



SharePoint Online 'Examining' Sites Managing the Sections (Workspaces) within a SPO Site

**Version 1.0
September 2021**

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SharePoint Online (SPO) 'Examining' Sites

Managing the Sections ('Workspaces') within a SPO Site

This quick reference guide includes sections from the 'SPO Examining Sites Administrator Guide' and outlines how to manage the sections (workspaces) within a SharePoint Online site.

This quick reference guide covers the following help topics:

- How do I change the name of a workspace / section within a site?
- How do I create a new workspace / section within an examining site?
- How do I change the order of the site sections in the LH site menu?
- How do I delete workspace / section of a site that my department doesn't need?
- How do I change the name of an examining site?

For details of how to manage SharePoint Groups (create, rename, move etc.) see the 'Managing a Site's SharePoint Groups' quick reference guide or the full 'SPO Examining Sites Administrator Guide'.

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

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 SPO 'examining' sites during MT21 then please contact the e-Assessments project team on: e-assessmentproject@it.ox.ac.uk.

The project team will be providing 'early life support' during MT21 after which ongoing support arrangements will be confirmed and communicated.

An Introduction to SPO Examining Site ‘Sections’ / Workspaces

SPO ‘examining’ sites are supplied pre-built with the following ‘sections’:

#	Section	Purpose
1	Home page	<ul style="list-style-type: none"> A page for welcome / guidance text for all users that can access to the site via a SharePoint group Generic text and an image has been added to the Home page but those can be amended as required by the department
2	Useful Resources	<ul style="list-style-type: none"> A place to share useful resources relevant to all users of the site e.g. exam conventions, regulations etc. You can add links to webpages, if applicable, as well as uploading documents
3	Paper Setting Workspace	<ul style="list-style-type: none"> A place to share, edit, and securely store documents relating to paper setting This workspace also includes a standard folder ‘Final Copies for Exam Schools’ that the Exam Schools team have access to and that should be used for sharing final copies of exam papers with them
4	XXXX Exam Board	<ul style="list-style-type: none"> A separate space for each exam board within the ‘examining’ site to view, share and collaborate on documents relating to the exam board The exam board workspaces in the site should be the exam boards administered (at the study-level) by your department
5	Markers Workspace	<ul style="list-style-type: none"> A space to share documents for access by markers who are marking exams or course work submissions e.g. mark / feedback sheets, and submissions (if those are not being viewed on Inspera)
6	Other Document Sharing	<ul style="list-style-type: none"> A space to share documents with other departments e.g. joint schools departments; Education Policy Support; Information Compliance etc. ➤ <i>Please note that:</i> completed results templates should continue to be shared with ARO via the separate ARO-managed site ➤ <i>Please note that:</i> appeals-related documentation should continue to be shared with the Proctors via links they share with you
7	Admin Workspace	<ul style="list-style-type: none"> A workspace for Administrators within the department who manage the exam boards and marking process e.g. for master documents or templates

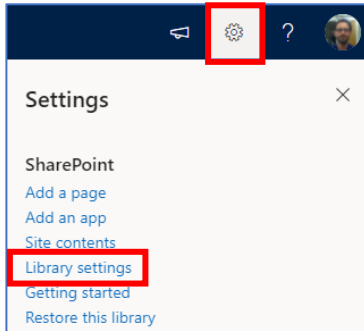
You may want to add, rename, delete a site workspace / section or change the order of the sections in the LH site menu. See the relevant help topic below for details of how to do any of these things where appropriate.

How do I change the name of a workspace / section within a site?

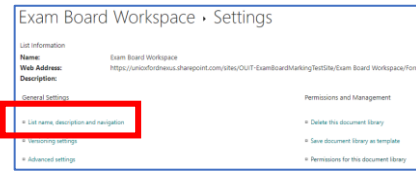
To change the name of a workspace / section within an examining site:

1. Click on name of the section of the site in the LH site menu that you want to change the name of AND then click on the **Settings 'cog' icon** in the top right hand corner of the site

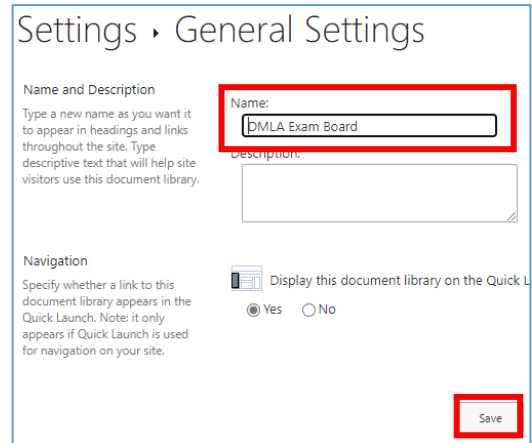
2. Select **'Library settings'** from the list



3. Within the workspace **'Settings'** window, click on **'List name, description and navigation'**



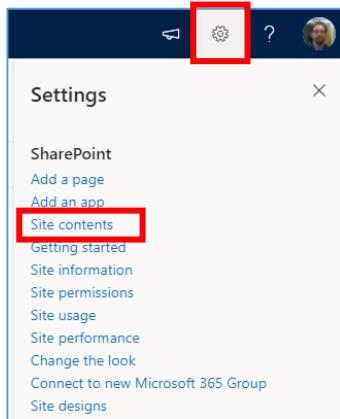
4. Update the **Name** as required and click **'Save'**



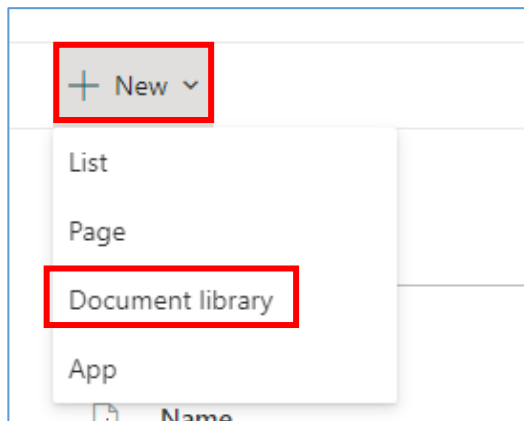
How do I create a new workspace / section within an examining site?

To create a new workspace / section within an examining site:

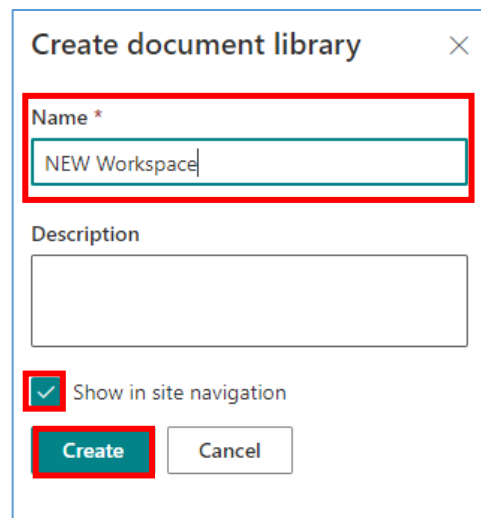
1. From the Home page, click on the **Settings** 'cog' icon in the top right hand corner of the site
2. Select '**Site contents**' from the list



3. Within the '**Contents**' page click on '**New**' and select '**Document library**'



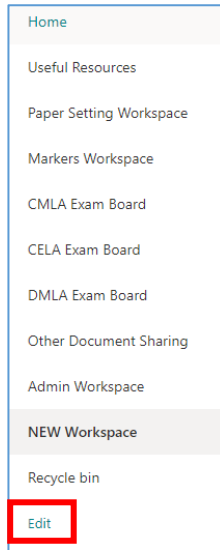
4. In the 'Create document library' side bar:
 - a. Add a **Name**
 - b. Ensure that '**Show in site navigation**' is ticked (so the new workspace appears in the LH site menu)
 - c. Click '**Create**'



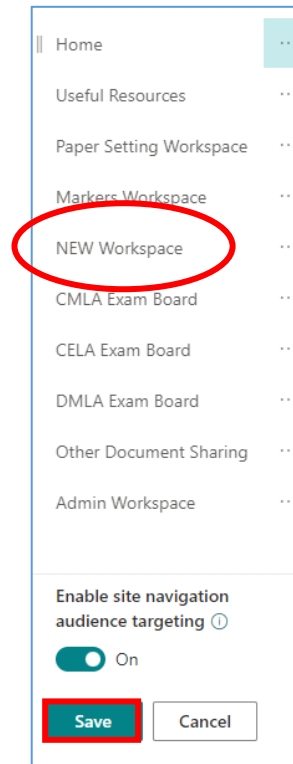
How do I change the order of the site sections in the LH site menu?

To change the order of the site sections in the LH site menu:

1. Click on **'Edit'** at the bottom of the LH site menu



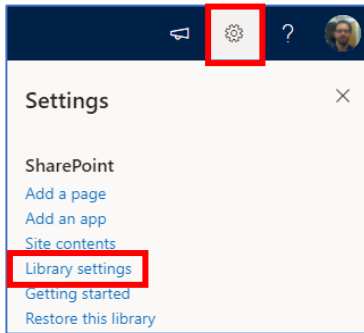
2. **Click and drag** the workspace / section to the **relevant position** in the site menu and click **'Save'**



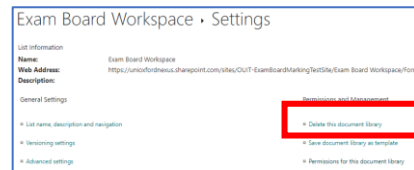
How do I delete a workspace / section of a site that my department doesn't need?

To delete a workspace / section within an examining site:

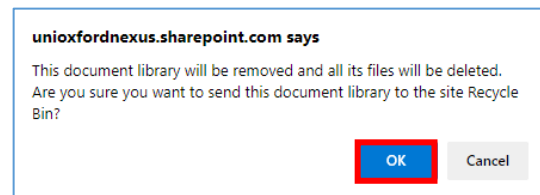
1. Click on name of the section of the site in the LH site menu that you want to delete AND then click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Library settings'** from the list



3. Within the workspace **'Settings'** window, click on **'Delete this document library'**



4. Click **'OK'** when the verification message appears

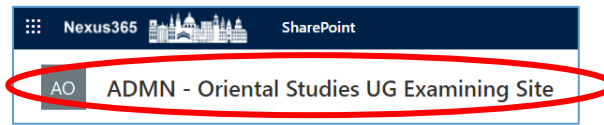


Note that it is possible to restore workspaces and all of the contents within them, if necessary (within 93 days of them being deleted). To do this:

- *Navigate to the Recycle bin*
- *Select the item to restore*
- *Click 'Restore'*

How do I change the name of an examining site?

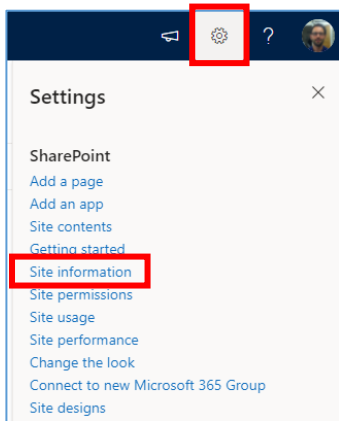
The name of an examining site is displayed at the top left of a site:



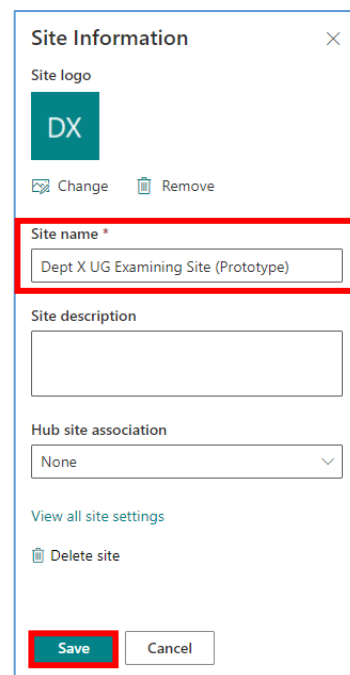
Please only change the name of an examining site if strictly necessary as the sites names follow a common naming convention.

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

