



SharePoint Online 'Examining' Sites Academics Guide

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Introduction

This short guide provides an overview of how to complete key activities within the new SharePoint Online 'examining' sites including:

- [Logging in](#)
- [Viewing, downloading, uploading and editing documents and files](#)
- [Creating folders](#)

SharePoint Online 'Examining' Sites – Background Context

SharePoint Online (SPO) 'examining' sites have been created for each department to provide a consolidated space for sharing and collaborating on documents relating to paper setting, exam boards and marking.

The new SPO 'examining' sites replace both the 'exam board' sites and the 'secure sites' previously provided via WebLearn.

The new 'examining' sites enable paper setters, markers, and exam board members (including external examiners) to access and collaborate on documents securely.

Getting Support

If you need advice and support in relation to SharePoint Online 'examining' sites, contact:

- a) The Administrator of the department that gave you access to the site; or
- b) The central support team on: student.systems@admin.ox.ac.uk

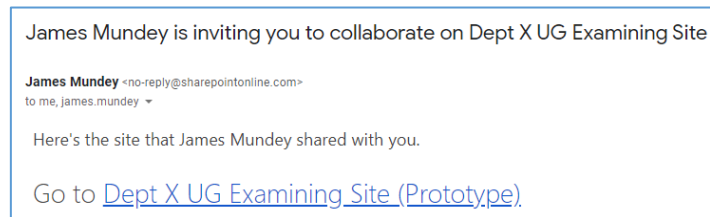
SPO Examining Sites – Accessing SharePoint Online ‘Examining’ Sites

How do I access a SharePoint Online ‘examining’ site?

It is only possible to access sites once you have been given access to a site by a department administrator.

Once you have been given access to a site you will either:

- a) Receive a **SharePoint notification email** including a link to the site
 - NB the automated SharePoint email, once you have opened it, will look something like this:



- ***Note that the automated SharePoint email may well be in your spam or junk folder so check there for the notification email***

OR

- B) You will receive an **email from a department administrator** including a link to the site

To access the site:

1. Click on the link in the email

- a) If you are an **Oxford single-sign-on (SSO) user** you may be prompted to login to access the site in which case login using your Oxford SSO and password
- b) If you are an **external user**, i.e. you do not have an Oxford single-sign-on (SSO) account, please see the following section of this guide: [How do I access Oxford SharePoint Online ‘Examining’ Sites if I’m an external \(‘non-Oxford’\) user?](#)

SPO Examining Sites – Viewing and Managing Documents

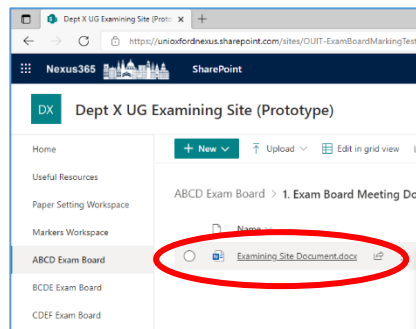
The following guidance topics outline how you can view, download, upload, edit and delete documents in SharePoint Online sites:

- [How do I view documents/files in a SPO examining site?](#)
- [How do I download documents/files from a SPO examining site?](#)
- [How do I upload documents/files to a SPO examining site?](#)
- [How do I edit a document/file directly within a SPO examining site?](#)
- [How do I delete a document/file within a SPO examining site?](#)

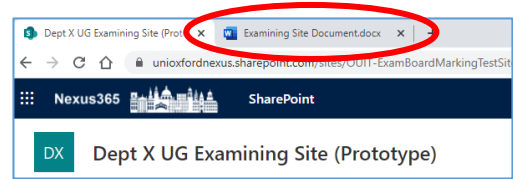
How do I view documents/files in a SPO examining site?

To view documents in a SPO examining site – *for example: a mark sheet, if you are an assessor; or a draft exam paper, if you are a paper setter; or an exam board document, if you are an examiner* – complete the following steps:

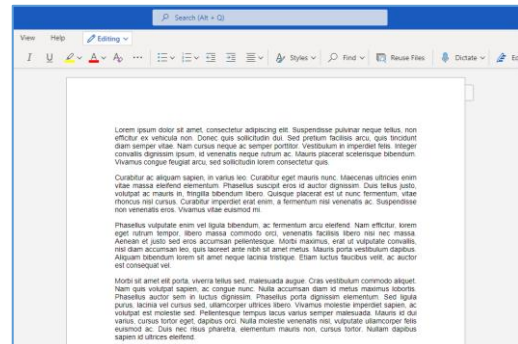
1. Navigate to the document you want to view within the site
2. Click on the **name of the document** to view it



3. The document will open in **another browser tab**



4. Click on the tab in which the document has opened to **view the document**

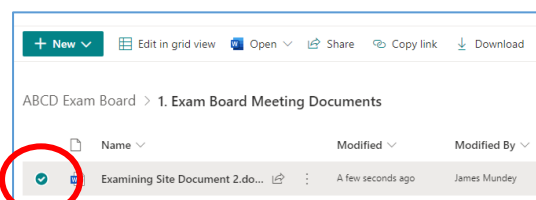


Note that the above steps apply to all common document types.

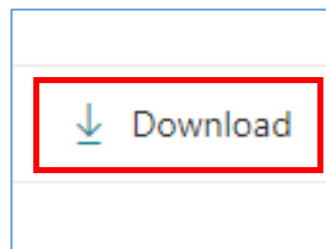
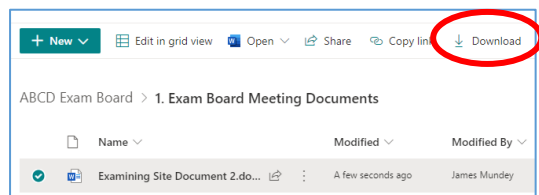
How do I download documents/files from a SPO examining site?

To download a document or file from a SPO examining site, so as to view or edit it locally on your device, complete the following steps:

1. Navigate to the document you want to download
2. **Select the document** you want to download by ticking the checkbox on the left hand side of the document:



3. Click '**Download**' at the top of the page of the site you are in



4. Depending on the browser you are using to download the document:
 - a. The document may be downloaded to the '**Downloads**' folder on your device (from where you can access it); or
 - b. A '**Save As**' window may appear allowing you to save the document in the relevant location on your device
5. You can now **open and view** – and also edit, if applicable – the document **locally on your device**

Note that it is also possible to download multiple documents / files at once – follow the steps above but in step 2 select all of the documents / files that you wish to download.

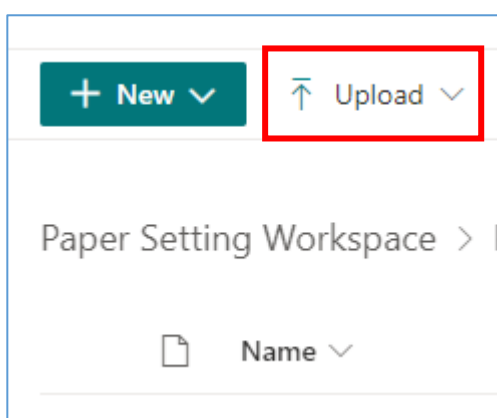
How do I upload documents/files to a SPO examining site?

It is possible to upload documents and files of most types to a SharePoint Online site – see the following for more information: [File types supported for previewing files in OneDrive, SharePoint, and Teams \(microsoft.com\)](#)

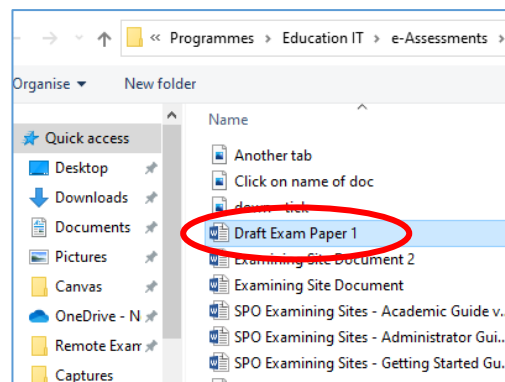
To upload a document or file to a SPO examining site, complete the following steps:

1. **Navigate to the Workspace or folder** into which you want to upload a document or file (for information about how to create folders in SPO sites, see this help topic: [‘How do I CREATE folders within examining sites?’](#))

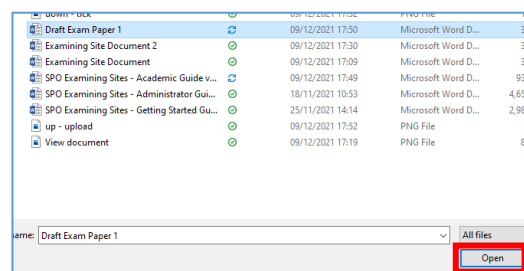
2. Click on the **‘Upload’** button at the top of the page (within the Workspace or folder)



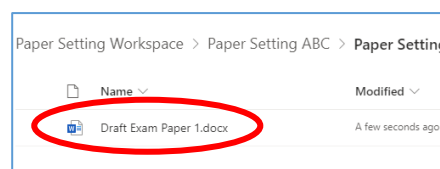
3. Within the file select window that opens **navigate to and select the file that you wish to upload**



4. Click **Open** to upload the file



5. The file will be **visible in the Workspace or folder** once it has been uploaded



Note that it is also possible to upload multiple documents at once – follow the steps above but in step 3 select all of the documents / files that you wish to upload.

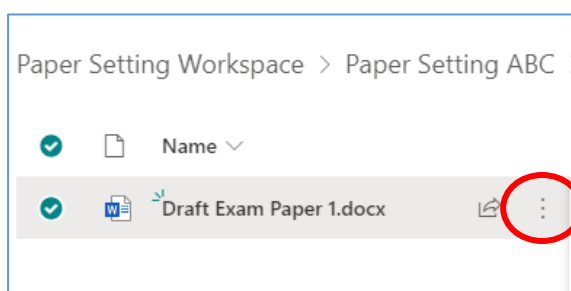
How do I edit a document/file directly within a SPO examining site?

It is possible to edit Microsoft 365 file types (like Word or Excel) within SharePoint Online sites without having to download them first.

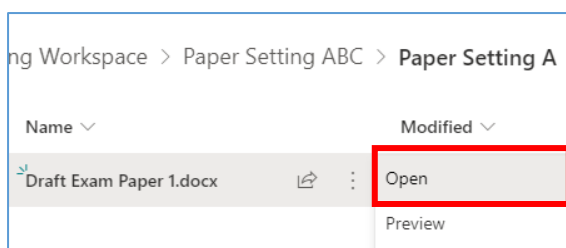
If you would prefer to edit a document locally on your device, follow the steps outlined in '[How do I download documents/files from a SPO examining site?](#)' and then edit the document locally on your device.

To edit a document from within a SharePoint Online site, complete the following steps:

1. Navigate to the document you want to edit
2. **Hover over the document** you want to edit and click on the three-dot menu:

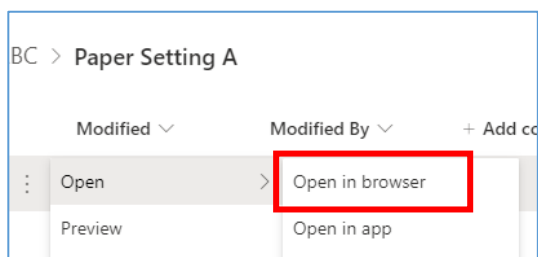


3. Click on the '**Open**' menu option:

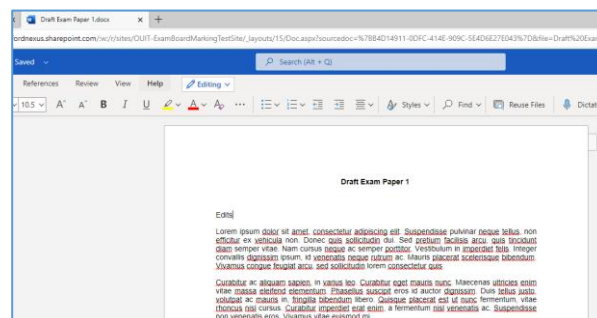


4. There are two options for how you edit the document:

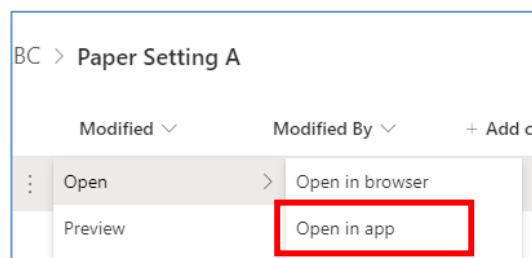
- A) To edit the document in the **online** version of Word, Excel or PowerPoint, click on '**Open in browser**'



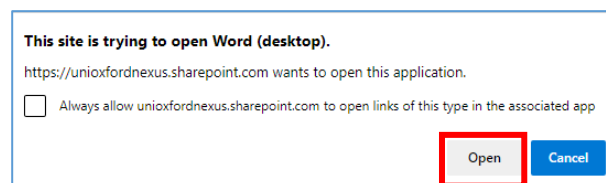
The document will **open online in a new browser window** and you can then **edit the document directly in the browser window** online – any changes you make will be **saved automatically**:



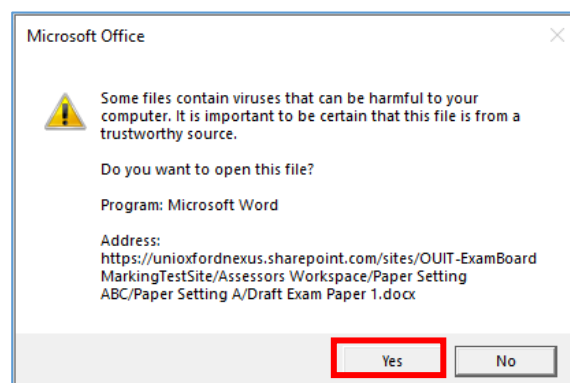
- B) To edit the document in the **desktop** version of Word, Excel or PowerPoint, click on '**Open in app**'



A **verification window** (something like the following) will appear, click '**Open**':



A **second verification window** will appear, click '**Yes**':



The **desktop version of the document will then open** and you can then **edit** the document as needed:



Note that you should **save any changes you make** and the changes will be **made directly to the document within SharePoint Online**.

When you **close** the document, **the latest version of the document** will be available in the **SharePoint Online site**.

Adding comments to document from within SharePoint Online sites

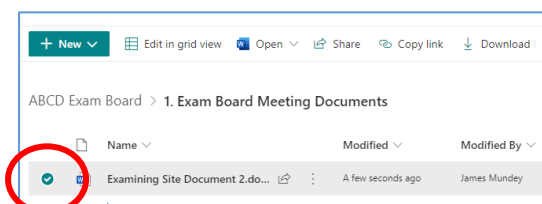
Note that you can also add **comments** to documents that you are editing online or in the desktop app version – to do that:

1. Highlight the text that you want to add a comment to
2. Click on the 'Insert' menu option at the top of the document
3. Click on 'Comment' or 'New Comment'
4. Add your comment

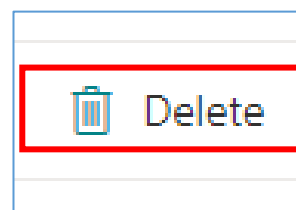
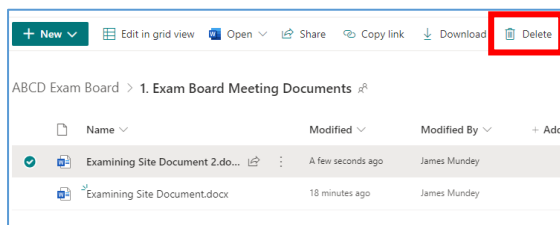
How do I delete a document/file within a SPO examining site?

If you want to delete a document that you have uploaded to a SPO examining site, complete the following steps:

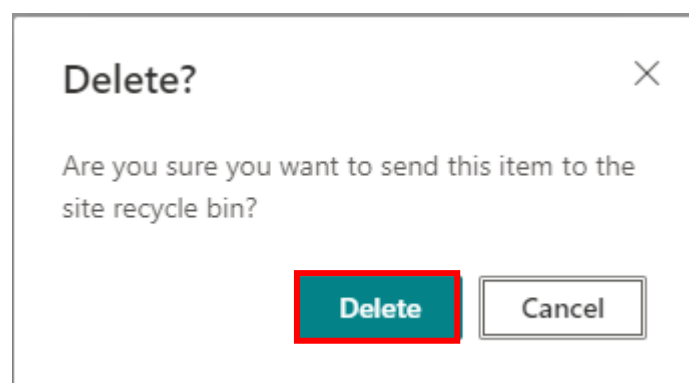
1. **Navigate** to the document you want to delete
2. **Select the document** you want to delete by ticking the checkbox on the left hand side of the document:



3. Click **'Delete'** at the top of the page of the site you are in



4. When the **'Delete?'** verification window appears, click on **'Delete'**



5. The document will be moved to the **Recycle bin**

Note that it is also possible to delete multiple documents / files at once – follow the steps above but in step 2 select all of the documents / files that you wish to delete.

If you **accidentally delete** a document / file, see ['How do I restore a deleted item?'](#)

SPO Examining Sites – Managing Folders

It is possible to **create**, **rename**, and **delete** folders within the section of an examining site that you have 'Contribute' access to e.g. a folder containing your mark sheets.

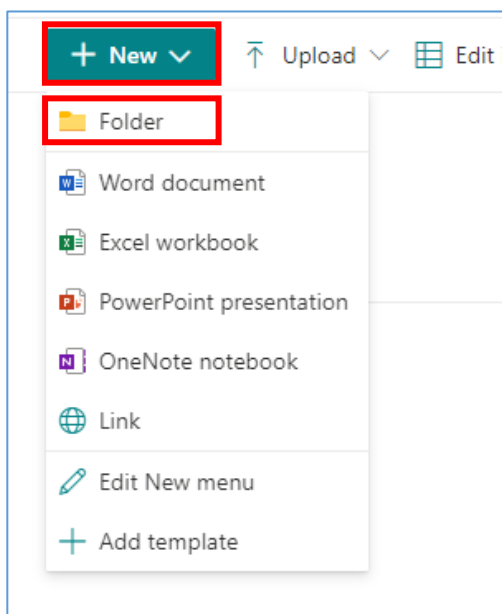
This section of the guide contains the following key guidance topics:

- [How do I create folders within examining sites?](#)
- [How do I rename a folder?](#)
- [How do I delete one or more folders?](#)

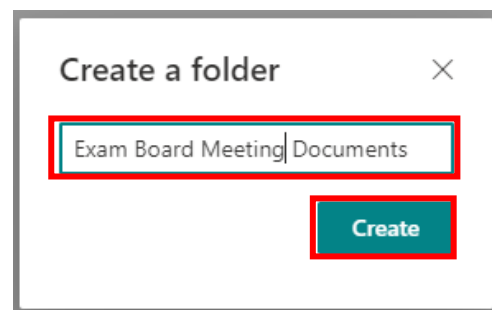
How do I CREATE folders within examining sites?

To create a folder within an examining site:

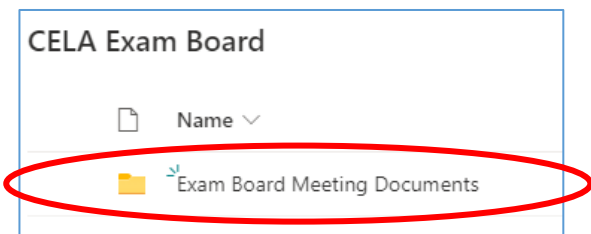
1. Navigate to the workspace or folder within which you want to create a folder
2. Click on the 'New' button in the top left hand side of the view and select 'Folder'



3. Enter a folder name in 'Create a folder' window and click 'Create'



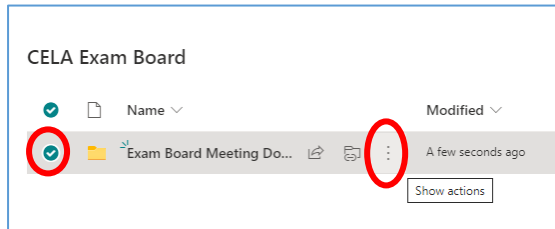
The folder will be visible in the view in which you've created it



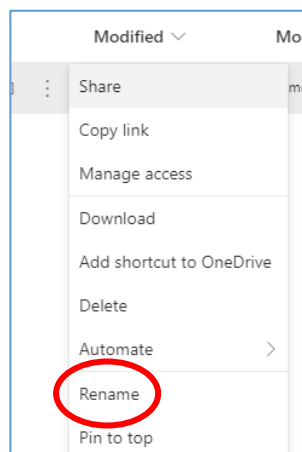
How do I RENAME a folder?

To rename a folder:

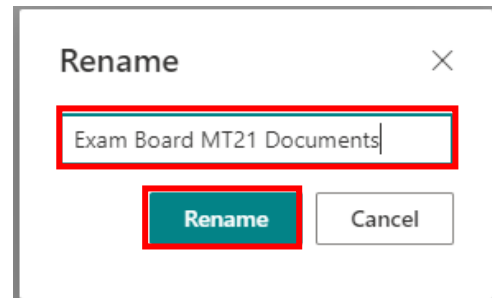
1. Select the folder you want to rename by ticking the checkbox on the left hand side of the folder
2. Then click on the three-dot 'Show actions' menu for the folder



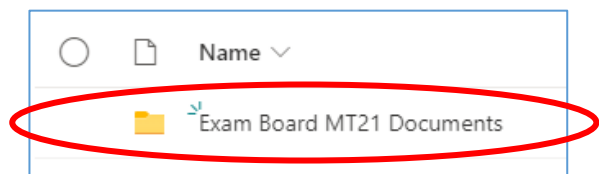
3. Select 'Rename' from the list of actions displayed



4. Rename the folder in the 'Rename' window and click 'Rename'



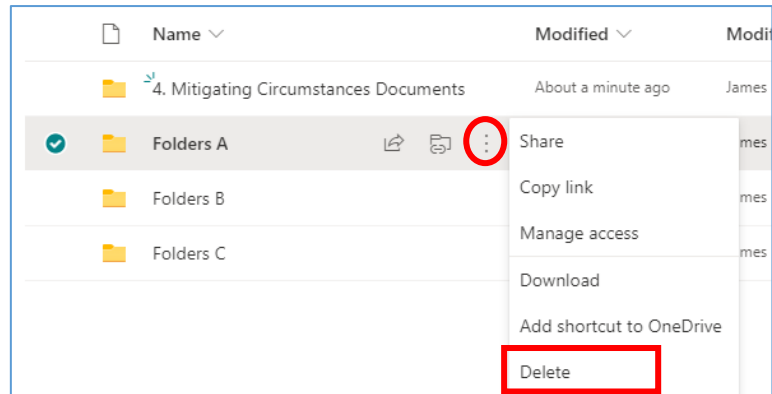
5. The folder name will now have been updated with the revised name



How do I DELETE one or more folders?

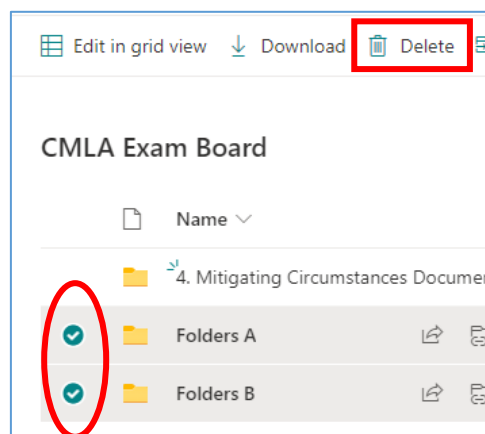
To delete a folder:

1. Navigate to the folder you want to delete
2. Then click on the three-dot '**Show actions**' menu for the folder and select the '**Delete**' option



To delete multiple folders at once:

1. Select the folders that you want to delete by ticking the tick box on the left hand side of the folders
2. Click on the '**Delete**' option above the folders



Deleting & Restoring Items and Using the Recycle Bin

Within a SPO site it is possible to delete:

- Sections of a site including all of their contents
- Folders including all of their contents
- Individual files and documents

The Recycle Bin

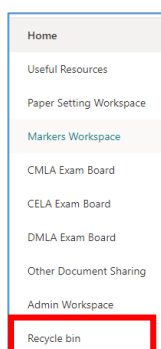
Please note the following details regarding items in SPO sites that are deleted:

- Items that are deleted are sent to the recycle bin
- Items are retained for 93 days from the time they are deleted and can be restored in that time
- Any SPO user can restore items that they have deleted that are in the recycle bin
- Items deleted from the recycle bin are sent to the 'Second-stage recycle bin' (which is accessible to department administrators)
- If something is deleted from the recycle bin it will be in the second-stage recycle bin for the remainder of the 93 days (from the point of its original deletion) and it can be restored by department administrators in that time
- After 93 days deleted items can no longer be restored by any Oxford users but they can be restored by Microsoft Support if requested within 14 days (contact Oxford's SPO support team if that is required)
- If items, such as folders, that are deleted have unique permissions (e.g. they have been restricted to specific users) the unique permissions are restored when the folders are restored (but you should check this once the item has been restored)

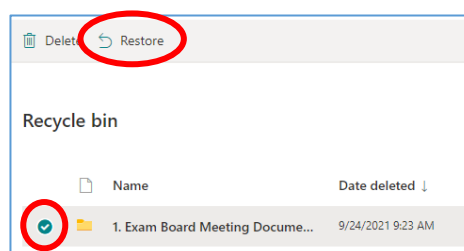
How do I restore a deleted item?

To restore a deleted item:

1. Navigate to the Recycle bin (see the link at the bottom of the LH site menu)



2. Select the item to restore and click 'Restore'



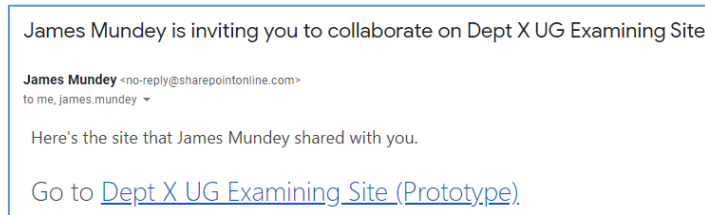
Note that if items, such as folders, that are deleted have unique permissions (e.g. they have been restricted to specific users) the unique permissions are restored when the folders are restored (but you should double check this once the item has been restored).

Accessing SharePoint Online 'Examining' Sites as a Non-Oxford User

How do I access Oxford SPO 'Examining' Sites if I'm an external ('non-Oxford') user?

When you are given access to an Oxford SharePoint Online (SPO) examining site, either:

- A) A SharePoint email is automatically sent to the email account of the email address with which you have been given access to the site, notifying you that you have been given access to the site
 - The automated SharePoint email, once you have opened it, will look something like this:



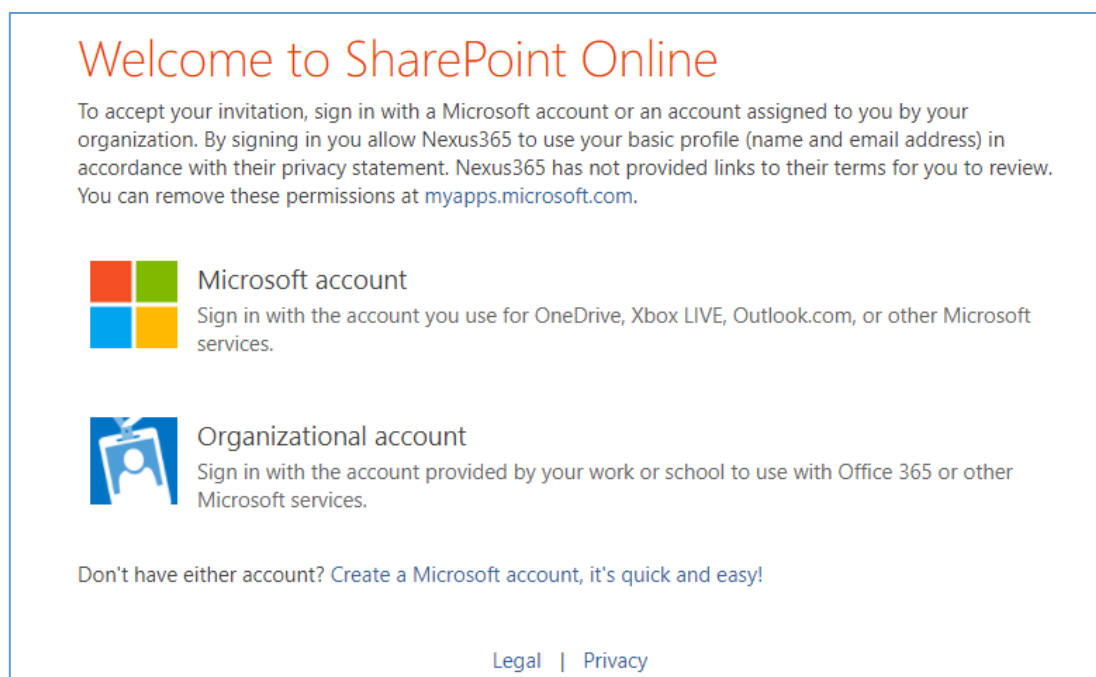
- ***Note that the automated SharePoint email is very likely to be in your spam or junk folder so check there for the notification email.***

OR

- B) You will have been emailed a link to the site directly by the Department Administrator

Once you have opened the email you have received, you need to complete the following steps to login to the SPO site:

1. Click on the link to the SharePoint site in the email
2. You will be presented with the following 'Welcome to SharePoint Online' screen (unless you have an Oxford account in which case see the 'Logging in with an Oxford account' section below)



Select the relevant option (only one of a, b, or c):

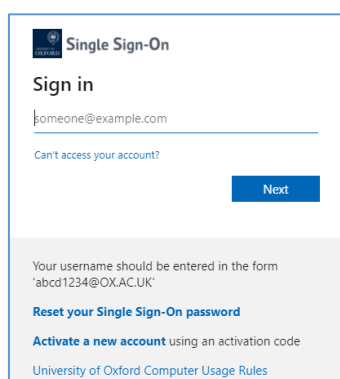
- a) If you have a personal Microsoft account (associated with the email with which you have been given access to the SPO site), sign-in to the Oxford SPO site using that personal Microsoft account by clicking on the '**Microsoft account**' option and following the standard login steps
- b) If you have a Microsoft work account (associated with the email with which you have been given access to the SPO site), sign-in to the Oxford SPO site using that Microsoft work account by clicking on the '**Organizational account**' option and following the steps to login

Note that the only details that Oxford has access to in relation to your organisational account are your name and email address (the same applies for personal Microsoft accounts too).

- c) If you do not already have a Microsoft account (associated with the email with which you have been given access to the SPO site) you can create one in a few simple steps by clicking on '**Create a Microsoft account, it's quick and easy!**' and following the steps to create an account and login

Logging in with an Oxford account

Note that if you have previously been provided with an Oxford account, for any reason, you may need to login using the Oxford account details that you have previously been supplied. If you are recognised as having an Oxford account then you may see this or a similar screen when you click on the link to the SharePoint Online site:



Login using:

- Your Oxford username in this format [1234abcd@OX.AC.UK](#)
- The password that is associated with your Oxford account

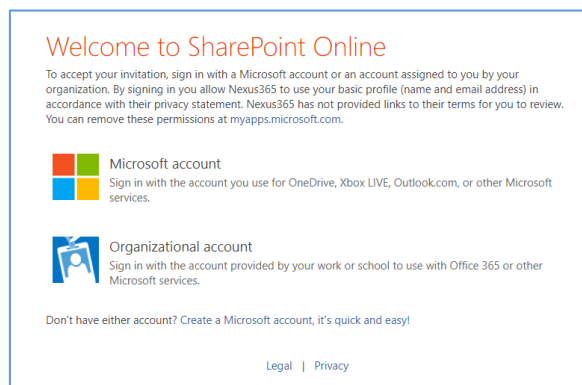
-
- 3. Once you have logged in, the Oxford 'examining' site Homepage will be displayed and you will be able to navigate around the parts of the site that you have been given access to
 - 4. Save the URL of the site as a favourite so that you can easily access the site again when you need to log back in, in future OR save the email containing the link to the site somewhere where you can easily access it again in future (so that you have the link for logging in again)

As an external (non-Oxford) user, how do I log back into an Oxford SharePoint Online Site?

When you want to login to the SPO site again:

5. Click on the link to the site in the original SharePoint notification email or the email from the Department Administrator (or that you have saved as a favourite)
6. You will be presented with one of the following screens:

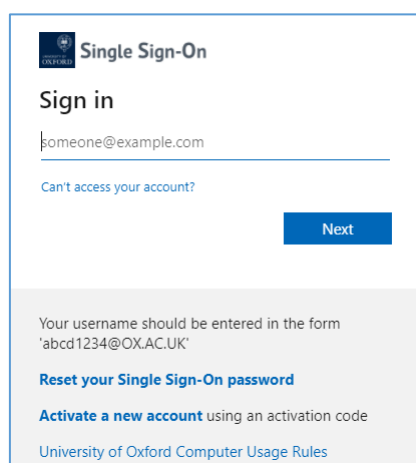
a) The Microsoft 'Welcome to SharePoint Online' screen:



In which case, follow steps 2a or 2b (in the first section of this guide) and login using:

- The email address with which you have been given access to the SPO site
- The password of your Microsoft account (which you used to login to the SPO site)

b) The Oxford login screen:



In which case, login using:

- The email address with which you have been given access to the SPO site
- The password of your Microsoft account (which you used to login to the SPO site)

OR, if you have previously been provided with an Oxford account, login using:

- Your Oxford username in this format [1234abcd@OX.AC.UK](#)
- The password that is associated with your Oxford account