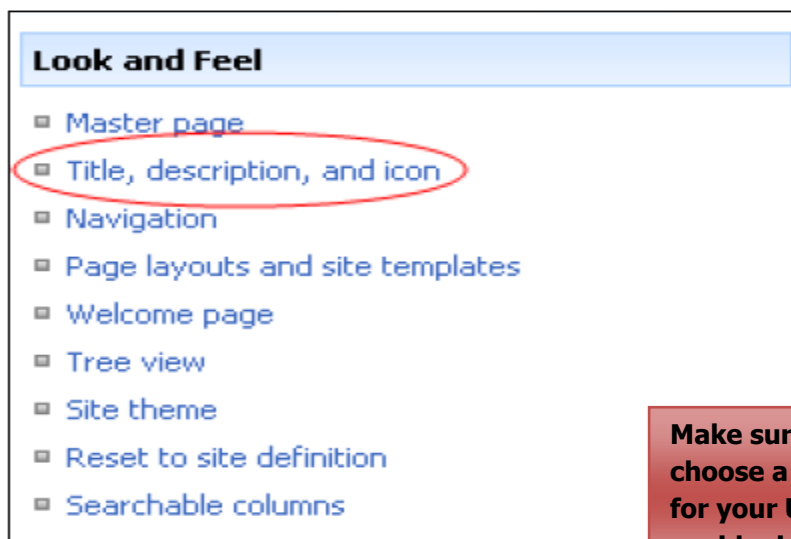
1. Click on the link “*Site Action*” button, which is located at the top of each page in your personal site.



2. From the drop-down menu, select “*Site Settings*” and then click “*Modify All Site Settings*”.



3. From the drop-down menu “*Look and Feel*”, click on the link titled “*Title, description, and icon*”.



**Make sure that you choose a suitable title for your URL and avoid misspellings.**

4. Go to the “*URL name*” box, and type in the title that you want to appear on the URL.
5. Click on “*OK*” to save the changes.

URL name:

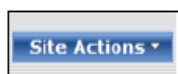
`http://faculty.ksu.edu.sa/`

# Adding a library

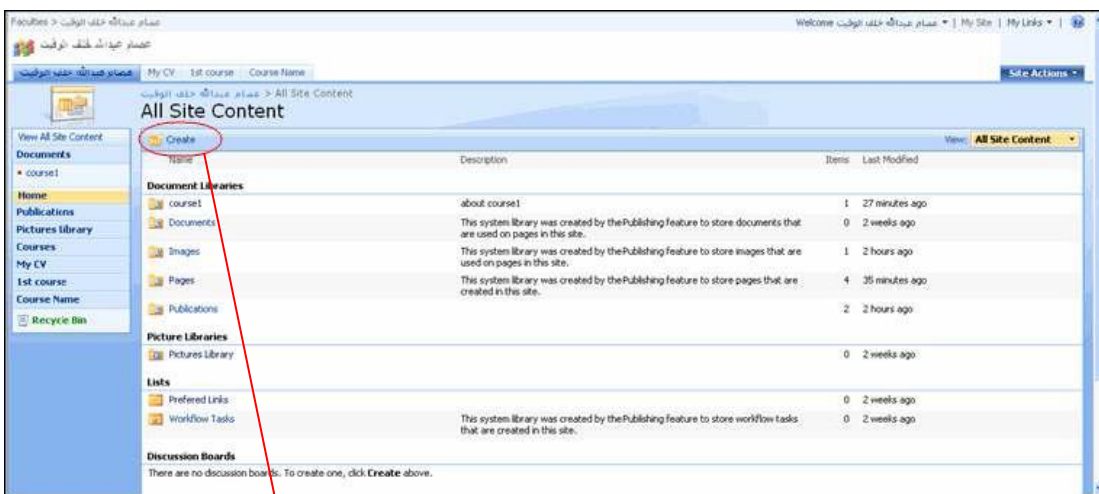
You might wonder what a library is, and how to use it. You may use the library for a collection of files that you want to display on your Web site. For example, you can create a library for your files, such as a collection of lectures of your courses.

*In order to add files to the library, follow these steps:*

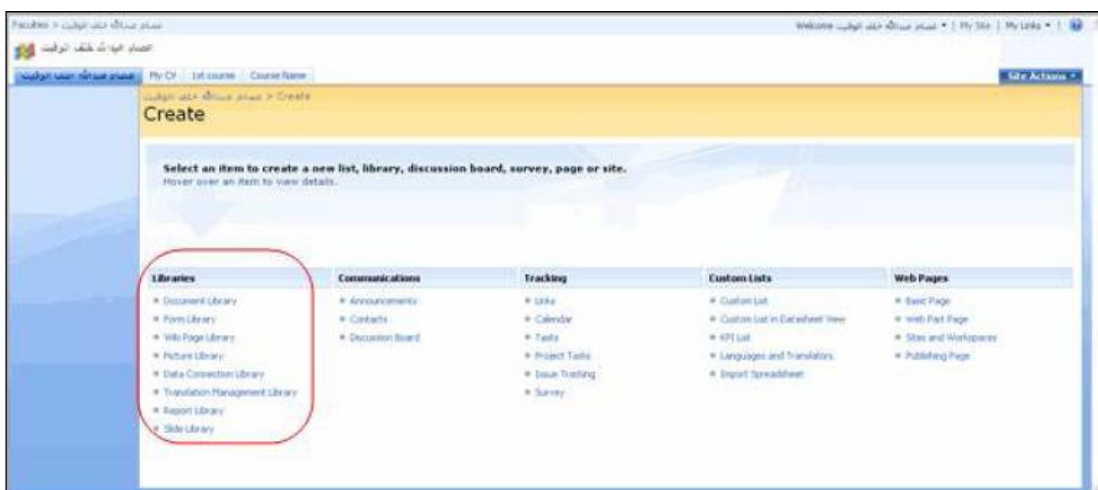
- Click on the button that says "Site Action" (this is located in the top right of all pages in your personal site) and from the drop-down menu, select the "View All Site Content".



- The "All Site Content" page will appear as follows:



Click on the "Create"  **Create** button shown in the picture above and move to the next page:



On this page, there is a list of Libraries that you can use: For example, a library for Word documents or PDF files, or a library for images or other segments. If you select the Document Library, you will see the following page:

The screenshot shows the 'New' page for creating a document library. It includes the following fields and options:

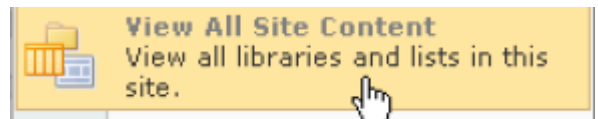
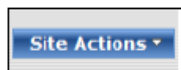
- Name and Description:** Text boxes for 'Name' and 'Description'.
- Navigation:** Radio buttons for 'Display this document library on the Quick Launch?' (Yes/No).
- Direction:** A dropdown menu for 'Direction' (None).
- Document Version History:** Radio buttons for 'Create a version each time you edit a file in this document library?' (Yes/No).
- Document Template:** A dropdown menu for 'Document Template' (Microsoft Office Word 97-2003 document).

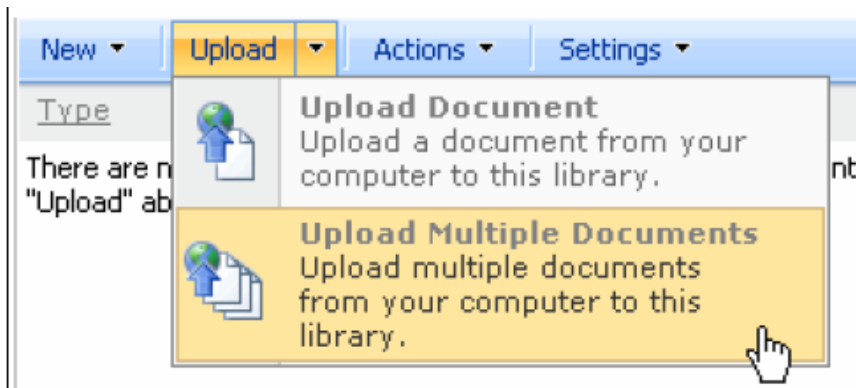
Here is a template for preparing documents for the library:

- In the “Name” box, enter the name of the library.
- In the “Description” box, enter a description of the contents that you are putting in the library.
- Next, you will see the question: Display the document library on the Quick Launch? Select “NO”
- The last box contains the “Document Template” option. Choose the option “None”.
- Click on the “Create” button.

3. Now, after creating a library, we will add some files to it. To do so, follow these steps:

Click on the link “Site Action” at the top of your personal site. Select the “View All Site Content”

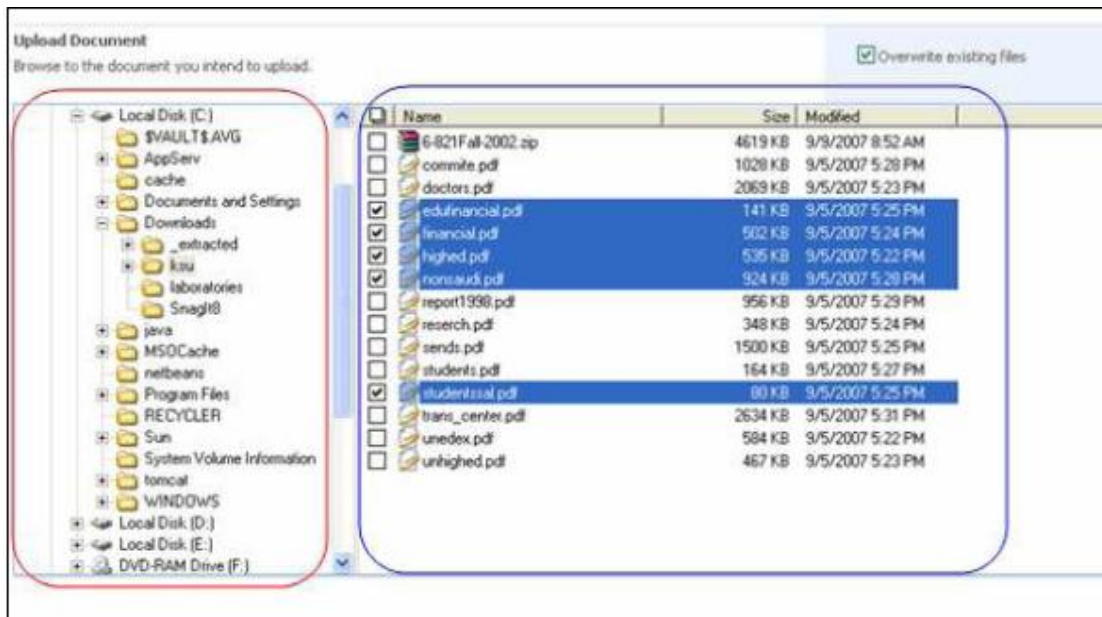




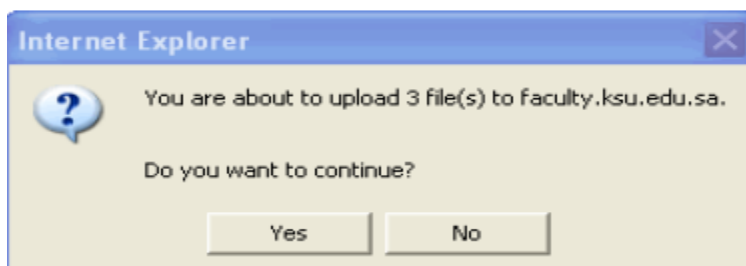
Select the name of the library that you want to add files to, and you will be sent to the library's page.

- Now, click on the “*Upload Document*” button if you want to add only one file, or click on the “*Upload Multiple Documents*” button if you want to add a number of files at once. We will choose the “*Upload Multiple Documents*” option as an example.

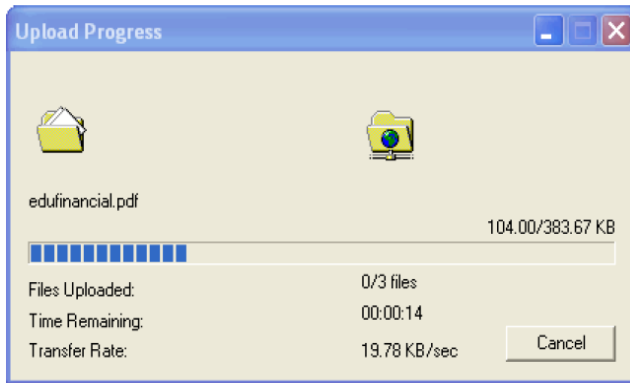
After clicking on “*Upload Multiple Documents*”, you will see the page similar to the one shown below:



- The page shown above is divided into two areas: The left area is surrounded by a red box. It lists the folders in your system as a tree, and when you choose the folder containing the files you wish to add, the files in this folder will appear inside the box surrounded by blue. Select the files you want added, and then click on the “*OK*” button.
- You will now see a confirmation message. Click “*Yes*”.



Then you'll see the following window:

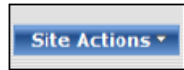


This “*Upload Progress*” window tells you the progress of the uploading of the added files. Wait until the end of the process, and when it is finished uploading you will be sent to the library page again.

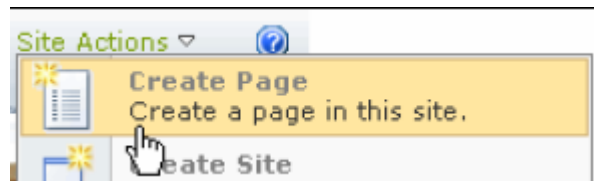
**Note:** The library is not visible to visitors and in order to display it, you must add it to one of the pages; this next step is discussed below.

# Adding new pages for your courses

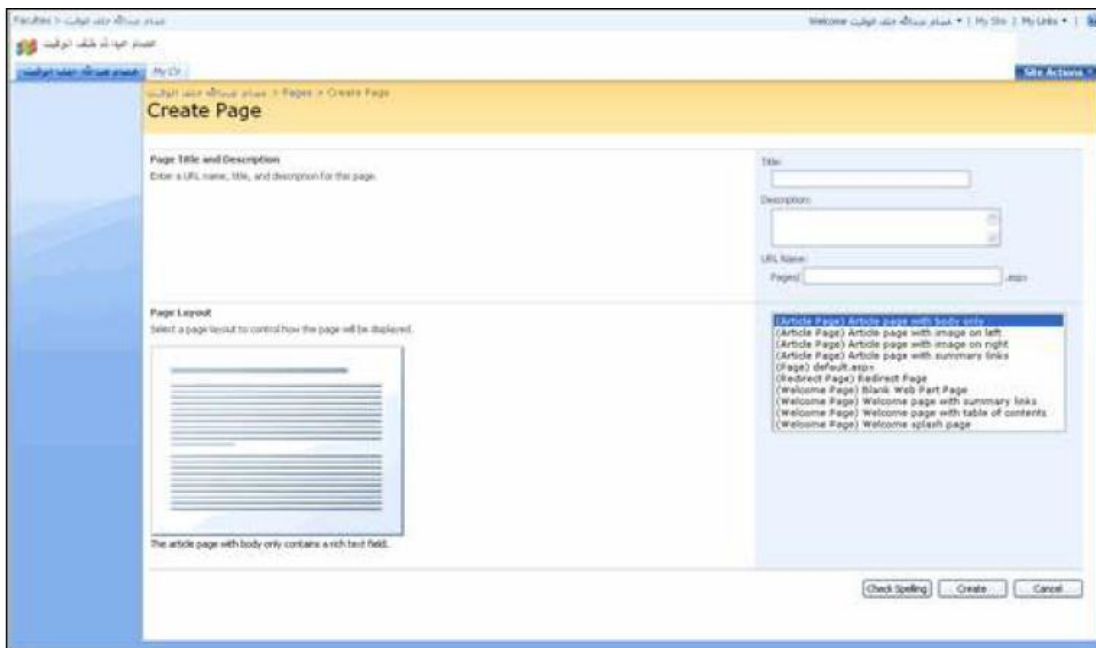
Of course, you should have a page created for every course that you teach. If you would like to create a page with information regarding a course you are teaching, you should follow these easy steps:



1. Click on the link "Site Action" (this appears at the top of all pages in your personal site) and then select "Create Page".



2. Then you will see the following page:



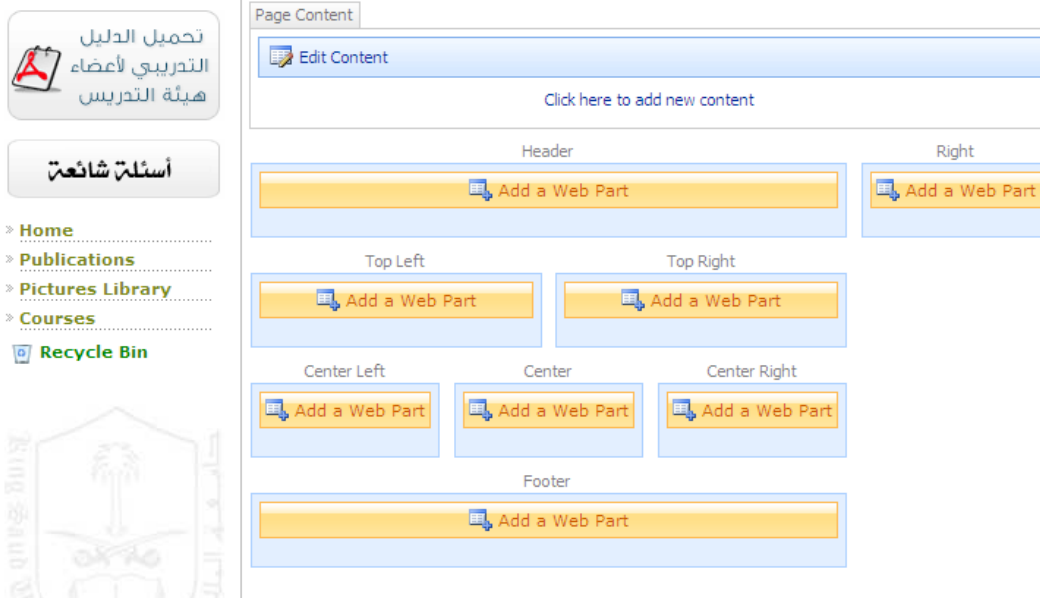
Fill in the form as follows:

- In the (Title) Page, choose a title for the course. Please use an English title.
- Put a description in the (Description) box.
- In the (URL Name) box, choose a name of the page, and this will appear in the Address bar.

Next, choose the quality of the page that suits you best, and select "Blank Web Part Page".

(Of course, you can choose what suits you best, but we chose this template because it is most appropriate for course pages) Now click on the button "Create".

You will now see the following page:

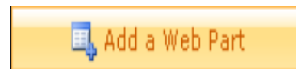


As you see above, we have divided the page into two parts: In the Red, click on the phrase “Click here” to add new content. You will see editing tools such as Microsoft Word tools and other text editing tools, and you can use this window to coordinate your own scripts and images.

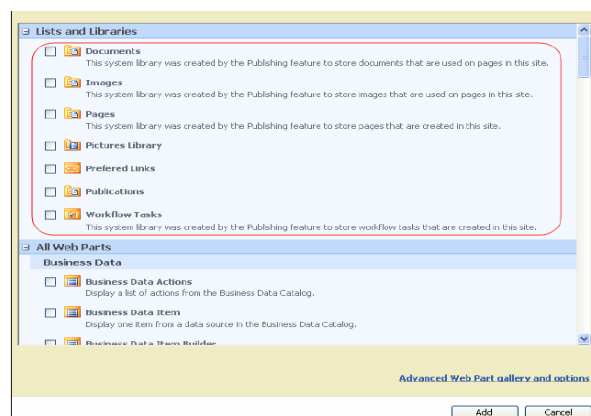


Maybe you want to add a library for illustrations, photos, lecture slides, etc.; to do so, create a library (as we showed you previously) and then go to the blue area and choose where you wish the contents to show within the blue area.

To do this, after creating the library, click on



"Add a Web Part" and you will see the following window:



Now in the red area, you can choose from the libraries you have created, to show.

تحميل الدليل التدريبي لأعضاء هيئة التدريس

أسئلة شائعة

» Home

» Publications

» Pictures Library

» Courses

» Recycle Bin

Page Content

Edit Content

Click here to add new content

Header

Right

Add a Web Part

Add a Web Part

Top Left

Top Right

Add a Web Part

Add a Web Part

Center Left

Center

Center Right


Add a Web Part

Add a Web Part

Add a Web Part

Footer

Add a Web Part

- After you finish editing the page, press "Publish". 
- Notice that that the page that you have just created does not appear in your home page's navigation menu (shown here).

» Home

» Documents

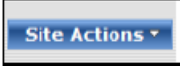
» Publications

» Pictures Library

» Recycle Bin

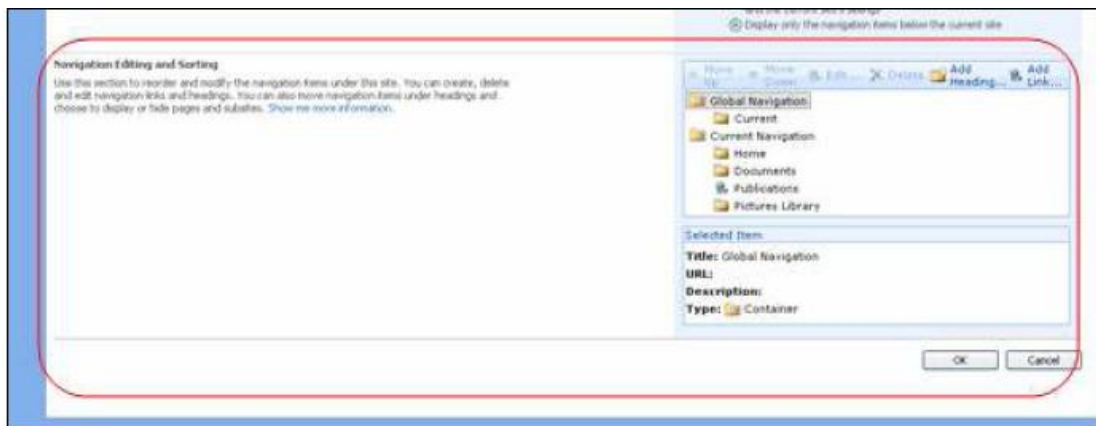
# Controlling the Navigation Menu

There is a *navigation menu* that appears on the left side of the Website. Now that we have added a page, we now need to show it properly in the navigation menu. Follow these steps:

1. Click on the link "Site Action"  and you will see the following window. Select "Site Settings" and then click the option "Modify Navigation".

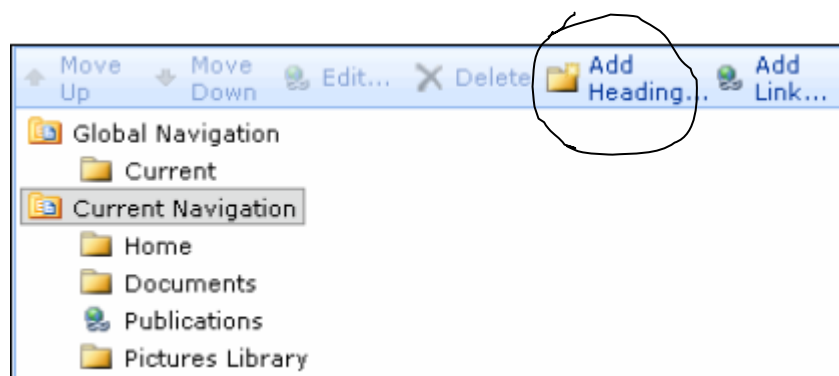


2. Now the following page will appear:

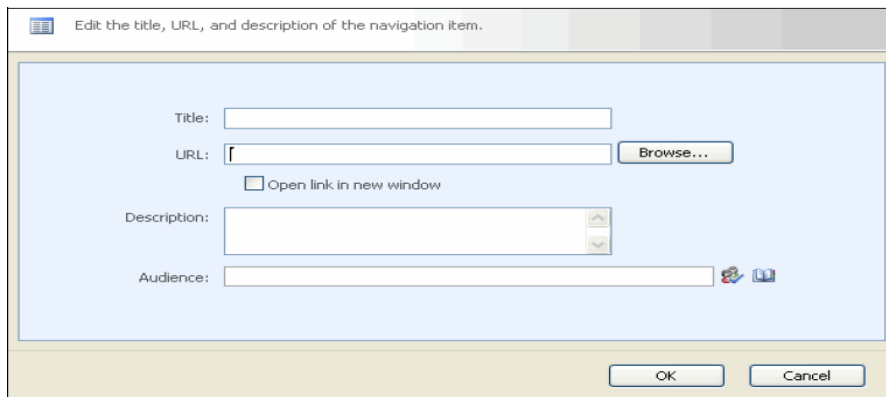


We will now focus on the red area shown above, and we will choose the main title for the courses pages.

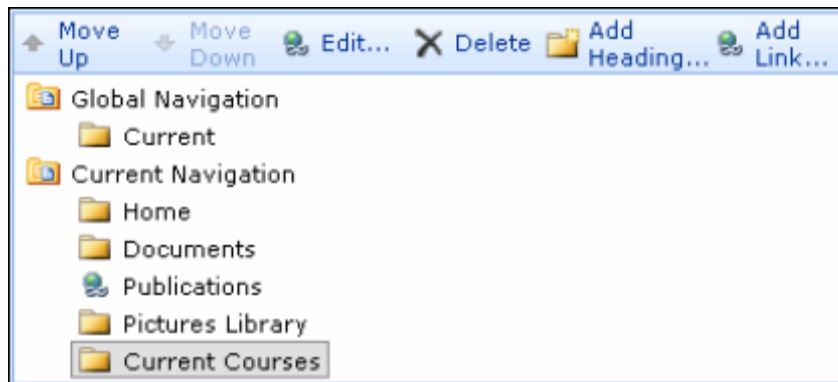
3. Now to add a main title, such as *Current Courses*, select the option "Current Navigation" from the navigation menu and then click on the button "Add Heading".



4. You'll see the following window



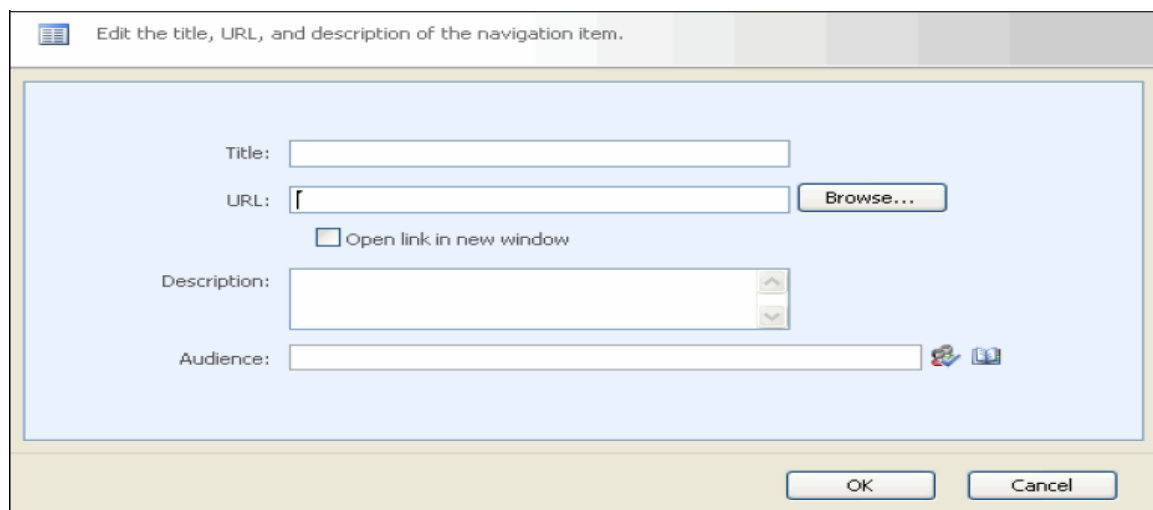
Enter the main title in the *"Title"* box (we have stated previously that it would be *"Current Courses"*) and then click on the *"OK"* button.



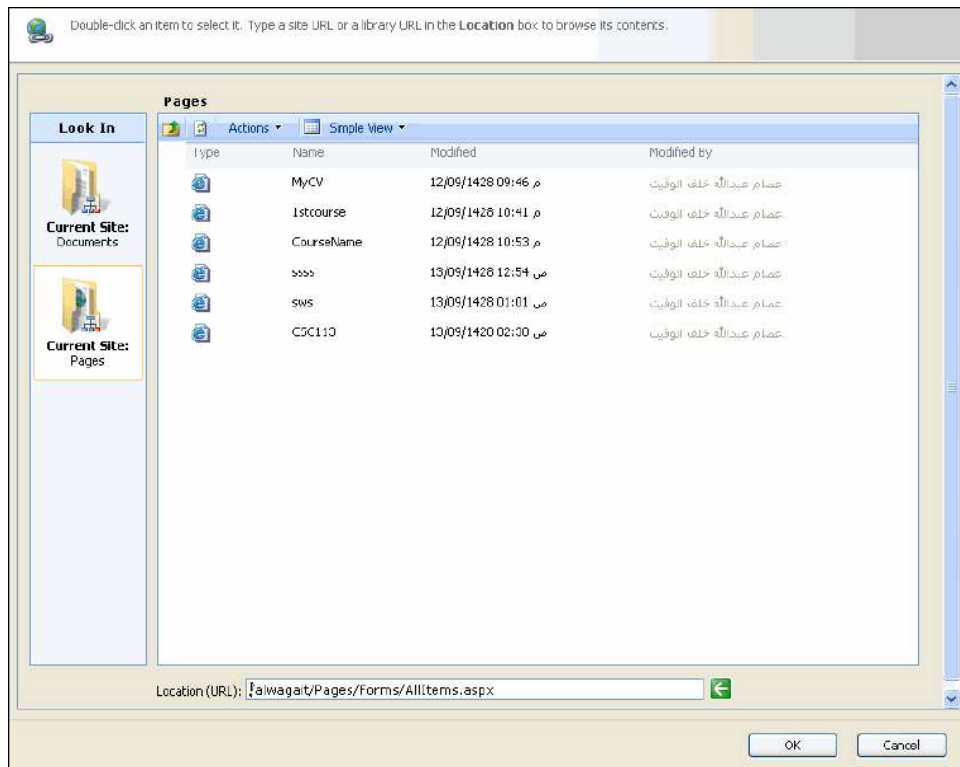
5. Select *"Current Courses"* after you have added it.

6. Click on the button *"Add Link"* 

7. You will now see the following screen:



Place enter the address/*"Title"* of the page and then press the *"Browse"* button (this is next to the (URL) field) in order to choose the page that will be linked. You will now see the following screen:



Select the page you are looking for, and then press the “OK” button. You will be redirected to previous window. Now press the “OK” button.




8. Notice that the link to the page, which we chose in the previous step, has been added under the selected main title "Current courses" (see above). You can change the location of a link page to another main title by using the “Move Up” and “Move Down” keys.

# Deleting Pages

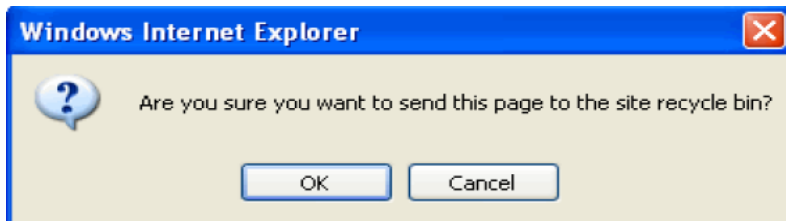
To do delete any page you create, follow these steps:

1. Log in to the page you wish to delete, and then go down to the end of the page.

2. Click on the "Page" link 

3. Now select "Delete Page" 

4. You will see a confirmation message. Click on the "OK" button.




# Editing Pages

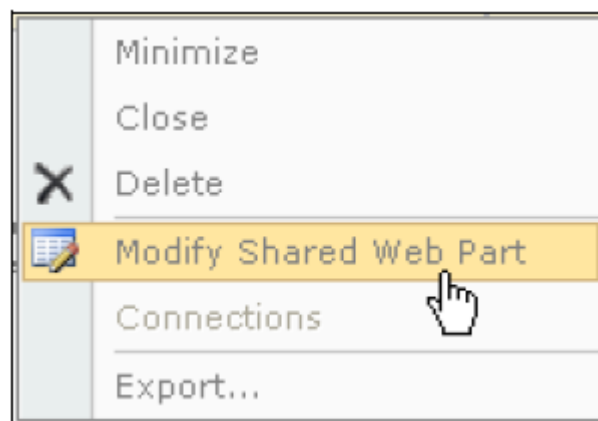
Of course, you will sometimes need to modify pages, either to update the information or otherwise. Here is how to modify a page in the site, on the home page or in internal pages.

## First: Modifying the Home Page

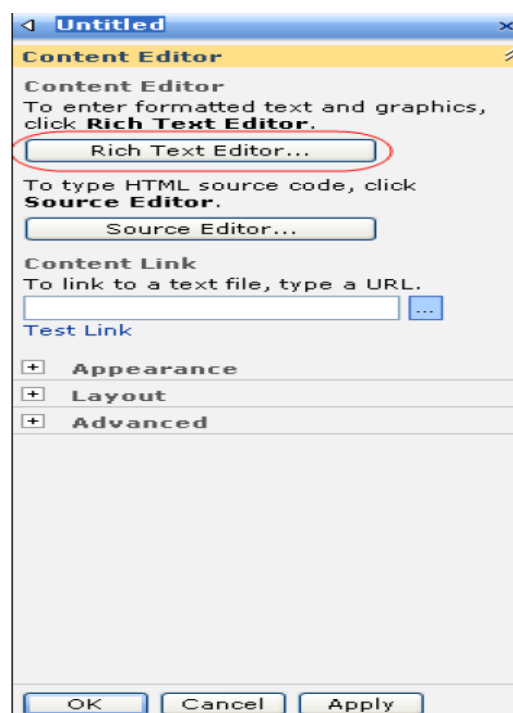
1. Access the home page.
2. Click on the “Site Action” button in the drop-down menu and click on “Edit Page”



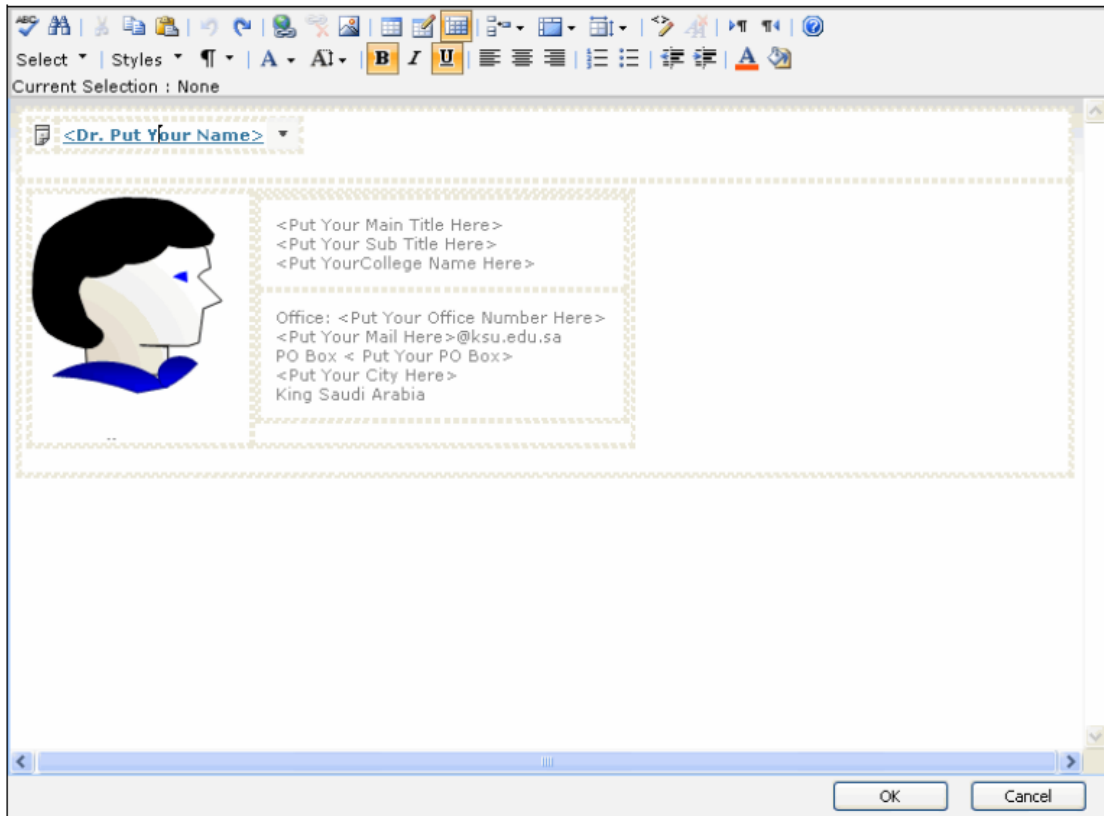
3. On the page that appears, click on the “Edit”  button and then select “Modify Shared Web Part”




4. You will see a menu on the right side of your screen. Choose “Rich Text Editor” shown below:

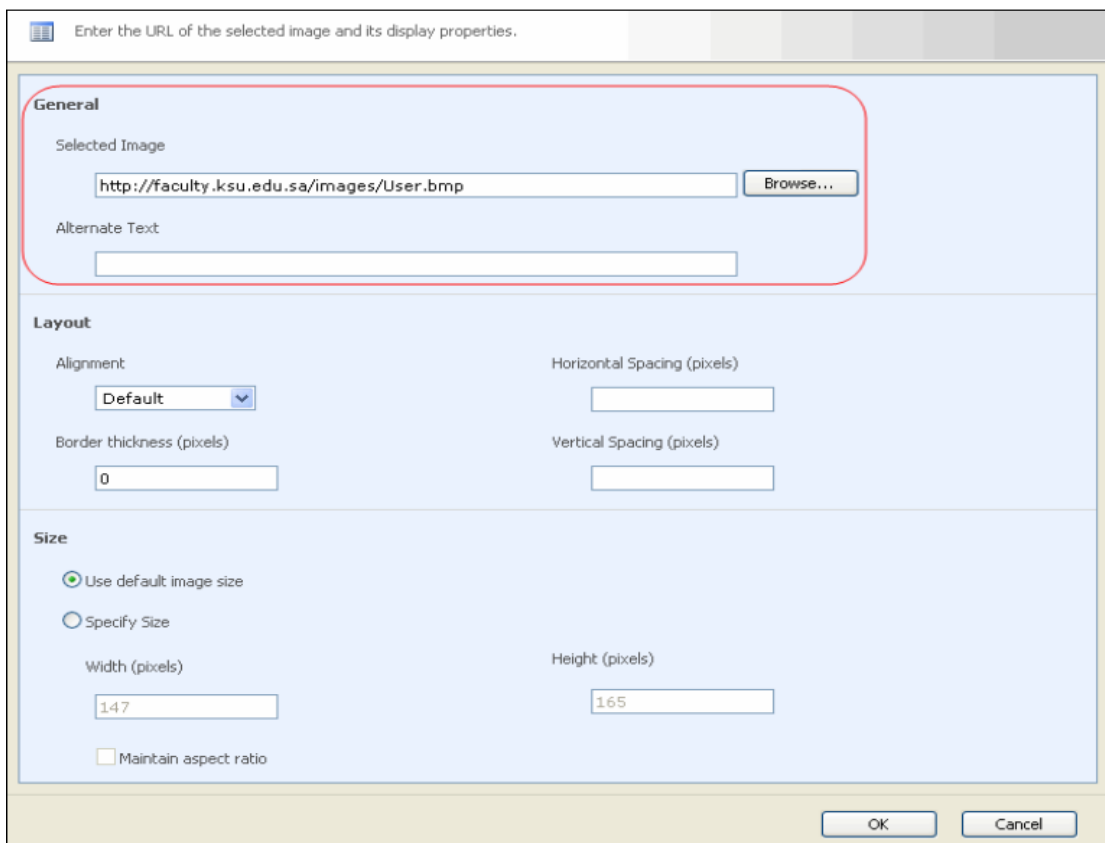


5. Now you will see the window below:



6. Highlight the text you wish to change and make the changes that you want.

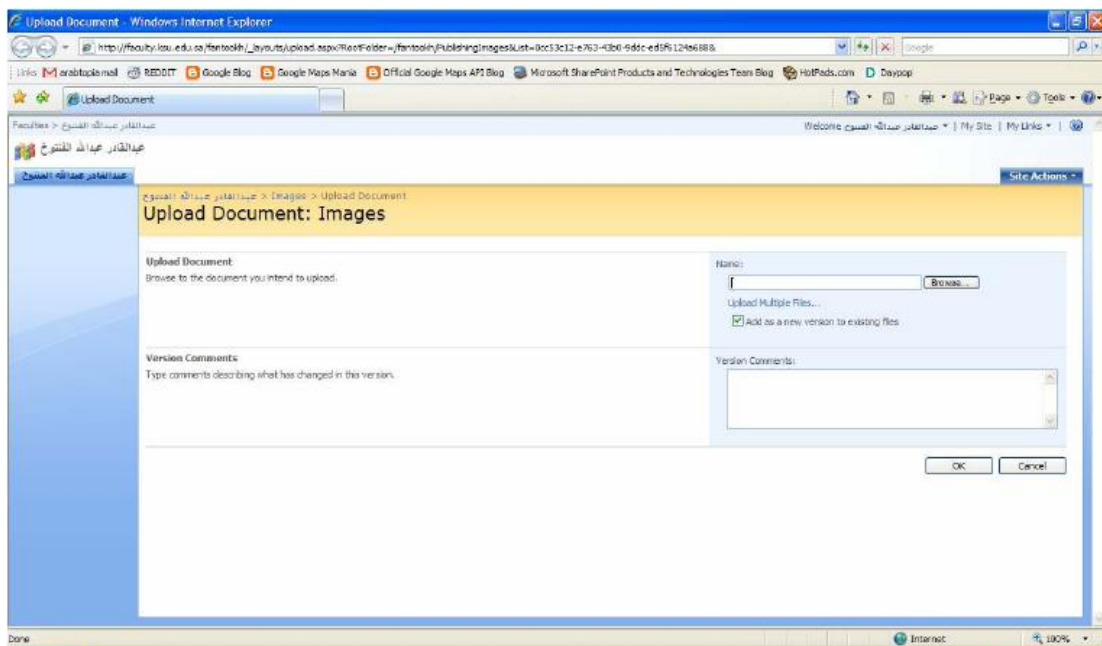
7. To change the image, select it and then click on the *image icon*  you'll see the following window:



Click on the "Browse" button and you will see the following window:

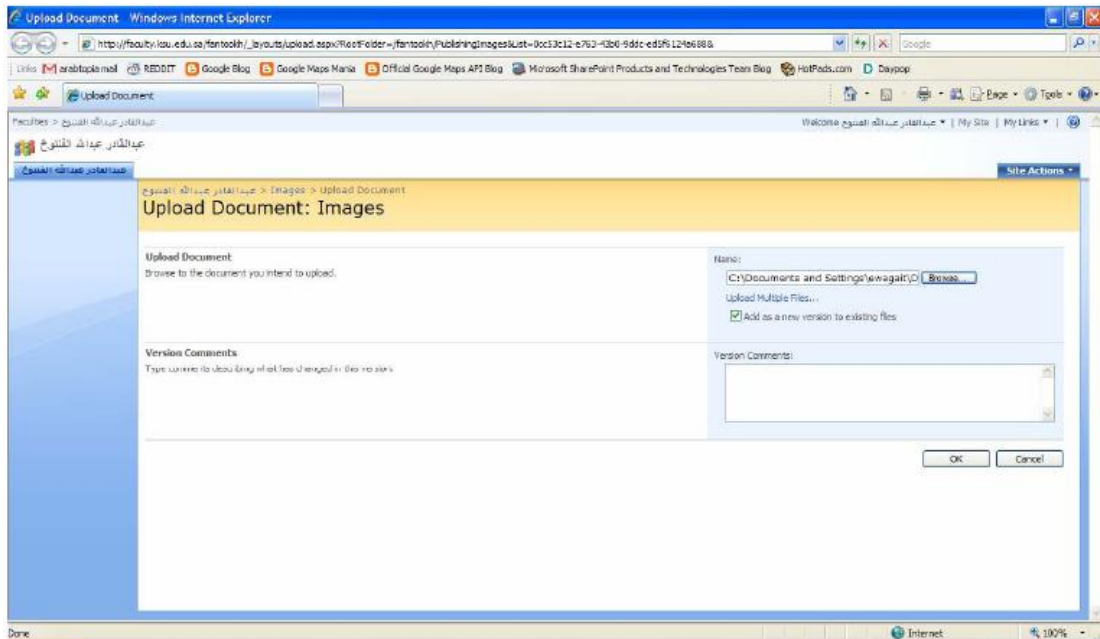


Then click on the "Upload" button and you'll get to the next page:



After that, click on the "Browse" button and select the image you want; then press the "OK" button.

You will return again to the same page. Then click on the "OK" button.



Wait a bit until the image is loaded.

Type	Name	Modified	Modified By	Thumbnail	Picture Width	Picture Height	Checked Out To
	dr.yousef NEW	3/10/2010 3:19 PM	Mohammed Rafat Said		153	205	

Now click on the "Refresh or reload" button, as shown in the following image, and the image you have uploaded will appear on this page.



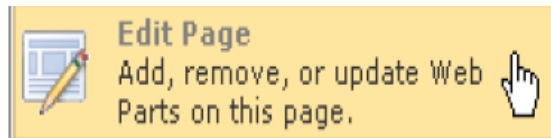
Select the picture, and then click on the "OK" button.

After you have finished editing the page, click on "Exit Edit Mode" found at the bottom of the page.

## Second: Modify the an internal pages.

To modify any internal pages, other than the home page (for example, a CV or course description page), follow these steps:

1. Log in to the page you wish to modify.
2. Then click on the button "Site Action"  and you will see a drop-down menu.
3. Click on "Edit Page"

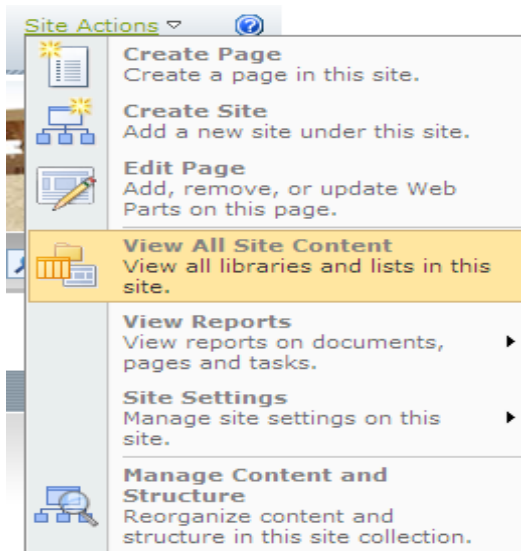


4. Now you'll see the page you want to edit in the editing mode. All you need to do is modify the information you want, and then click "Publish".

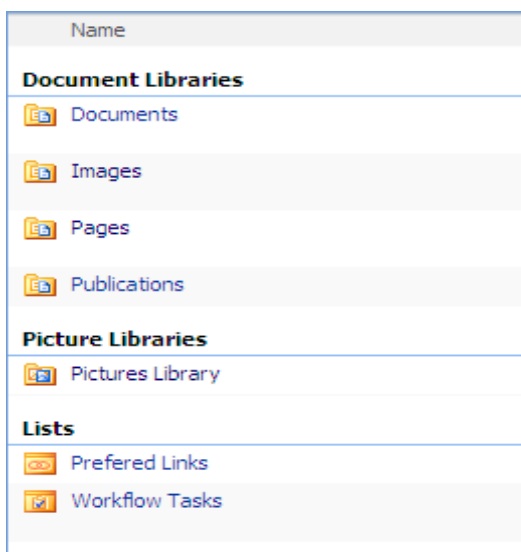
## Website Content

From this menu you can browse all the website's library.

Click on "**Site Action**" and from the drop down menu choose "**View All Site Content**".



Then you will see the following page.

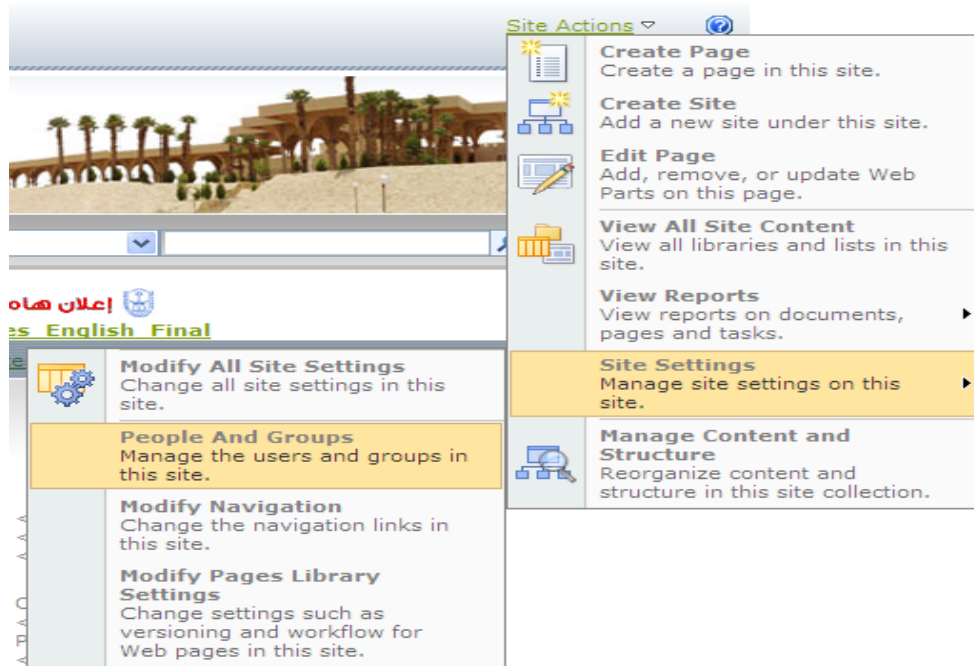


From this page you can browse all the libraries built within this website.

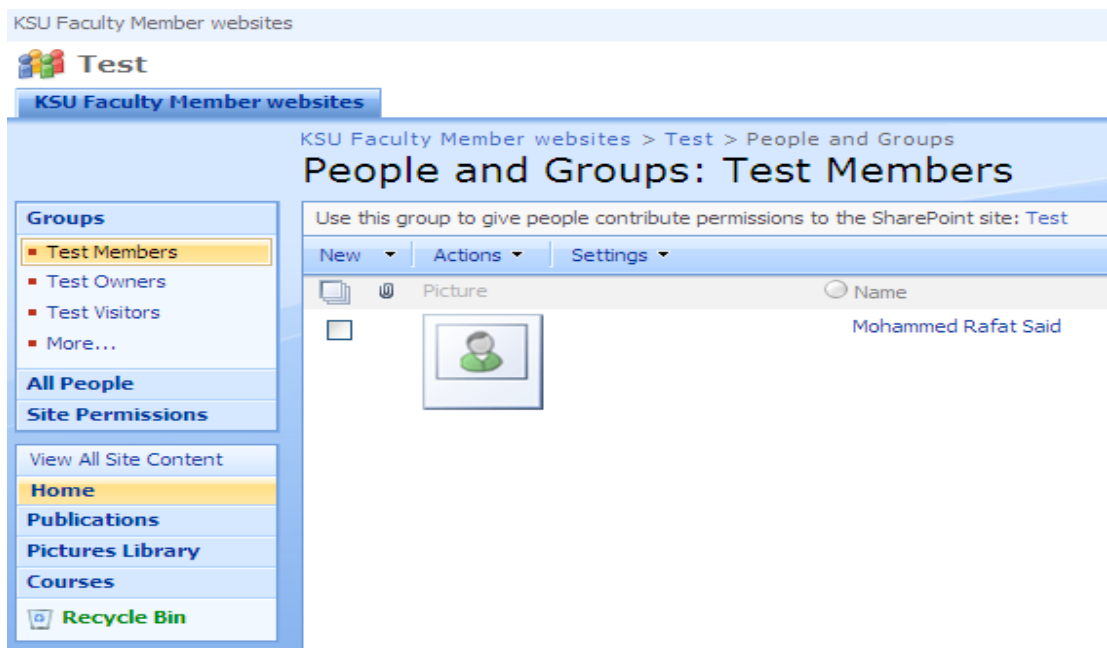
## People and Groups

From this menu you can select the people you want to allow them to manage the website through certain permissions and what they can access and see from menus and libraries. Now we're going to explain:

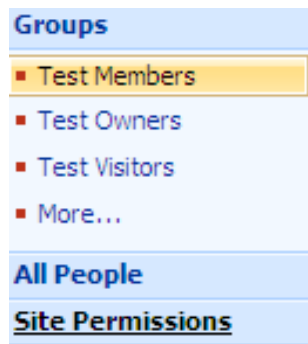
- Specify what the visitors will see on the website:
  1. Click on "**Site Action**" from the drop down menu choose "**Site Settings**" and then choose "**People And Groups**".



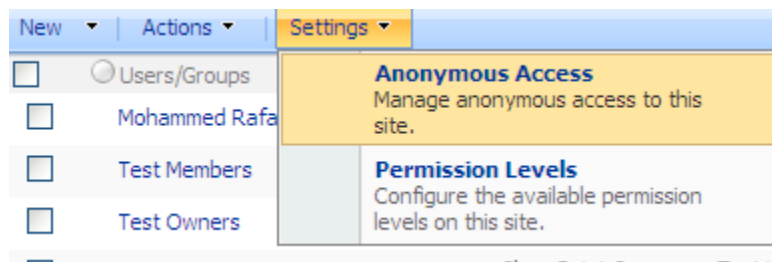
2. You'll see the following page:



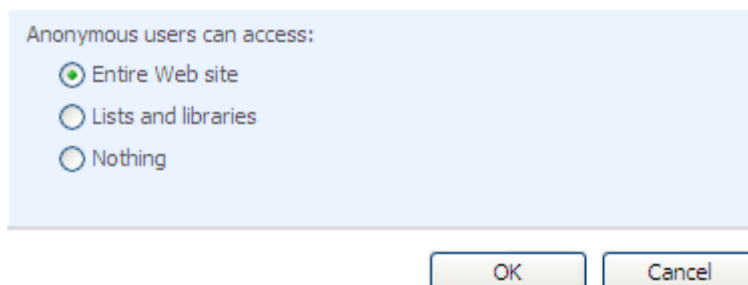
3. Then click on **Site Permission**:



4. From the "**Sittings**" choose "**Anonymous Access**".



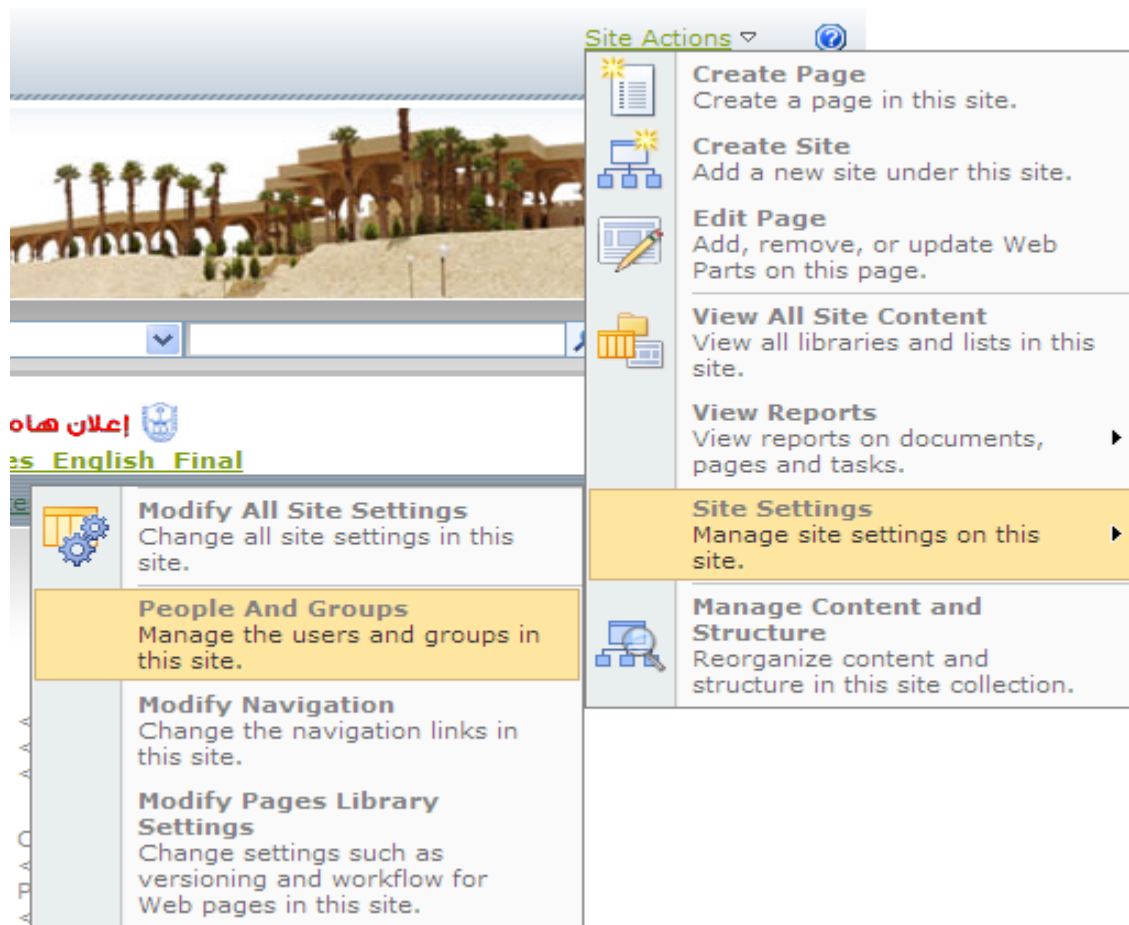
5. Then you will see the following page:



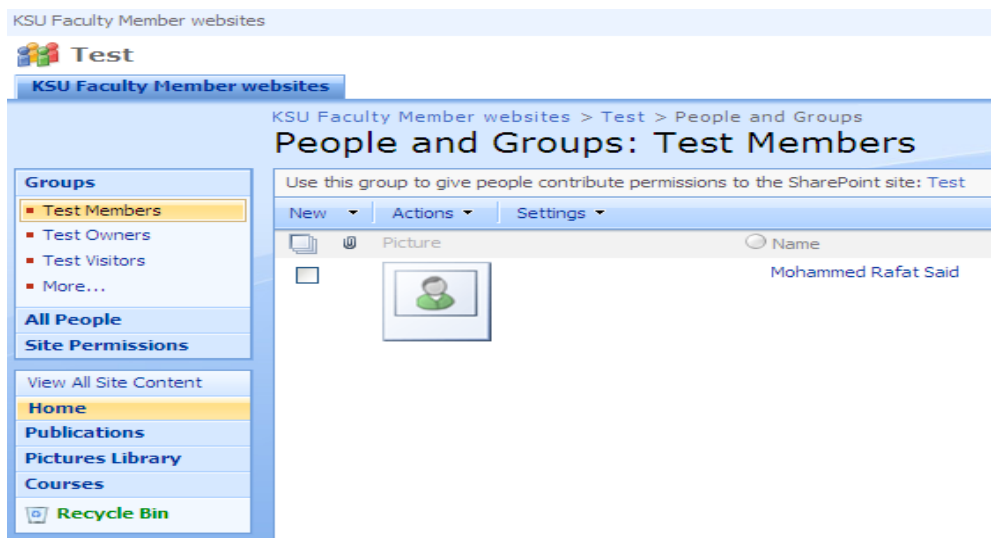
- i. Option one "**Entire Web Site**":
  1. this will show the all the website content to the visitors.
- ii. Options two "**List and Libraries**":
  1. The website owner will choose what to show to the visitors.
- iii. Option three "**Nothing**":
  1. The website will show nothing to the visitors.

After your done with options selection then click **OK**.

- Give Permissions to visitors:
  - a. Click on "**Site Action**" then from the drop down menu choose "**Site Settings**" and then choose "**People and Groups**".



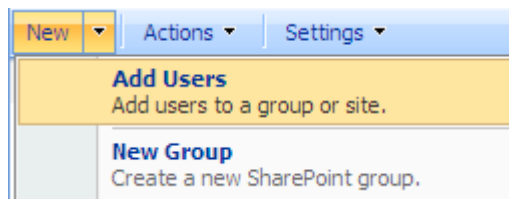
- b. Then you'll see the following page:



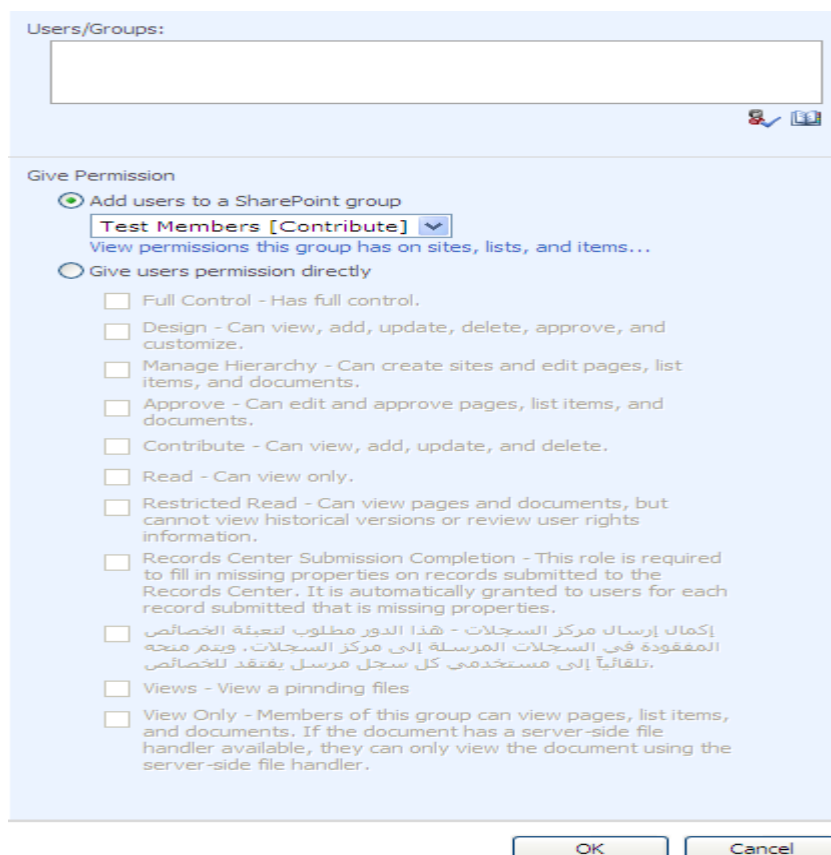
c. Click on "Site Permission".



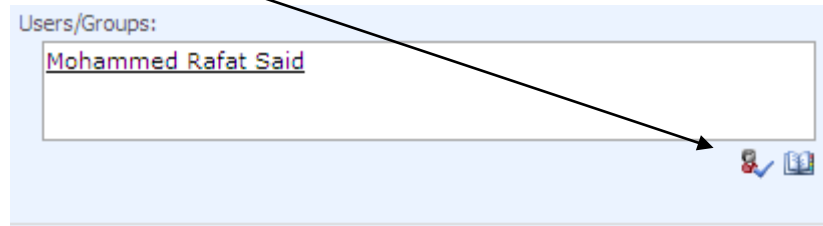
d. From "New" choose "Add Users".



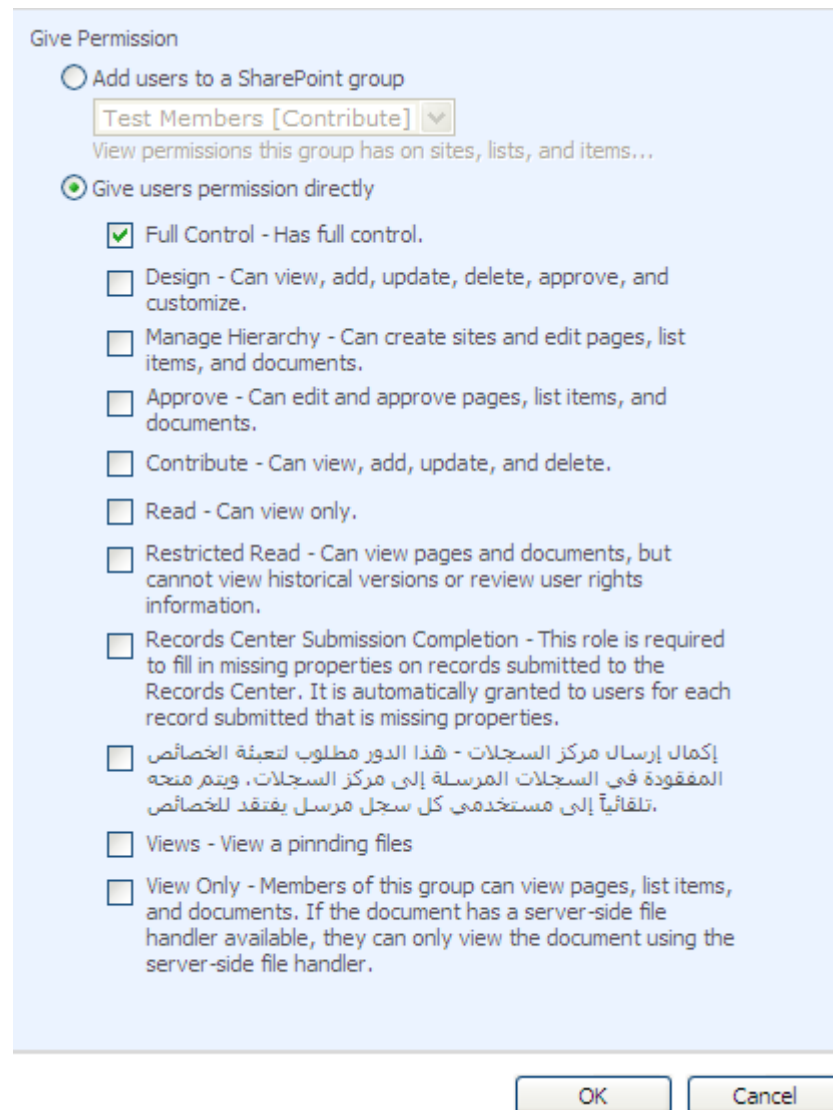
e. Then you'll see the following page.



- f. In "**User/Groups**" write the username for the person you want to give the permission to.
- g. Click on the Person icon to make sure the user name is correct.



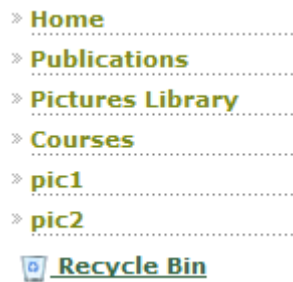
- h. Click on "**Give users permission directly**" and then choose the permissions that you want to give to the user.



## Recycle Bin

Recycle bin is used to retrieve the deleted information such as Pages and libraries, when we delete a page for example then it's stored in the recycle bin for 30 days period, and we can retrieve it as following:

1. Click on "**Recycle Bin**".

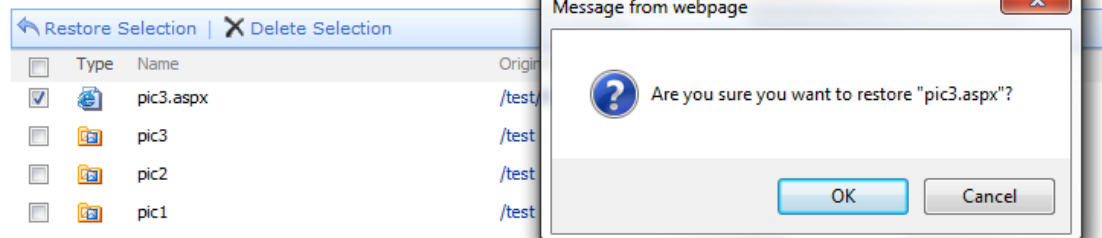


2. Then we'll see the deleted information and data.

<input type="checkbox"/>	Type	Name	Original Location
<input type="checkbox"/>		pic3.aspx	/test/Pages
<input type="checkbox"/>		pic3	/test
<input type="checkbox"/>		pic2	/test
<input type="checkbox"/>		pic1	/test

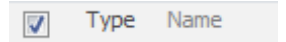
3. We'll retrieve a deleted page by selecting the page and then clicking on "**Retrieve Selection**".
4. Then a conformation message will show click **OK**.

Use this page to restore items that you have deleted from this site or to empty deleted items. Items that were deleted more than 30 day(s) ago will be Site Collection Recycle Bin.

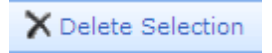


5. Then we'll notice that the page disappear from the recycle bin and then appeared again in its place.

Note: we can retrieve all the data and information in the recycle bin by clicking on and then click on **Restore Selection**.



- To delete items from the recycle bin choose the wanted item and then click then click on **OK**.



Create a Survey

Create Questions

Anonymous Surveys ?

First of all we have to check the following settings:

Site Actions> Site Settings> Modify All Site Settings> Site Features

Create a Survey:

Site action --> site settings --> modify all site settings ----> Site Features--> all Features is active

Name	Status
Office SharePoint Server Enterprise Site features Features such as the business data catalog, forms services, and Excel Services, included in the Office SharePoint Server Enterprise License	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
Office SharePoint Server Publishing Create a Web page library as well as supporting libraries to create and publish pages based on page layouts.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
Office SharePoint Server Standard Site features Features such as user profiles and search, included in the Office SharePoint Server Standard License	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
Team Collaboration Lists Provides team collaboration capabilities for a site by making standard lists, such as document libraries and issues, available.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>
Translation Management Library Create a translation management library when you want to create documents in multiple languages and manage translation tasks. Translation management libraries include a workflow to manage the translation process and provide sub-folders, file versioning, and check-in/check-out.	<input type="button" value="Deactivate"/> <input checked="" type="button" value="Active"/>

Site action --> view all site content ----> create ----> survey

<b>Name and Description</b> Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this survey.	Name: <input type="text" value="What do you think of our website"/> Description: <input type="text"/>
<b>Navigation</b> Specify whether a link to this survey appears in the Quick Launch.	<input checked="" type="checkbox"/> Display this survey on the Quick Launch? <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Survey Options</b> Specify whether users' names will appear in survey results and whether users can respond to the same survey multiple times.	Show user names in survey results? <input checked="" type="radio"/> Yes <input type="radio"/> No Allow multiple responses? <input type="radio"/> Yes <input checked="" type="radio"/> No

Then write the survey's name and then click on the button says **Next**.

Question:

Type your question here...

The type of answer to this question is:

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Rating Scale (a matrix of choices or a Likert scale)
- Number (1, 1.0, 100)
- Currency (\$, ¥, €)
- Date and Time
- Lookup (information already on this site)
- Yes/No (check box)
- Person or Group
- Page Separator (inserts a page break into your survey)
- Business data

Require a response to this question:

Yes  No

Type each choice on a separate line:

Enter Choice #1  
Enter Choice #2  
Enter Choice #3

Display choices using:

- Drop-Down Menu
- Radio Buttons
- Checkboxes (allow multiple selections)

Fill up the previous needed information and then click **Next Question** if you want to add more questions to the survey or click on the button **Finish**.

The survey is done but we still need to give a adding permission to the users.

In the survey page we go to :

Settings --> survey settings --> Permissions for this survey --> actions --> Edit permissions -> Then OK

--> Anonymous -->

Add Items - Add items to lists, add documents to document libraries, add Web discussion comments

Anonymous users can:

- Add Items - Add items to lists, add documents to document libraries, add Web discussion comments.
- Edit Items - Edit items in lists.
- Delete Items - Delete items in lists.
- View Items - View items in lists, documents in document libraries, view Web discussion comments, and set up e-mail alerts for lists.

OK Cancel

Settings →

After finish with survey building make a Blank web part page and then click on add web part then we'll find the survey in the menu.

Create A Custom List

Create An Announcement List

Create A Contact List

Site actions --> view all site content --> create --> contact -->



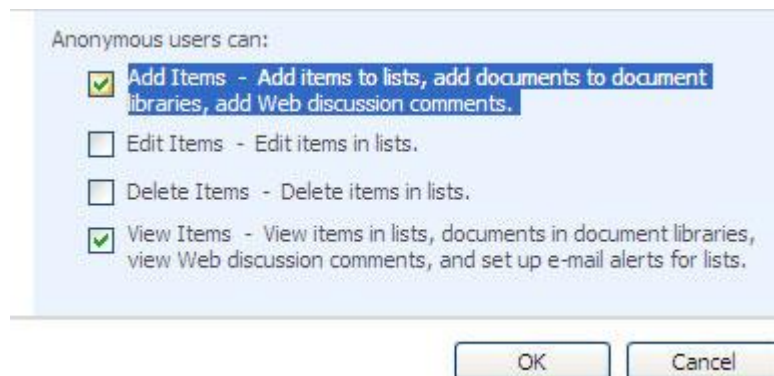
Add the contact's name and then click on OK.

Then we need to give permissions for the contact:

Settings --> survey settings --> Permissions for this survey --> actions --> Edit permissions --> Then OK

--> Anonymous -->

Add Items - Add items to lists, add documents to document libraries, add Web discussion comments



After that, we make a new page (**Blank web part**) then add web part to it, then web part's screen will show up, In the first part of the screen the contact name we added before will show.

Now we can communicate with visitors through comments and suggestions.

Create A Discussion Board

Site Actions -->

Site action -->site settings --> modify all site settings ---->Site Features--> all Features is active

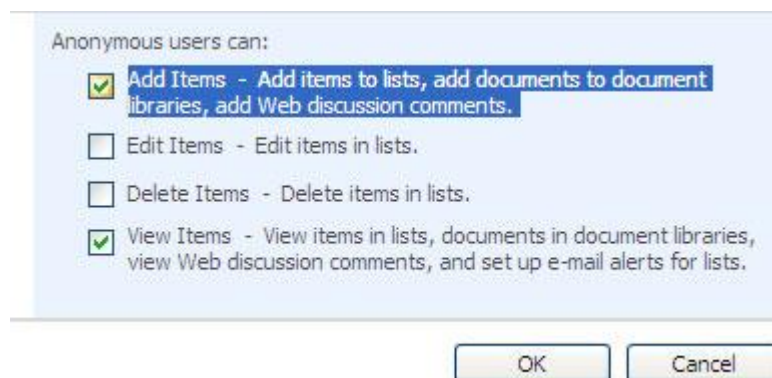
Write the discussion board's name and then click on make or OK.

Now it's time to give permissions on the discussion board.

Settings --> survey settings --> Permissions for this survey --> actions --> Edit permissions -> Then OK

--> Anonymous -->

Add Items - Add items to lists, add documents to document libraries, add Web discussion comments



After that, we make a new page (**Blank web part**) then add web part to it, then web part's screen will show up, In the first part of the screen the discussion board's name we added before will show activate it and then click **OK**.

Now our visitors can join the discussion topics.

## Create A Links List

Site actions -> view all site Settings --> create ->link



Write the Link name and then create.

After that, we make a new page (**Blank web part**) then add web part to it, then web part's screen will show up, In the first part of the screen the link's name we added before will show and then choose your links.

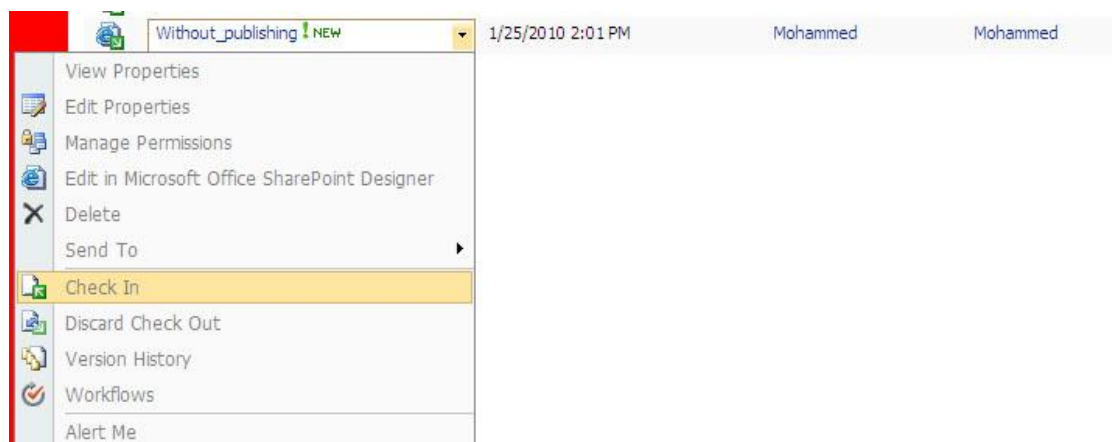
## List Management

Check out/Check In

If you close the page before you hit the button publish then you need to go through the following steps to edit that page:

Site Action ----> view all site content -----> pages -->

Then click the pointer on unpublished screen and we know that it's not published by the green arrow on it.



What kind of version would you like to check in?

- 0.1 Minor version (draft)  
 1.0 Major version (publish)

Keep the document checked out after checking in this version?

- Yes  No

Comments:

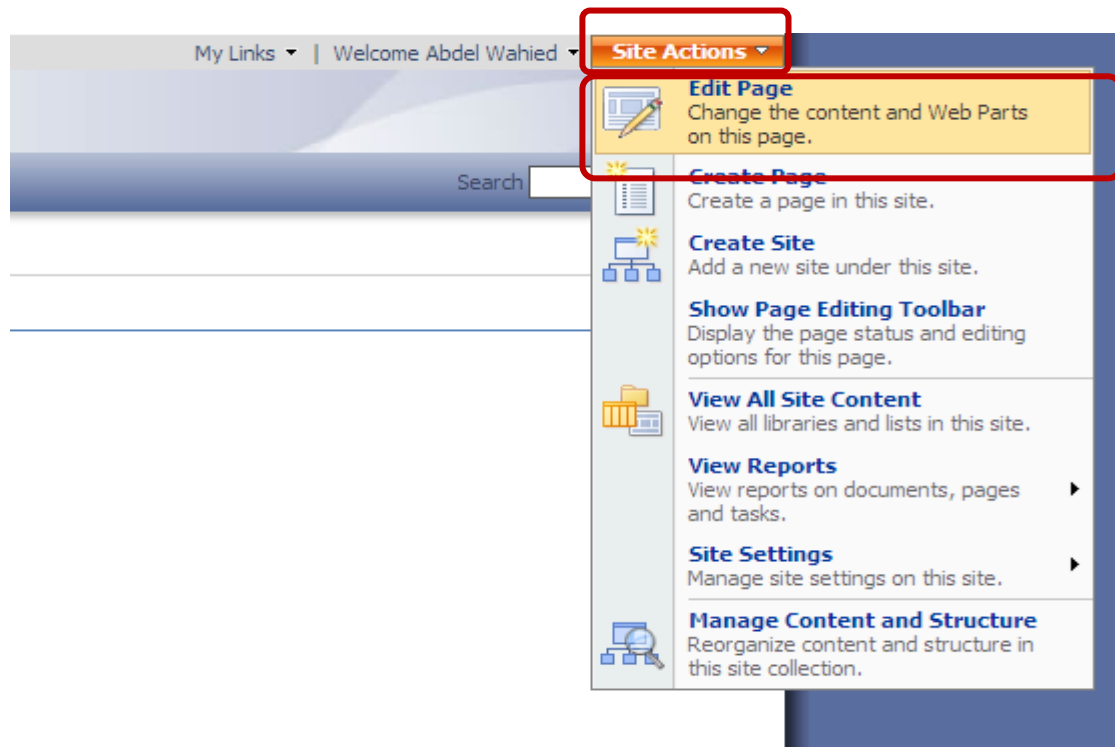
OK

Cancel

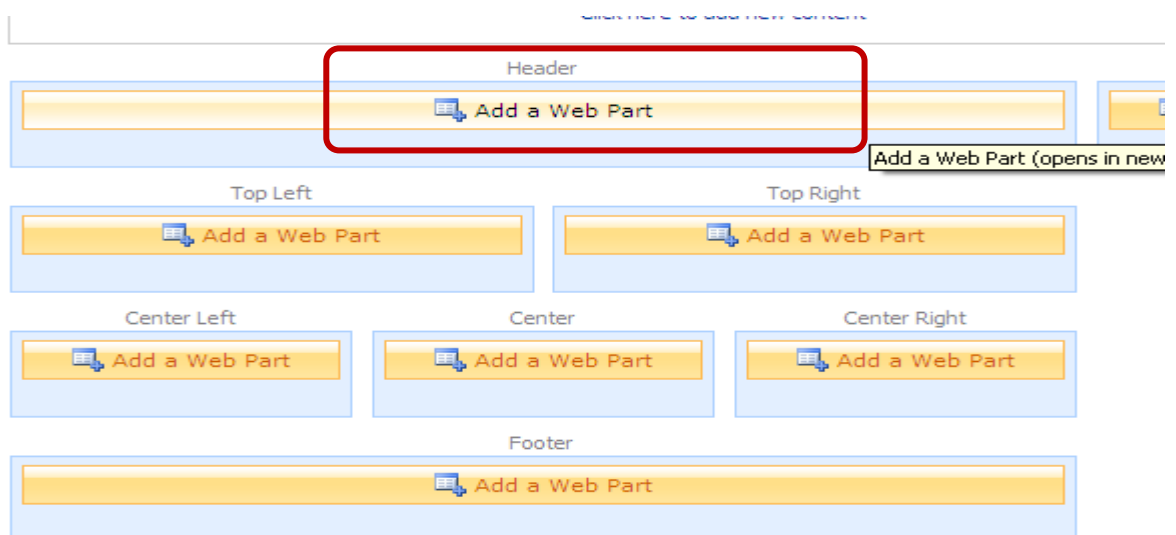
Restore a Closed Web Part

Site Actions

Edit Page

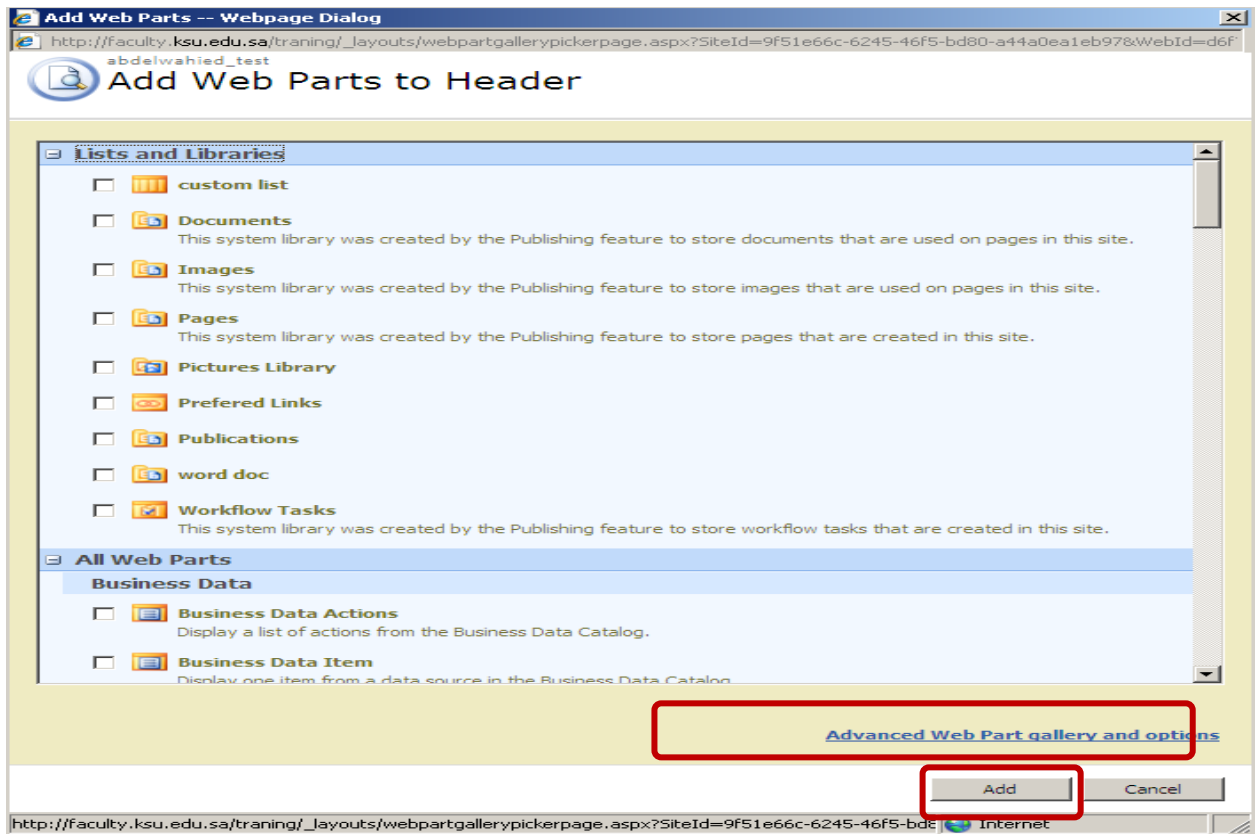


Add Web Part



Advanced Web Part Gallery And Options

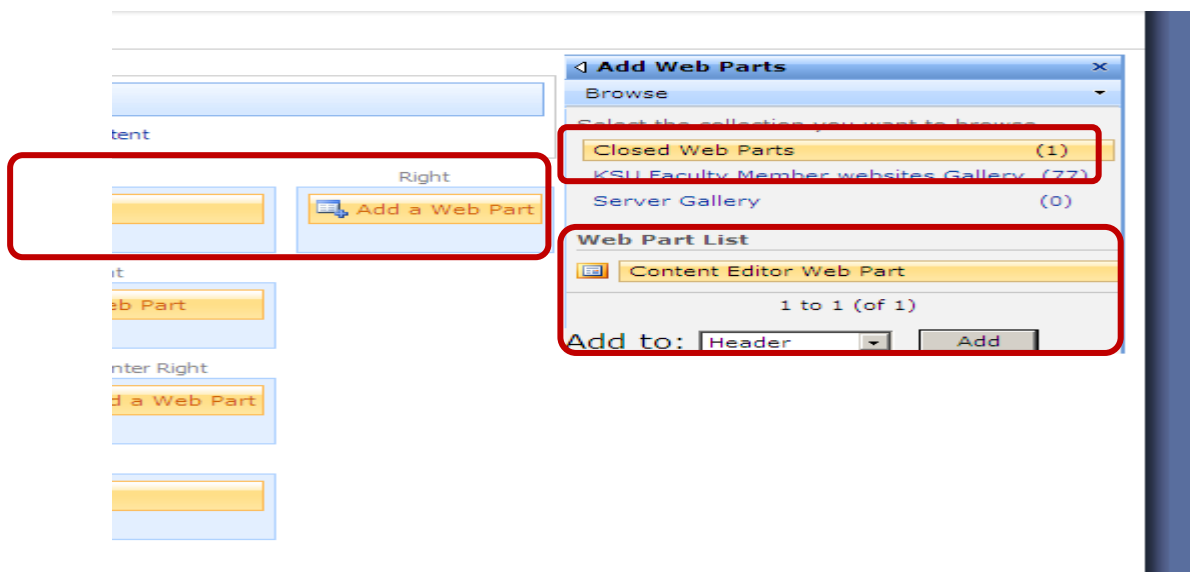
Add



Closed Web Part

Web Part List

Drag the web part into the place we want to show it in



After drag we but in it's place.

Publish

