

Scenario:

You want to inform your colleagues about an upcoming SPUG (SharePoint User Group) event, and you decide to use the Production team's site feed to share this news. You then review other content on the page and respond. Next, you review your Newsfeed and Tasks to discover more updates.

Tasks:

- 1 Start a conversation in a site feed
- 2 Respond to posts
- 3 Follow a document
- 4 Review the Newsfeed
- 5 Review personal Tasks
- 6 Return to the SharePoint team site, Production

Steps:

- 1 In the Newsfeed, click Start a conversation
- 2 Type Special #SPUG event Tuesday. See @
- 3 From the list of People I'm following, choose Max Bishop
- 4 Click Post
- 5 Scroll down
- 6 In Amber's conversation about Diallonic, where she posts a second logo, click Like
- 7 Click Add a reply
- 8 Type I prefer the second logo
- 9 Click Post
- 10 In Amber's conversation about Diallonic, click Follow #Diallonic
- 11 Scroll down
- 12 In Max's conversation about laptops, click the ellipsis
- 13 Click Follow Up
- 14 Scroll up
- 15 In our post about the #SPUG event, click the ellipsis
- 16 Click Lock conversation
- 17 In the Documents web part, for the Fundraiser Results 2013 Excel workbook, click the ellipsis
- 18 In the interactive hover panel, click Follow
- 19 In the global navigation, click Newsfeed
- 20 In the feed verticals, click Mentions
- 21 In the feed verticals, click the ellipsis
- 22 Choose Activities
- 23 In the I'm following web part, for documents, click the number 3
- 24 In the global navigation, click Newsfeed
- 25 In the quick launch, click Tasks
- 26 In the content area, to the left of Charity Golf Tournament, click to add a checkmark
- 27 On the ribbon, click Tasks
- 28 On the Tasks tab, click Mark as Important, to turn it off
- 29 In the content area, for the task that begins "For those of you with B5X...", click the ellipsis
- 30 Click Edit
- 31 For the Task Name, highlight all the text
- 32 Type Laptop Update
- 33 Click Save
- 34 In the global navigation, click Sites
- 35 In the Sites I'm Following section, click Production
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Debrief:

In this lab you learned how to work with SharePoint Newsfeeds and features such as site feeds, #tags, @mentions, follow subscriptions, like ratings, and follow up tasks.

Reset:

Delete SPUG conversation; Delete logo reply; Unlike logo;
Stop following #Diallonic; Stop following Fundraiser.xlsx; Delete task; Golf task important

Recording Notes for Instructor

Interact with the site feed

Review feeds, followed documents, and tasks

THIS IS A SAMPLE

Example Scripts for Simulated Steps

- 1 We're going to copy the Site Settings page URL and paste it as a link
- 2 **For the purpose of this lab, simulate a right-click** by clicking the Address bar with the Site Settings page URL
- 3 Choose Copy
- 4 In the Look and Feel section, click Top link bar
- 5 Click New Navigation Link
- 6 Next, we will replace the text in the field Type the Web address, with the URL we have copied
- 7 For Type the Web address, **click the field to simulate selecting all the text**
- 8 **To simulate** pasting the new URL, **select the animation of the Ctrl + V key press**
- 9 For Type the description, type Site Settings

Click anywhere within the body of the email, to simulate a right click
Click (Insert go-to actions with conditions for transitioning to the stage) **to simulate a right click**
For the purpose of this lab, simulate a right click, and left click the URL

Click anywhere on the first two lines to simulate a click and drag selection

Select the animation of the "Ctrl + C key press" to simulate copying the selection

Scripts for *Captivate Text Prompts* vs. Scripts for Audio Voiceovers

- 1 In the quick launch area, click Edit Links
- 2 Click the Calendar link to drag it up between Documents and Recent
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- 5 For Text to display, before Calendar, type Events [spacebar]
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- 8 In the top right, click the Settings menu (gear icon)
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- 30 For the purpose of this lab, simulate a right click, and left click the URL
- 31 Select Copy
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- 34 For Type the Web address, select all the text, and type Ctrl V
- 35 To simulate pasting the new URL, select the animation of the Ctrl + V key press
- 36 For Type the description, type Site Settings
- 37 Click OK
- 38 Click Use Links from Parent
- 39 Click OK to acknowledge the message
- 40 In the quick launch, click Home

Address Location First, Then the Action

- In the Taskbar, select the Search field
- In the Newsfeed, click Start a conversation
- In Amber's conversation about Diallonic, where she posts a second logo, click Like
- In the content area, for the task that begins "For those of you with B5X...", click the ellipsis
- In the global navigation, click Sites
- From the Tree pane, select Start Menu and Taskbar

Short Commands

- Click Save
- Click OK
- Type Dialonic

Scripts for *Captivate Text Prompts* vs. Scripts for *Audio Voiceovers*

- 1 In the quick launch area, click Edit Links
- 2 You'll notice many options for editing links; for example, add links, delete links, drag and drop links into the quick launch
We want to change the Calendar link – we want to promote it as a heading and position it just below Documents
Click the Calendar link to drag it up between Documents and Recent
- 3
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- 5 In a live environment, for Text to Display, you would see the label "Calendar," and you could append "Events " to the front of the current label
To simulate this step, for Text to display, type Events [spacebar]
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- 8 Next, we will use the Quick Launch settings page to update the quick launch
At the top right, in the Global Navigation bar, click the SharePoint Settings menu (it looks like a gear icon)
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- 30 We're going to copy the Site Settings page URL and paste it as a link
For the purpose of this lab, simulate a right-click by clicking the Address bar with the Site Settings page URL
- 31 Choose Copy
- 32
- 33
- 34 Next, we will replace the text in the field Type the Web address, with the URL we have copied
For Type the Web address, click the field to simulate selecting all the text
- 35 To simulate pasting the new URL, select the animation of the Ctrl + V key press
- 36 For Type the description, type Site Settings
- 37 Click OK
- 38 We can see our changes have been made immediately. We decide to return to the default top link bar set up and inherent the top link bar from the parent site.
Click Use Links from Parent
- 39 Click OK to acknowledge the message
- 40 In the quick launch, click Home

Lab:
Place:

Title: Title goes here

Scenario:
You want to ... You decide to ... Next, you ...

Debrief:
In this lab you learned how to

- Tasks:**
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Recording Notes for Instructor

- Steps:**
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Reset: