



SharePoint Online 'Examining' Sites Managing the Homepage

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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

DX Dept X UG	Examining Site (Prototype)	☆ Natitatioweg 40 Mare
Home	+ Nov 🗸 🛞 Roge details 🖾 Avolytics	Publicial formation of tall 🖉
Useful Resources Inger Sering Direkspace	Dept X (UG/PG) Examining Site Homepage	-92++
ONLA Exem Board	Welcome to the Dept X (US/PG) Examining Site	

- 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'

Address	
mailtojoe.bloggs@psy.ox.ac.uk	
lox-co-m,,	
joe.bloggs@psy.ox.ac.uk	
Search	
Enter keywords to search for pages on this si	te
Most recent pages on this site	
Title	Modified
Home	Aug 17, 2021
1	Jul 22, 2021
Reminder: initial marking deadline	Jul 15, 2021

- 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'

Address		
https://www.ox.ac	c.uk/students/academic/exams	
Text to display		
here		
Search		
here		
Pages on this site	that match your search	
كر	O No items match your search Try a different keyword	
Onen link in a	new tab	

 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

Image		×
Change your im or off the displa link, and add or Change Link	lage and image op ly of text over your modify alternative	tions. Turn on image, add a text.
https://		
Add text over in	mage	

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':

Ŀ	Recent
Eð	Stock images
م	Web search
8	OneDrive
	Site
묘	Upload
P	From a link

- Select or upload the image (depending on whether you are uploading an image or selecting one from 'Stock images')
- 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)
- 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:

- 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



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

Site Information $\qquad \qquad \qquad$
Site logo DX
🛱 Change 🛍 Remove
Site name *
Dept X UG Examining Site (Prototype)
Site description
Hub site association
None ~
View all site settings
Save Cancel

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

AO ADMN -	Driental Studies UG Examining Site
Home	+ New \vee 🔞 Page details 🔛 Analytics
Useful Resources Paper Setting Workspace	Oriental Studies UG Examining Site Homepage
Markers Workspace	Welcome to the Oriental Studies UG Examining Site