



SharePoint Online 'Examining' Sites Getting Started Guide

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SharePoint Online (SPO) 'Examining' Sites Getting Started Guide

This 'Getting Started Guide' provides an overview of the new SharePoint Online 'examining' sites as well as the steps you need to complete to get the site(s) ready for use in your department.

The guide covers the following topics:

- Key information about the design, structure and capacity of the examining sites
- Details of the different sections / workspaces within the sites
- An overview of how to manage access to the sites
- The key steps you need to complete to get your sites set up ready for use
- Information about how to manage and maintain your site(s)
- How to give other Administrators in your departments access to the sites

To view the key steps you need to complete to finalise your sites ready for use within your department see the ['Getting Started'](#) section of this 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) including the details in this Getting Started Guide.

Getting Support

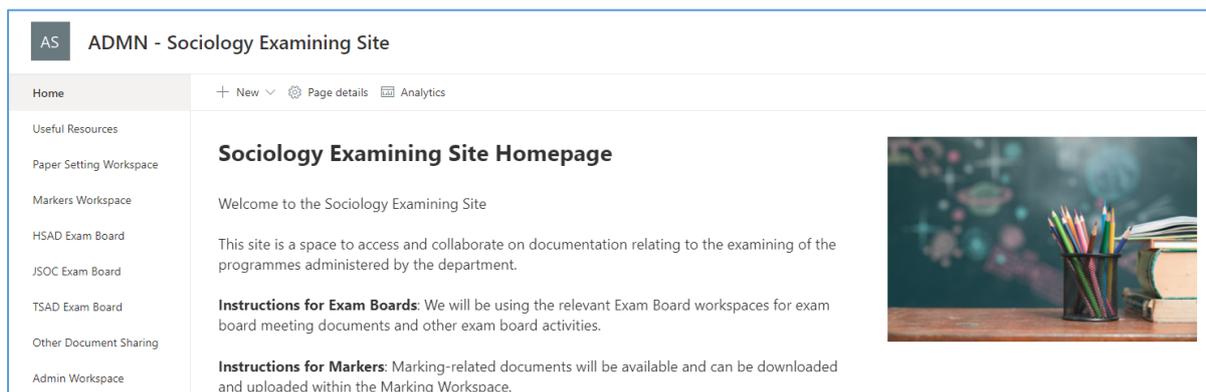
If you need advice and support in relation to SharePoint Online 'examining' sites then please contact student.systems@admin.ox.ac.uk.

Introduction to SPO Examining Sites – Key Details

SharePoint Online (SPO) ‘examining’ sites have been created for each department to provide a consolidated space for sharing 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 (which is in the process of being decommissioned).

The new ‘examining’ sites enable markers, examiners and exam board members (including external examiners) to access and collaborate on documents securely. They also allow document sharing with other departments, for example in the joint schools context or with central departments who require access to documents e.g. Information Compliance.



An example of a SPO Examining Site Homepage

SharePoint Online ‘examining’ sites are supplied ‘pre-built’ for departments and include:

1. A number of **standard ‘sections’ or workspaces** for useful resources, paper setting, marking, and document sharing with other departments
2. **Department-specific workspaces for exam boards** administered by the department
3. A number of **SharePoint groups** via which you can give relevant users access to the appropriate sections of the site

Departments will typically be supplied with an ‘examining’ site **per study-level** (i.e. a UG and a PG examining site) depending on the exam boards administered within the department or unless only one consolidated site is required for your department.

Each SPO examining site has **1TB of storage space** and the largest file size that can be attached to a SPO site is **100GB**. Files of a wide variety of types can be uploaded to SPO sites including **Latex files**.

The sites are accessible to **external users**, e.g. external examiners, and there’s a separate external user login guide – **‘How to Access Oxford Examining Sites (Non-Oxford User)’** – that is currently available on the Online Coursework Submissions [website](#) and can be downloaded and provided to external users to help them access the sites.

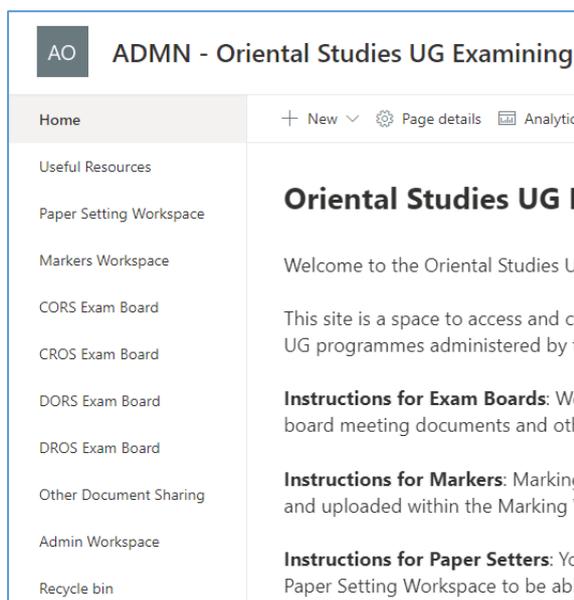
Whilst the SPO ‘examining’ sites have been ‘pre-built’ ready for use, departments will need to complete a number of steps to set up the site for use in their department e.g. add users and create folders as appropriate – see the steps outlined in the **‘Getting Started’** section of this guide.

In addition, please note that departments have the flexibility to add folders in the structure preferred in their departments and to customise the sites as required for their local context e.g. to add, move and delete sections etc.

Introduction to SPO Examining Sites – The Site ‘Sub-Sections’

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 have access to the site (via a SharePoint group) Generic text and an image have 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. NB 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 within your site should include 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 Inspira)
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:</i> completed results templates should continue to be shared with ARO via the separate ARO-managed site ➤ <i>Please note:</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



Example of the ‘Sections’ within an Examining Site

Departments are free to add folders in whatever structure is appropriate for them within the different sections of the examining sites.

The Recycle Bin

In addition to the ‘pre-built’ sections, SPO sites include a ‘Recycle bin’ by default. Deleted items are sent to the recycle bin and are retained for 93 days (3 months) from the time they are deleted. During that time they can be restored if required – see [‘How do I restore a deleted item?’](#)

Introduction to SPO Examining Sites – Overview of How to Manage Access

Access to an examining site – and the different sections within it – is managed via **SharePoint Groups**.

SharePoint groups are the best way to give access to defined areas of a site and allow you to manage the individuals who have access to the site and various sections within it in a straightforward way.

In addition to SharePoint groups you can also use **folder permissions** within the different sections of the site to manage access within sections in a more granular way where necessary. For example:

- To manage access to folders for specific markers in the Markers Workspace
- To manage access to Mitigating Circumstances folders in an Exam Board workspace

It is even possible to control who can see and access **specific documents / files** where needed.

In summary:

- **SharePoint groups** are used to manage access **TO** the different sections of a site
- **Folder/file permissions** are used to manage access **WITHIN** the different sections of a site

Note that in some rare exceptions you may give users access to a specific folder, only, in a site (and not add them to a SharePoint group also) e.g. when sharing specific folders with colleagues in other departments. See the 'How do I give users from other departments access to a folder?' help topic below.

Pre-Built 'Examining Site' SharePoint Groups

Examining sites have been 'pre-built' with a number of SharePoint groups as follows:

#	SharePoint Group	Purpose
1	Markers	A group for markers – to give markers access to the Home page, Useful Resources, and the Markers Workspace
2	Paper Setters	A group for paper setters – to give paper setters access to the Home page, Useful Resources, and the Paper Setting Workspace
3	XXXX Exam Board (a group for each exam board within each site)	A group for the exam board members (including external examiners) for each exam board within a site – to give exam board members access to the Home page, Useful Resources, and the relevant Exam Board workspace
4	Owners	A group for administrators – allowing administrators in your department to access and manage any part of the site

Whilst the groups listed above have been 'pre-built' as part of the rollout of the new SPO 'examining' sites, you are able to create additional SharePoint groups within a site (and give the groups access to relevant areas within the site) if needed for your department. See the help topics in the '[Getting Started](#)' section of this guide if relevant.

As part of getting your examining site ready for use, you should add the relevant users to the appropriate SharePoint groups so that they have access to the relevant parts of the site.

Where applicable, individuals can be added to more than one SharePoint group so that they have access to all relevant parts of a site. This might apply where an individual is a member of more than one exam board or assists with paper setting and also does marking, for example.



Example of Pre-Built SharePoint Groups in an Examining Site

Which Sections of an Examining Site do the 'Pre-Built' SharePoint Groups have Access to?

The 'pre-built' SharePoint groups have been set up with **access to specific sections of the site** as outlined in the following table (NB all of the SharePoint groups have access the Home page and Useful Resources):

#	Examining Site Section	SharePoint Group(s) that have access	Permission Level
1	Home page	<ul style="list-style-type: none"> XXXX Exam Board groups Markers group Paper Setting group Owners group (Department Admins) 	<ul style="list-style-type: none"> Read-only Read-only Read-only Full Control
2	Useful Resources	<ul style="list-style-type: none"> XXXX Exam Board groups Markers group Paper Setting group Owners group (Department Admins) 	<ul style="list-style-type: none"> Read-only Read-only Read-only Full Control
3	Paper Setting Workspace	<ul style="list-style-type: none"> Paper Setting group Owners group (Department Admins) 	<ul style="list-style-type: none"> Contribute Full Control
4	XXXX Exam Board (one for each exam board)	<ul style="list-style-type: none"> XXXX Exam board group (each Exam Board group has access to the corresponding Exam Board workspace) Owners group (Department Admins) 	<ul style="list-style-type: none"> Contribute Full Control
5	Markers Workspace	<ul style="list-style-type: none"> Markers group Owners group (Department Admins) 	<ul style="list-style-type: none"> Contribute Full Control
6	Other Document Sharing	<ul style="list-style-type: none"> Owners group (Department Admins) 	<ul style="list-style-type: none"> Full Control
7	Admin Workspace	<ul style="list-style-type: none"> Owners group (Department Admins) 	<ul style="list-style-type: none"> Full Control

SharePoint groups can have one of 6 'permission levels' but all of the 'pre-built' SharePoint groups have one of the following 3 permission levels (per section of the site) as the following levels provide all of the required access rights:

- **Read** – allows users to view and download documents and files
- **Contribute** - allows users to add, edit, delete, upload, download, move/copy files and folders
- **Full Control** – allows users to manage groups, permissions, and to access all content

As you can see from the following table, the permission level of each SharePoint group can differ in different parts of the site – so that it is possible for individuals to only view and download documents in one section of a site (e.g. Useful Resources) but to upload and edit documents in another section of the site (e.g. the Markers Workspace):

#	SharePoint Group	Site Section	Permission Level
1	Markers	<ul style="list-style-type: none"> Home page Useful Resources Markers Workspace 	<ul style="list-style-type: none"> Read Read Contribute
2	Paper Setters	<ul style="list-style-type: none"> Home page Useful Resources Paper Setting Workspace 	<ul style="list-style-type: none"> Read Read Contribute
3	XXXX Exam Board (a group for each exam board)	<ul style="list-style-type: none"> Home page Useful Resources XXXX Exam Board 	<ul style="list-style-type: none"> Read Read Contribute
4	Owners	<ul style="list-style-type: none"> All site sections 	<ul style="list-style-type: none"> Full Control

Once users have been added to one or more of the SharePoint groups they are able to access the appropriate sections of the site as outlined in the table above.

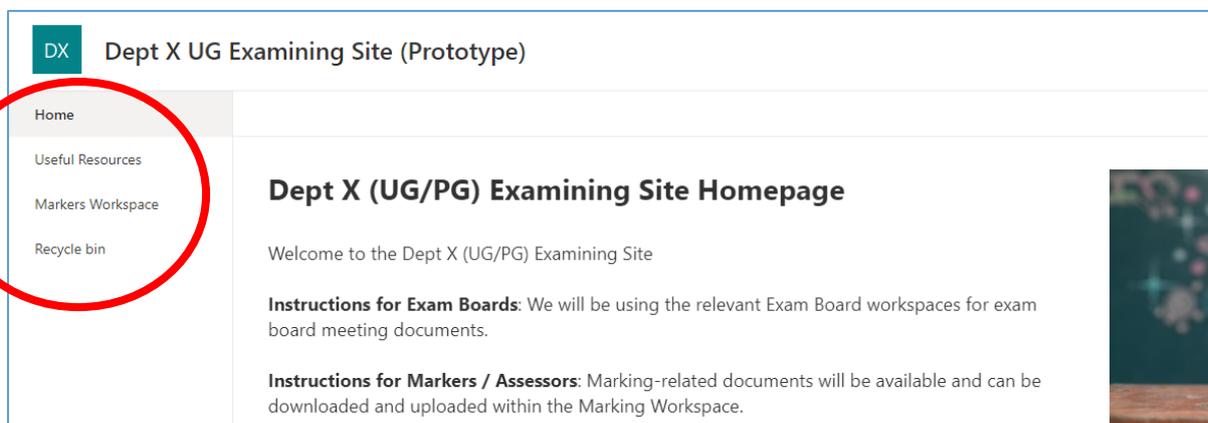
You are able to give new SharePoint groups, that you create, access to the relevant parts of the site – see the help topics in the '[Getting Started](#)' section of this guide if relevant.

As well as giving users access to the relevant sections of a site (via SharePoint groups), you can use folder permissions (within the different sections of the site) to manage access in a more granular way where that is necessary. It is also possible to give SharePoint groups access to specific folders where that is required. For more information see the help topics further down in this guide.

Examples of what Different Users See and have Access To

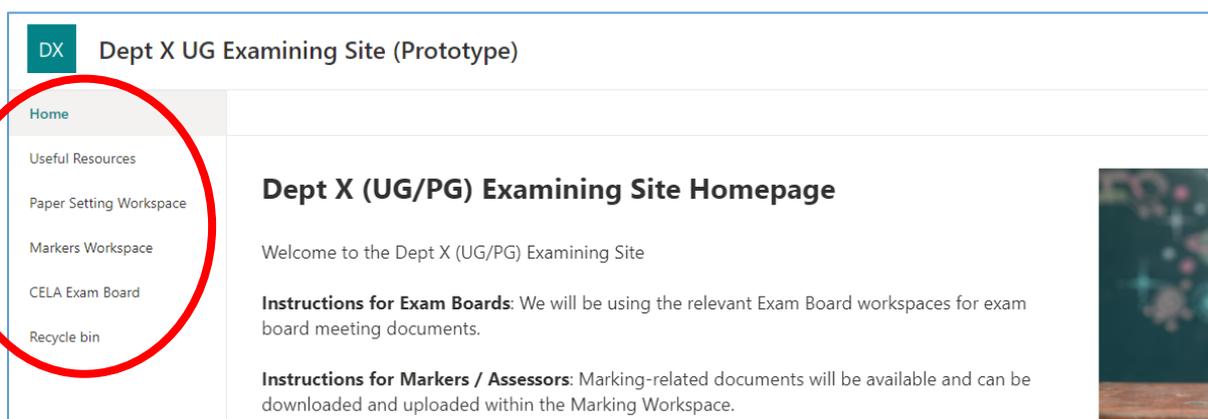
Depending on the SharePoint groups that users have been added to, they will see different workspaces when they access the examining site – see the following examples:

An individual added to one SharePoint group only e.g. the **Markers group**, for example, will see the following 'sections' of the examining site:



Example of a user's view if added to the Markers group

An individual added to multiple groups (e.g. if they are involved in paper setting, marking and exam board activities) will see the following sections of the examining site, for example:



An example of a user's view if added to multiple SharePoint groups

Getting Started – How to get your SharePoint Online Examining Sites Ready for Use

As outlined above, key aspects of the ‘examining’ sites have been ‘pre-built’; however, there are a number of actions that you need to complete to *finalise* the setup of the sites ready for use in your department.

Must Do: Setting up Your ‘Examining’ Sites Ready for Use

You must complete the following steps to get your examining sites ready for use within your department:

#	What	Why	How
1	Give other Administrators access to the site as needed	So that other administrators within your department who don't already have access can access and administer the site	See ‘How do I give access to other Administrators in my Department?’ below
2	Update the text on the Homepage	So that it is applicable to your department and ways of working e.g. adding a contact email	See ‘How do I edit the text on an examining site Home page?’
3	Create the required folders within each section of the site	So that the paper setting, exam board workspaces, and the markers workspace are ready for use	See ‘How do I create folders within examining sites?’
4	Restrict access to specific folders, where required	So that not all users within SharePoint groups can access folders that should be restricted to a subset of users e.g. folders for specific markers or Mitigating Circumstances folders	See ‘How do I restrict access to a folder to just one or a number of specific individuals (or SharePoint groups)?’
5	Upload the required documents / files (and folders, if applicable)	So that the relevant initial documentation is available to users once they have access	Use the ‘Upload’ function with workspaces and folders
6	Add the relevant users to the SharePoint groups within the site	So that the relevant users (including external users) have access to the appropriate parts of the site	See ‘How do I add users to SharePoint groups within SPO examining sites?’

Setting up Your Examining Sites – Timing

Note that you may not need to create folders in all workspaces OR add users to all SharePoint groups at the same time depending on when you need specific sections of the site (e.g. the marking workspace or the exam board workspaces) to be accessible to the relevant individuals.

If you want to release the site to different users at different times, depending on what activities happen when in your department, then complete steps 2-5 above for each sub-section of the site when appropriate.

Setting up Your Examining Sites – Checks

You may also want to check that a number of users have the right access e.g. where you have restricted access to certain folders, so that you are confident that the site is ready to share with all relevant individuals.

Where you feel this would be appropriate, email a subset of users to ask them to check their access.

Optional: Customising Your ‘Examining’ Sites

In addition to the above ‘must do’ steps, you are free to customise your examining site(s) as needed for use in your department e.g. by adding additional sections or SharePoint groups (in addition to those that have been pre-built) or updating or removing existing workspaces, if applicable.

If this is something that would be relevant for your department then complete one or both of the following actions (in addition to the ‘Must Do’ steps outlined above).

You may need to complete the following steps depending on the set up required for your department:

#	What	Why	How
1	Create additional SharePoint groups and manage which parts of the site they can access	So that you can manage access to site sections and folders within them in a more granular way as required in your department	See ‘How do I create a new SharePoint group in an ‘examining’ site?’ Then: ‘How do I give SharePoint groups access to workspaces within an examining site?’ You may then need to refer to one of the following: <ul style="list-style-type: none"> • ‘How do I restrict access to a folder to just one or a number of specific individuals (or SharePoint groups)?’ • ‘How do I give one or more specific individuals (or SharePoint groups) access to a folder (without changing who already has access to it)?’
2	Create additional site sections / workspaces AND manage which groups can access them	So that you can have additional sub-sections (in addition to folders) within your site as needed for your department	View these topics in the full ‘SPO Examining Sites Administrator Guide’ : <ul style="list-style-type: none"> • <i>‘How do I create a new workspace / section within an examining site?’</i> • Plus: <ul style="list-style-type: none"> ○ <i>‘How do I give SharePoint groups access to workspaces within an examining site?’</i> ○ And/or: <i>‘How do I remove a SharePoint group’s access to a workspace within an examining site?’</i>
3	Update the order of the sections in the LH site menu	So that sections are in the order you need them in for your department’s use	View this topic in the full ‘SPO Examining Sites Administrator Guide’ : <i>‘How do I change the order of the site sections in the LH site menu?’</i>
4	Rename / remove existing workspaces	If you want to amend or remove any workspaces for any reason	View these topics in the full ‘SPO Examining Sites Administrator Guide’ : <ul style="list-style-type: none"> • <i>‘How do I change the name of a workspace / section within a site?’</i> • And/or: <i>‘How do I delete a workspace / section of a site that my department doesn’t need?’</i>

Details of all SPO ‘examining’ site help topics (including all of those in this guide) can be found in the full [SPO Examining Sites Administrator Guide](#).

Maintaining & Managing Your SPO Examining Sites

There are three key aspects of managing a SPO examining site:

1. Managing **user access to the site** via SharePoint groups and folder permissions.

Specific areas include:

- a) Managing Users within SharePoint Groups
- b) Managing Access to Folders
- c) Managing Access to Documents / Files
- d) Managing External Users

2. Managing the **structure of the site** itself

Specific areas include:

- a) Managing Folders
- b) Managing the Home page
- c) Managing SharePoint Groups
- d) Managing the Sections of a Site

Details of how to do all of the above are outlined in this guide.

3. Managing the **documentation** within the site and **completing regular housekeeping**

In relation to this third area, the following housekeeping is recommended to ensure that sites do not become unnecessarily full (and run out of storage space) – and that you're abiding by the University's data retention guidelines:

Clear out documents, where applicable, at least annually so that the sites can be re-used on an ongoing basis. For example, delete copies of scripts and submissions (submitted via Inspera) that have been shared on examining sites, once marking is complete.

If the retention timelines on Inspera are not sufficient (scripts and submissions are retained on Inspera for 2 years after submission) then you may consider saving copies of submissions in a department shared drive (in line with University data retention guidelines).

It may also be relevant to retain some documents on examining sites for a longer period of time, for example if they relate to appeals processes etc.

If (despite housekeeping) space becomes an issue within your examining sites then please contact the support team for SPO examining sites – see the details below.

Getting Support

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

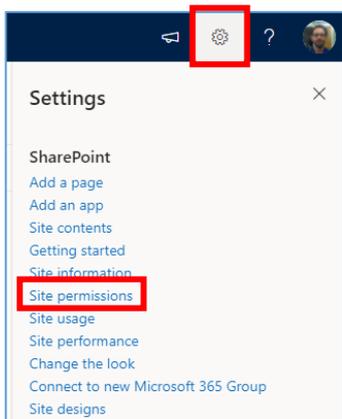
Details of all SPO 'examining' site help topics (including all of those in this guide) can be found in the full [SPO Examining Sites Administrator Guide](#).

How do I give access to SPO examining sites to other Administrators in my Department?

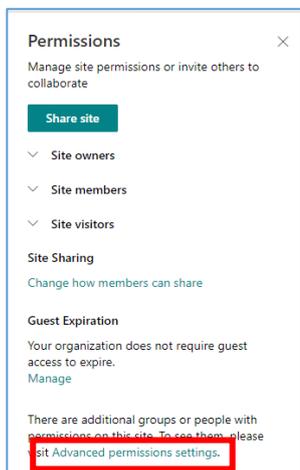
It is likely that there are other administrators in your department who are or could be responsible for administering the department's examining site(s), including at times when you are out of the office.

To give other administrators in your department – who should have full access to all parts of the examining site – access to a site, you should make them 'Site Collection Administrators':

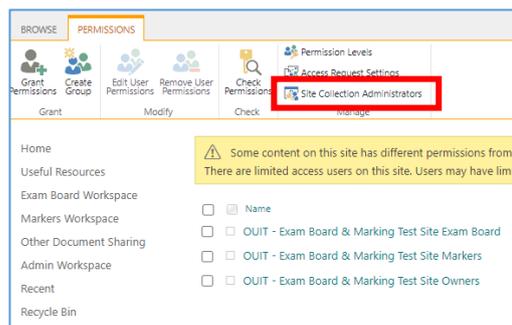
1. From the Home page, click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



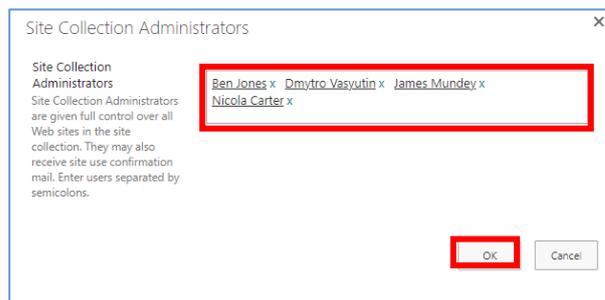
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



4. In the site permissions view, click on **'Site Collection Administrators'**



5. Search for and select the relevant individuals (one by one) in the **'Site Collection Administrators'** pop-up window and click **'OK'**



6. Lastly, in addition, **add the administrators to the site 'Owners' SharePoint group**. This will mean that they are notified of any access or sharing requests along with yourself. For details of how to add users to SharePoint groups see: ['How do I ADD users to the examining site SharePoint groups?'](#)

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



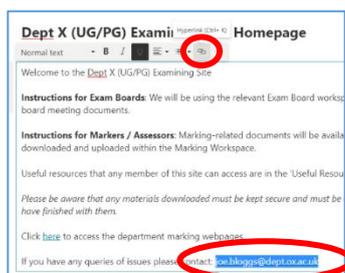
2. Update the title and text as relevant:

- 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:

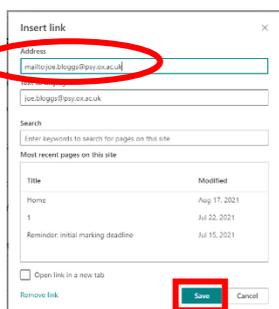


You can access more formatting options by clicking on the ellipsis '...' at the end of the bar

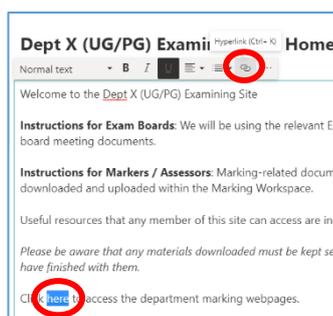
- b) To add an email address:
 - Type the email address in the relevant location in the Home page text
 - Highlight the address
 - Click on the hyperlink icon in the formatting bar



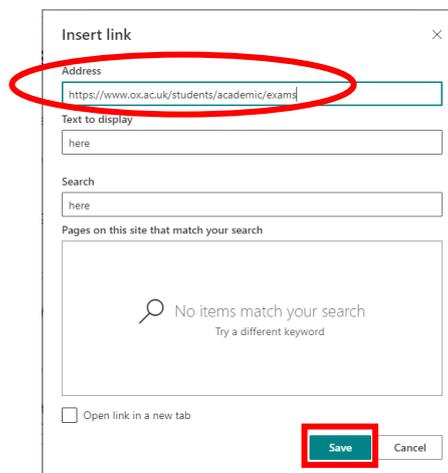
- Type 'mailto:' and the email address into the 'Address' field in the 'Insert link' window e.g. mailto:joe.bloggs@dept.ox.ac.uk
- Click 'Save'



- 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

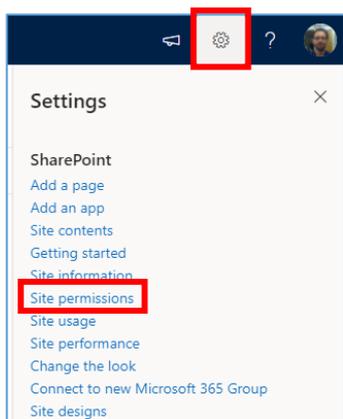


How do I ADD users to SharePoint groups within SPO examining sites?

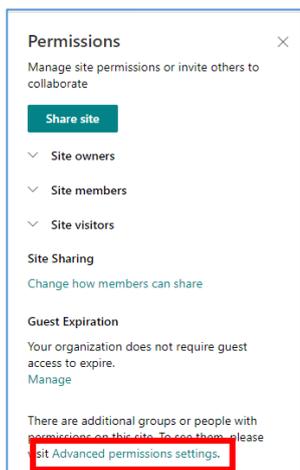
For information about the SharePoint groups that have been specifically ‘pre-built’ within examining sites, see the brief introduction to SharePoint groups in Examining sites [here](#).

To add users to the SharePoint Online ‘examining’ site SharePoint groups:

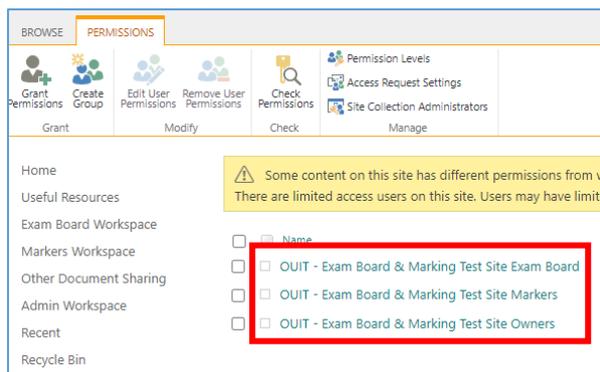
1. From the Home page, click on the **Settings ‘cog’ icon** in the top right hand corner of the site
2. Select **‘Site Permissions’** from the list



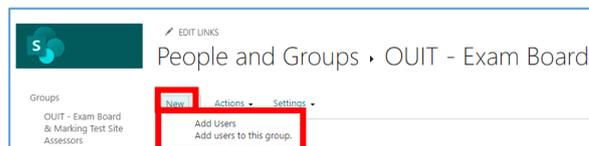
3. Click on **‘Advanced permissions settings’** in the ‘Permissions’ sidebar



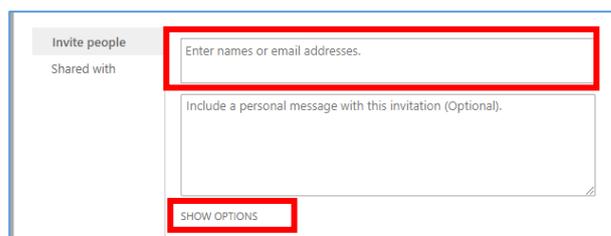
4. In the site permissions view, click on the **SharePoint group** that you would like to add users to:



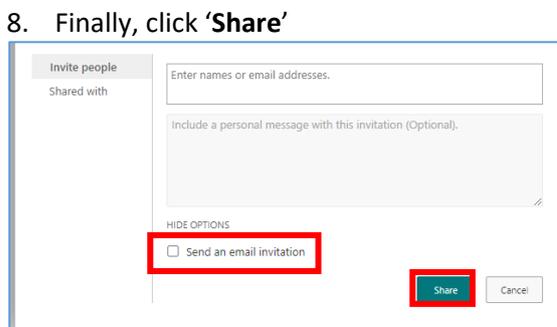
5. Within the SharePoint group click on **‘New’** and select **‘Add Users’**



6. In the Invite people window, select / specify the users to add to the group:
 - a. You can search for individuals by typing their name; and/or
 - b. You can paste in one or more email addresses – this is how you can give external users access



7. If you would prefer the users being added to the group NOT to receive a notification from SharePoint when you share the site with them (e.g. if you will share a link to the site with them at a later date), click on **‘SHOW OPTIONS’** and **untick ‘Send an email invitation’**, which is ticked by default (see screenshot below)

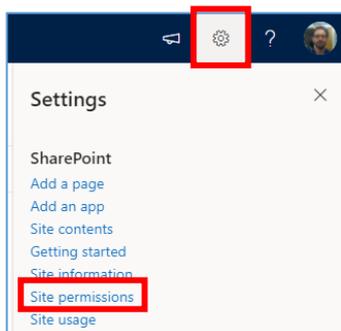


NB academics can have both a department and a college email address but only their primary email will appear when searching for them to add them to a group. As a result you may need to copy and paste their other email address into the ‘Enter names or email addresses box’ if they want to access the site using that email.

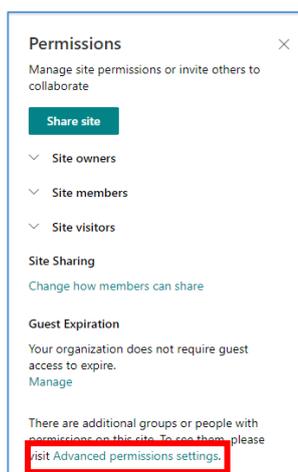
How do I create a new SharePoint group in an 'examining' site?

To create an additional exam board SharePoint group, if you want to manage an additional specific group of users for any reason:

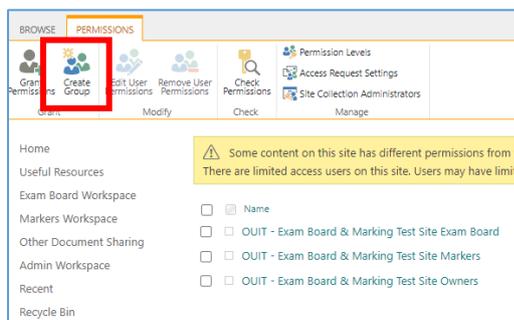
1. From the Home page, click on the **Settings 'cog' icon** in the top right hand corner of the site
2. Select **'Site Permissions'** from the list



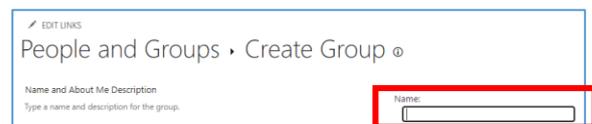
3. Click on **'Advanced permissions settings'** in the 'Permissions' sidebar



4. In the site permissions view, click on **'Create Group'**



5. In the 'Create Group' view add a **Name** for the group:

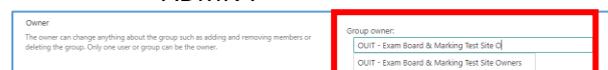


6. Update the **'Group owner'** to the existing site 'Owners' group rather than that being yourself (so all of the department administrators who are part of the existing 'Owners' group can update the membership of the group when needed):

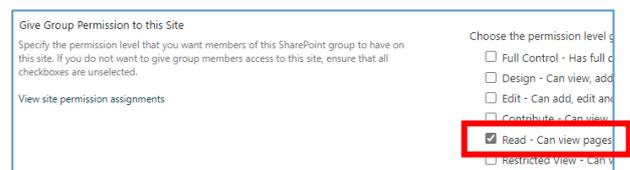
- a. Firstly, delete your name from the **'Group owner'** field by clicking on the 'x' next to your name:



- b. Then search for and select the **'Owners' group** for the site – you'll need to know the **full name** of the 'Owners' group to find and select it – tip: it will start with 'ADMN':



7. In the **'Give Group Permission to the Site'** select the **'Read'** option (you may separately give the group other permission levels within specific sections of the site but not here at the top level):



8. Click on the **'Create'** button to create the group

9. Next you will need to ensure that the group has the right access to the relevant sections of the site – see ['How do I give SharePoint groups access to workspaces within an examining site?'](#)

10. Then you will need to add the relevant users to the group – see ['How do I ADD users to SharePoint groups within SPO examining sites?'](#)

How do I give SharePoint groups access to workspaces within an examining site?

If you create a new SharePoint group within a SPO examining site then by default the group will have access to the 'Home' page and 'Useful Resources' (as those sections inherit their permissions from the top level of the site).

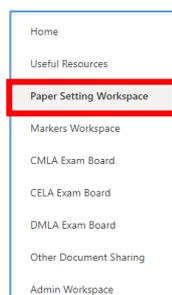
However, by default, users added to the new SharePoint group **won't have access to any other sections of the site**, as all of the other sections have 'unique permissions' – so that only users in relevant SharePoint groups can access them.

As a result, you will need to update the permissions for the specific sections of the site that you would like the new group to have access to – following the steps outlined below.

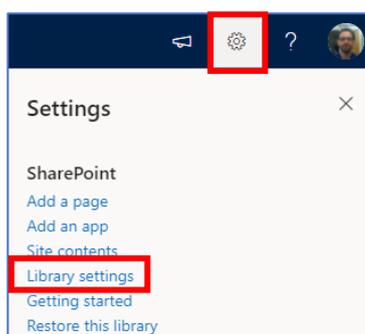
In the same way, if you want to give existing SharePoint groups access to a section of the site that the group does not have access to you need to complete the steps outlined below.

To manage which SharePoint groups have access to a specific section of an examining site:

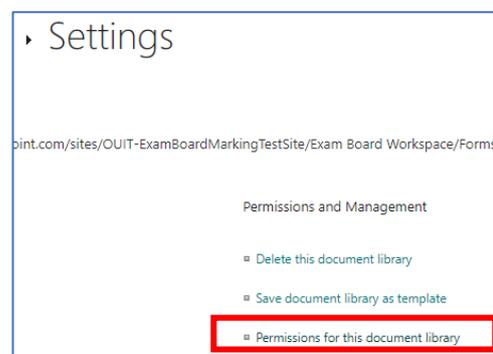
1. Click on name of the section of the site in the **LH site menu** in which you want to update the groups that have access to that section (e.g. the Paper Setting Workspace):



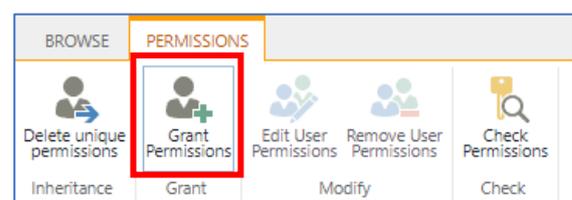
2. Then click on the **Settings 'cog' icon** in the top right hand corner of the site and select **'Library settings'**



3. Within the workspace **'Settings'** window, click on the **'Permissions for this document library'** option



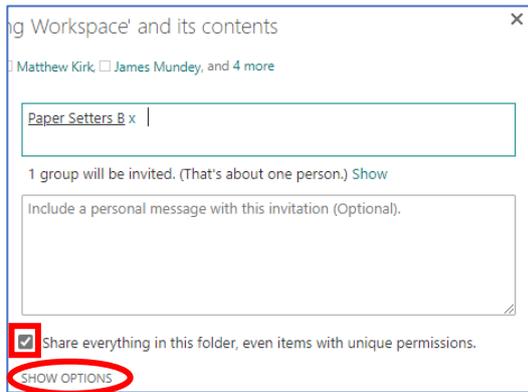
4. In the workspace permissions view, click on **'Grant Permissions'**



5. Search for and select the group or groups (that you want to have access to this section of the site) in the **'Enter names or email addresses...'** field



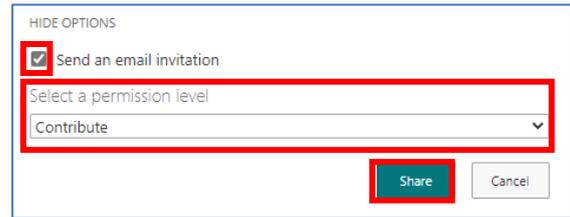
6. Untick **'Share everything in this folder, even items with unique permissions'** if you don't want the group(s) to have access to folders within the Workspace that you have restricted access to already



7. Click on **SHOW OPTIONS**

- a. Untick **'Send an email invitation'** if you don't want all of the members of the group(s) to be notified that the group(s) have been given access to workspace

- b. Change the permission level to **'Contribute'** (allowing individuals to add and edit as well as view and download documents)



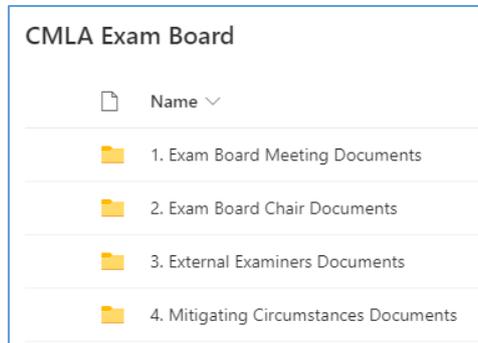
8. Click **'Share'**

If you refresh the page you will see that the group(s) have now been added to the list of groups that have access to the workspace.

How do I CREATE folders within examining sites?

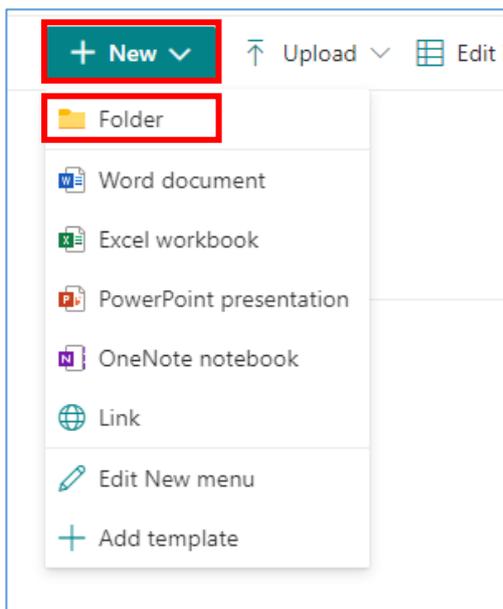
You are free to add folders in whatever structure is appropriate for your department within an examining site.

For example, it is assumed that within an 'exam board' section of an examining site that you may want folders including the following (along with any others that are required):

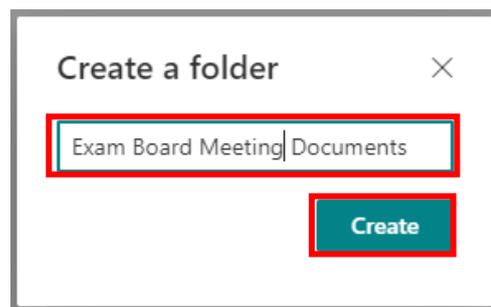


To create a folder within any section or existing folder within an examining site:

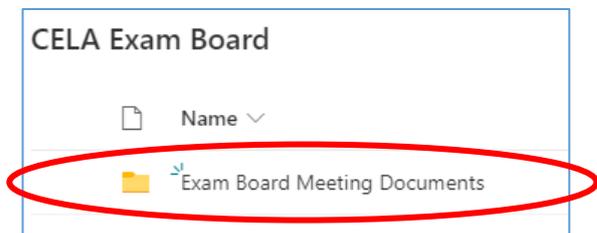
1. Navigate to the section or existing folder within which you want to create a folder
2. Click on the 'New' button in the top left hand side of the view and select 'Folder'



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



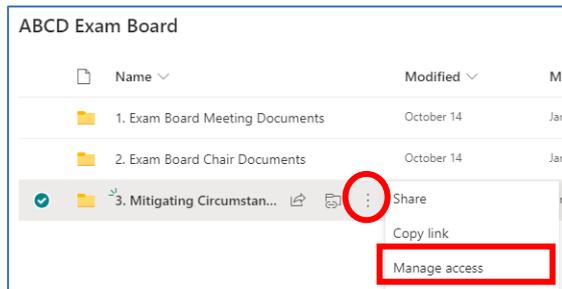
The folder will be visible in the view in which you've created it



How do I restrict access to a folder to just one or a number of specific individuals (or SharePoint groups)?

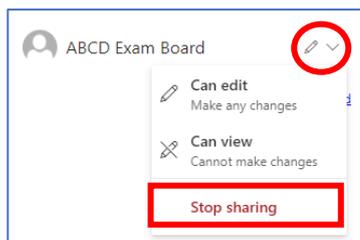
To restrict access to a folder so that only one or a number of specific individuals (or SharePoint groups) can access it, complete the following steps:

1. Navigate to the location of the folder you wish to restrict access to and click on the **three-dot 'Show actions' menu** for the folder
2. Select the **'Manage access'** option

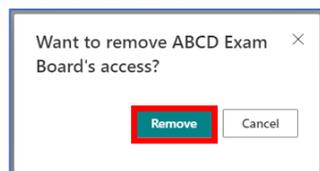


3. Within the **'Manage Access'** sidebar that opens on the right hand side of the screen, remove the group(s) that you don't want to have access to the folder by completing the following steps:

- a. Click on the arrow (next to the pencil icon) to the right of the group name and select **'Stop sharing'**

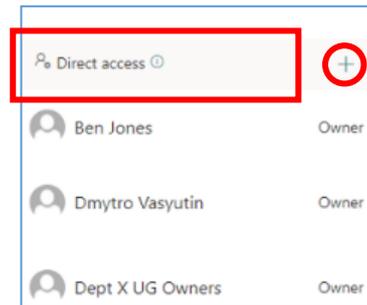


- b. Click **'Remove'**

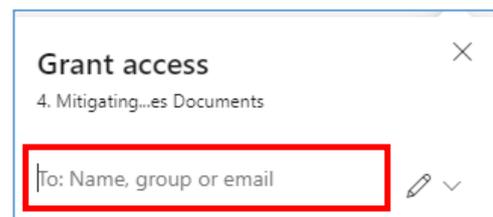


Next, give the relevant individual(s) or SharePoint group(s) access to the folder by completing steps 4 and 5 below.

4. To give specific individual(s) or SharePoint groups access to the folder, click on the **'Grant access' icon ('+')** within the **'Direct access'** section of the **'Manage Access'** sidebar on the RH side of the screen:



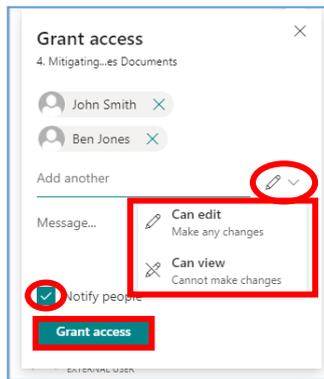
5. Within the **'Grant access'** pop-up window:
 - a. Search for and select the individual(s) or SharePoint groups (one at a time) who you wish to give direct access to



NB to share the folder with an external (Non-SSO) user simply type in their email address.

You can also search for and select a SharePoint group in the 'Enter names or email addresses...' box if you want to give a SharePoint group access to a folder.

- b. Select whether the individual(s) and/or group(s) **'Can view'** (view and download documents) or **'Can edit'** (view, download, upload, edit documents) by clicking on the arrow (next to the pencil icon) and selecting the relevant option:



- c. Untick '**Notify people**' if you don't want the individuals being given access to the folder to be notified

NB if you are giving an external user access (who has not yet logged into an Oxford SharePoint Online site) then it will not be possible to untick the 'Notify people' box

- d. Click '**Grant access**'

NB This help topic assumes:

- a) That the folder you want to restrict access to is already accessible to one or more SharePoint groups associated with the site e.g. the 'Markers' group or an 'XXXX Exam Board' group; and
- b) That you want to restrict the access to the folder to one or more specific individuals or other SharePoint groups instead

NOTE: if there are sub-folders, within the folder, that are already restricted to specific individuals only AND you don't want the user(s) or group(s) – who you're giving direct access to this folder – to have access to those restricted sub-folders, see ['How do I give one or more specific individuals \(or SharePoint groups\) access to a folder \(that has restricted folders within it\)?'](#)

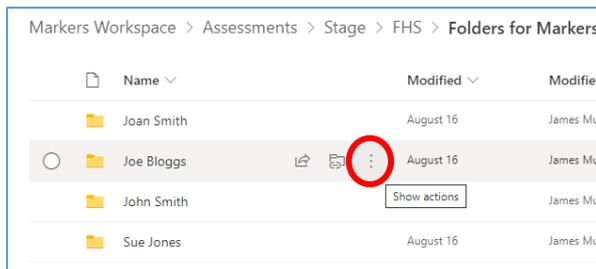
How do I give one or more specific individuals (or SharePoint groups) access to a folder (without changing who already has access to it)?

This help topic outlines how to give an individual (or SharePoint group) 'direct access' to a folder without changing who already has access to the folder.

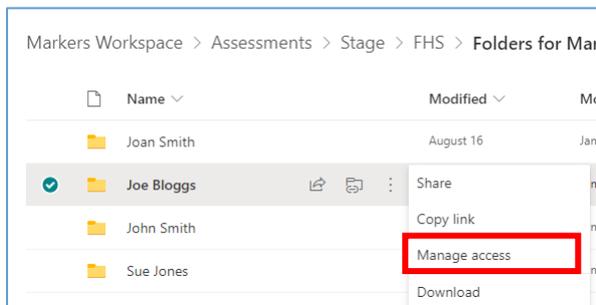
To give an individual or SharePoint group 'direct access' to a folder without changing who already has access to the folder, complete the steps outlined below.

NB if there are files or folders in the folder that are restricted to specific individuals and you don't want to give this user access to those files or folders (within the folder) follow the steps outlined in the following help topic instead: ['How do I give one or more specific individuals \(or SharePoint groups\) access to a folder \(that has restricted folders within it\)?'](#)

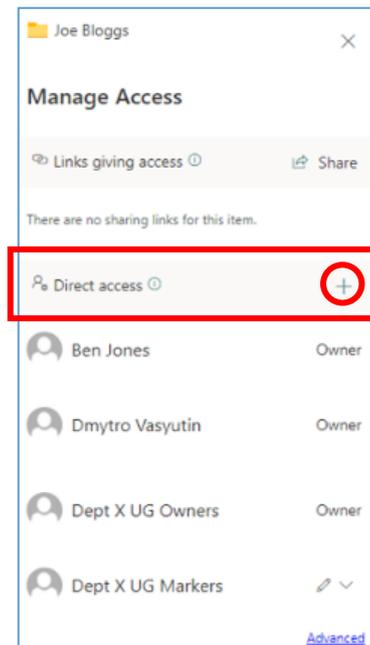
1. Navigate to the location of the folder you wish to give direct access to and click on the **three-dot 'Show actions' menu** for the folder



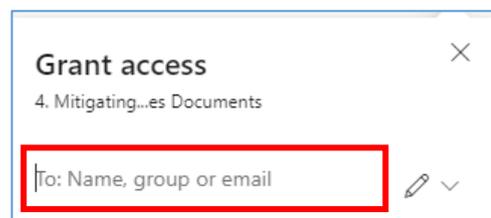
2. Select the **'Manage access'** option



3. Click on the **'Grant access' icon ('+')** within the **'Direct access'** section of the **'Manage Access'** sidebar on the RH side of the screen



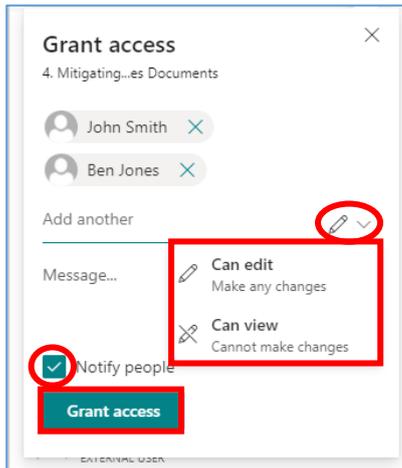
4. Within the **'Grant access'** pop-up window:
 - a. Search for and select the individual(s) or SharePoint groups (one at a time) who you wish to give direct access to



NB to share the folder with an external (Non-SSO) user simply type in their email address.

You can also search for and select a SharePoint group in the 'Enter names or email addresses...' box if you want to give a SharePoint group access to a folder.

- b. Select whether the individual(s) and/or groups **'Can view'** (view and download documents) or **'Can edit'** (view, download, upload, edit documents) by clicking on the arrow (next to the pencil icon) and selecting the relevant option



- a. Untick **'Notify people'** if you don't want the individuals being given access to the folder to be notified

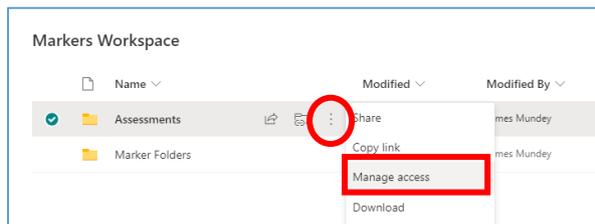
NB if you are giving an external user access (who has not yet logged into an Oxford SharePoint Online site) then it will not be possible to untick the 'Notify people' box

- c. Click **'Grant access'**

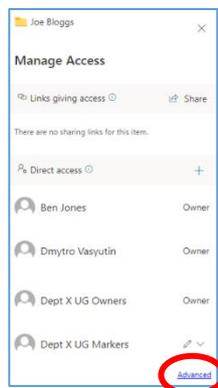
How do I give one or more specific individuals (or SharePoint groups) access to a folder (that has restricted folders within it)?

If there are any files or folders, **within the folder** that you want to give an individual 'direct access' to, that are restricted to a specific set of individuals only AND you don't want the user (or group) to have access to those restricted files or folders then grant the user / group access to the folder as follows:

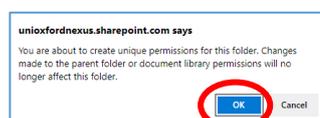
1. Navigate to the location of the folder you wish to give direct access to and click on the **three-dot 'Show actions' menu** for the folder
2. Select the **'Manage access'** option



3. Click on the **'Advanced'** link at the bottom of the **'Manage Access'** sidebar on the RH side of the screen



4. IF the folder inherits its permissions (i.e. the **'Stop Inheriting Permissions'** button is visible within the folder permissions view), then click on **'Stop Inheriting Permissions'** and then click **'OK'**



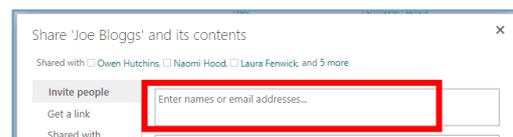
5. To **add the individual or individuals** that you would like to be able to access the folder:

- a. Click on **'Grant Permissions'**



- b. Search for and select the specific user(s) or Sharepoint groups that you want to have access to the folder within the box that says **'Enter names or email addresses...'**

NB to share the folder with an external (Non-SSO) user simply type in their email address.

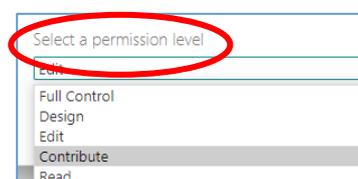


- c. Untick **'Share everything in this folder, even items with unique permissions'** (so that the users being added don't get access to the files / folders within the folder that have unique permissions)

Share everything in this folder, even items with unique permissions.

SHOW OPTIONS

- d. Click on **SHOW OPTIONS**
- e. Select the **relevant permission level**: **'Read'** (view/download documents) OR **'Contribute'** (view/download, upload/edit document)



- f. Finally, click **'Share'**

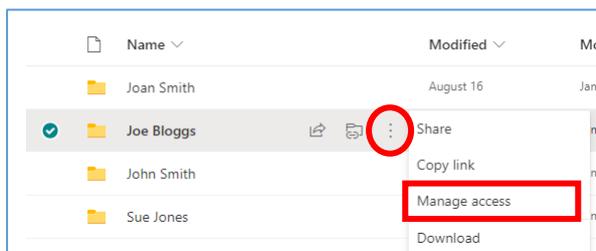
How do I give users from other departments access to a folder?

Whilst exam board members, markers, and paper setters have access to the site and folders within workspaces via SharePoint groups, there are times when it is appropriate to give individual users (e.g. those from other departments who don't otherwise have access to the site) access to a specific folder e.g. when sharing a series of documents relating to a student with Information Compliance within the 'Other Document Sharing' workspace.

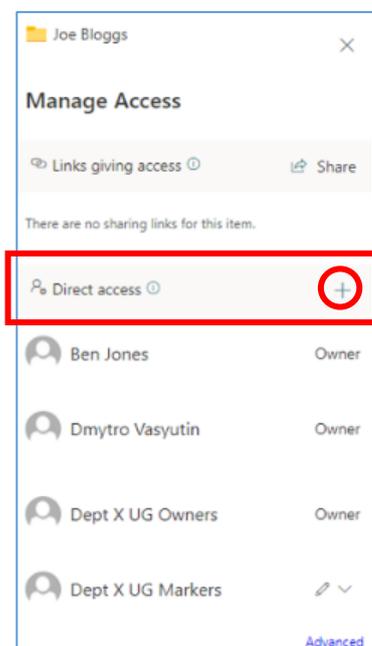
NB if there are files or folders in the folder (that you want to give a user from another department access to) that are restricted to specific individuals and you don't want to give this user access to those files or folders (within the folder) follow the steps outlined in the following help topic instead: ['How do I give one or more specific individuals \(or SharePoint groups\) access to a folder \(that has restricted folders within it\)?'](#)

To give a user from another department access just to a specific folder:

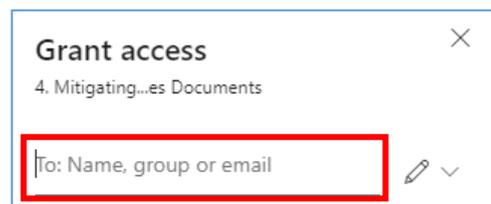
1. Navigate to the location of the folder you wish to give direct access to and click on the **three-dot 'Show actions' menu** for the folder
2. Select the **'Manage access'** option



3. Click on the **'Grant access' icon ('+')** within the **'Direct access'** section of the **'Manage Access'** sidebar on the RH side of the screen

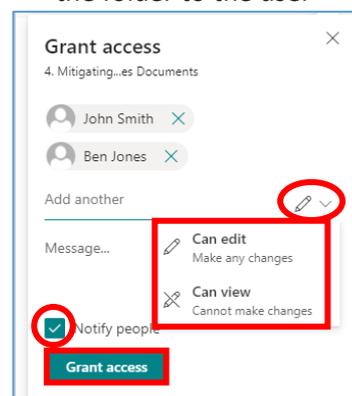


4. Within the **'Grant access'** pop-up window:
 - a. Search for and select the individual(s) (one at a time) who you wish to give direct access to



NB to share the folder with an external (Non-SSO) user simply type in their email address.

- b. Select whether the individual(s) should have **'Can view'** (view and download documents) or **'Can edit'** (view, download, upload, edit documents) by clicking on the arrow (next to the pencil icon) and selecting the relevant option
- c. Ensure that **'Notify people'** is ticked as that will send a link to the folder to the user



- d. Click **'Grant access'**

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 delete 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)

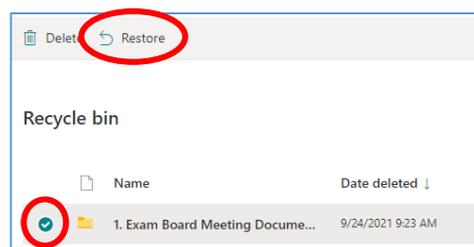
How do I restore a deleted item?

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).