



SharePoint Online 'Examining' Sites Managing the Homepage

**Version 1.1
November 2021**

Contents

SPO Examining Sites – Home Page.....	3
Introduction to the Examining Site Homepage.....	3
How do I edit the TEXT on an examining site Home page?	4
How do I change the IMAGE on an examining site Home page?	5
How do I change the name of an examining site?	6

SharePoint Online (SPO) 'Examining' Sites

Managing the Homepage

This quick reference guide includes sections from the full 'SPO Examining Sites Administrator Guide' and outlines how to manage the Homepage within a SPO site.

This quick reference guide covers the following help topics:

- [How do I edit the TEXT on an examining site Home page?](#)
- [How do I change the IMAGE on an examining site Home page?](#)
- [How do I change the name of an examining site?](#)

For an overview of what SPO examining sites are and what they include see the 'SPO Examining Sites Getting Started Guide'.

Or if you prefer to see all guidance in one document, see the 'SPO Examining Sites Administrator Guide' which contains full details of how to set-up, manage and maintain all of the aspects of your SPO examining site(s).

Getting Support

If you need advice and support in relation to SharePoint Online 'examining' sites then please contact student.systems@admin.ox.ac.uk.

SPO Examining Sites – Home Page

Introduction to the Examining Site Homepage

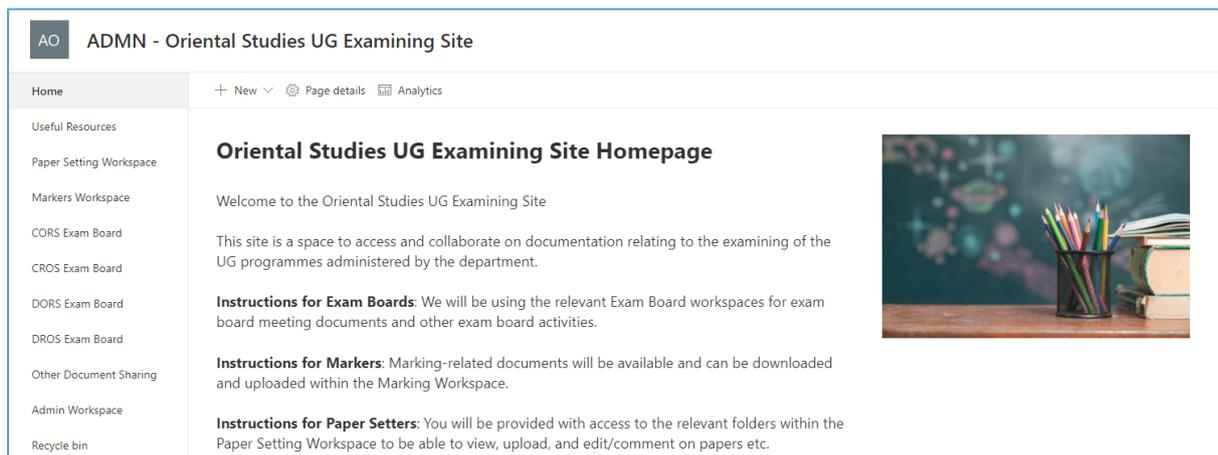
The Home page within SharePoint Online ‘examining’ sites is intended to be a space on which introductory welcome / guidance text is available to all users of the site.

As part of examining sites being ‘pre-built’ ready for use by departments, default text has been provided but this should be updated to make it department-specific prior to the examining site being used in the department.

Each department is free to add whatever text is relevant, from a department perspective, to the Home page and to change the default image on the Home page if desired also.

You may want to consider updating the image to your department logo, for example, or another image specific to the department, if relevant.

In addition to updating the text and image as required you are also free to configure the Home page as you would like to, using the standard SharePoint web parts that are available within the Edit view.



An example of an Examining Site Home Page

Who Can Access the Home Page?

The Home page of a SharePoint Online ‘examining site’ is accessible to users added to any of the site’s SharePoint groups.

The only users who will not be able to access the Home page are those users who are given access solely to individual folders within the site and are not added to any SharePoint groups. This is expected to be an exception – for example in instances where a folder or small number of documents are being shared with another department.

For more information about SharePoint groups and folder permissions, see the following guides:

- The ‘Managing Users in SharePoint Groups’ quick reference guide
- The ‘Managing User Access to Folders’ quick reference guide
- Or the full ‘SPO Examining Sites Administrator Guide’

How do I edit the TEXT on an examining site Home page?

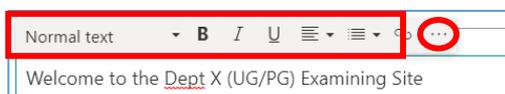
To edit the text on an examining site Home page:

1. From the Home page, click on 'Edit' on the right hand side of the page



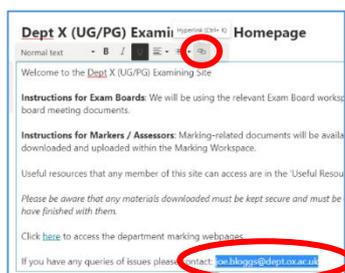
2. Update the title and text as relevant:

- a) Use the formatting options as required (e.g. to bold text or change the font size etc.) – the format 'bar' will appear when you click onto any of the existing text:

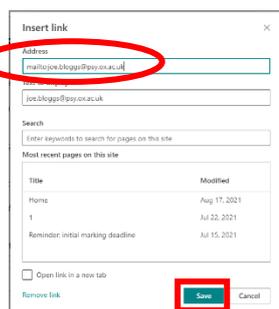


You can access more formatting options by clicking on the ellipsis '...' at the end of the bar

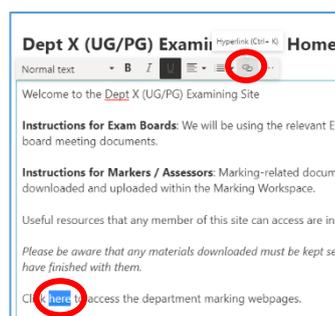
- b) To add an email address:
 - Type the email address in the relevant location in the Home page text
 - Highlight the address
 - Click on the hyperlink icon in the formatting bar



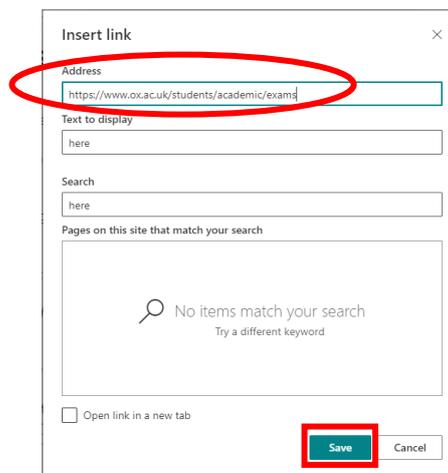
- Type 'mailto:' and the email address into the 'Address' field in the 'Insert link' window e.g. mailto:joe.bloggs@dept.ox.ac.uk
- Click 'Save'



- c) To add a link to a webpage
 - Type the text that will become a hyperlink in the relevant location in the Home page text
 - Highlight the text that you want to become a hyperlink
 - Click on the hyperlink icon



- Type or copy the url of the webpage into the 'Address' field in the 'Insert link' window
- Click 'Save'



3. Once you have finished editing the Home page text as required click on the 'Republish' button in the top right hand corner of the page



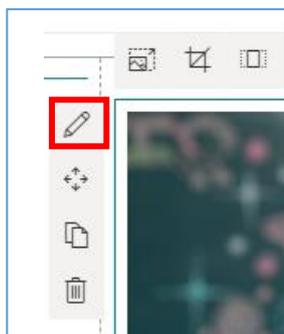
How do I change the IMAGE on an examining site Home page?

To change the image on an examining site Home page:

1. From the Home page, click on 'Edit' on the right hand side of the page

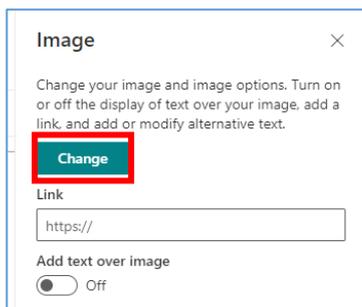


2. Click on the 'Edit web part' pencil icon next to the image



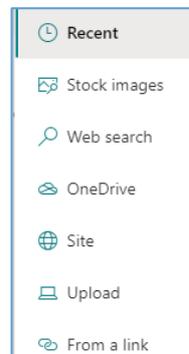
That will open the 'Image' window on the right hand side of the screen.

3. Click on the 'Change' button in the 'Image' window

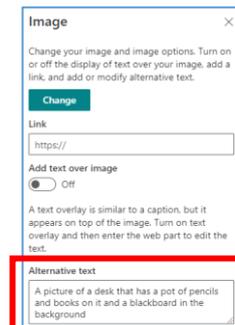


You will then be presented with a choice including to choose an image from 'Stock images' or to 'Upload' an image from your computer or 'OneDrive'.

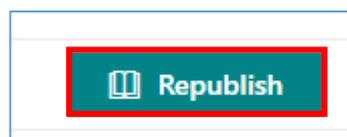
4. Click on the relevant option e.g. 'Upload' or 'Stock images':



5. Select or upload the image (depending on whether you are uploading an image or selecting one from 'Stock images')
6. Click 'Add image' if you're uploading an image or 'Insert' if you're choosing an image from the 'Stock images' area (the relevant button will be displayed at the bottom of the window)
7. Add the relevant Alt text into the 'Alternative text' box back in the 'Image' window



8. Finally, click on the 'Republish' button in the top right hand corner of the page



How do I change the name of an examining site?

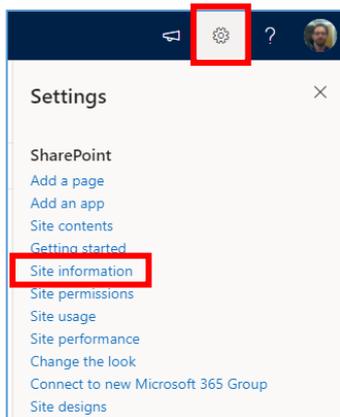
The name of an examining site is displayed at the top left of a site:



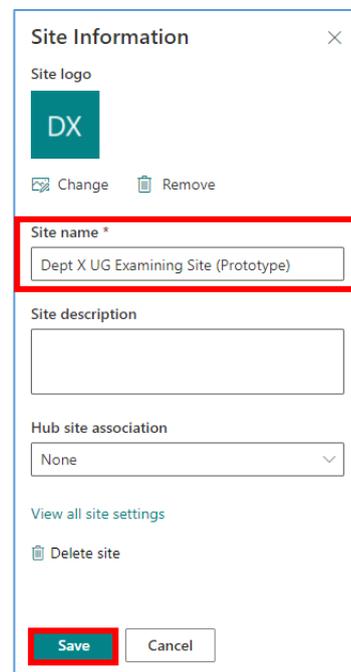
Please only change the name of an examining site if strictly necessary as the site names follow a common naming convention.

To change the name of an examining site:

1. From the Home page, click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Site information'** from the list



3. Within the **'Site Information'** sidebar update the **'Site name'** field and click **'Save'**



Note that the title of the site on the Home page can be separately updated by following the steps outlined in the **'How do I edit the TEXT on an examining site Home page?'** section of this guide

