

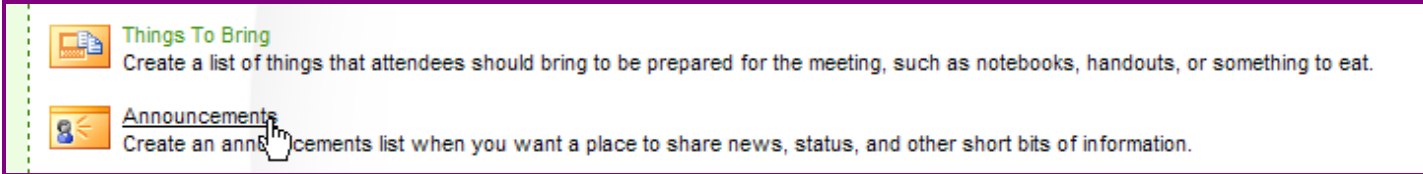
## Sharepoint Weekly Spelling List - Team Template

Rick Botero, Eagle Ridge Elementary

1. Sign on to your website.  
First you'll create a new Spelling list, customize it, add it to your webpage, then customize a bit more.

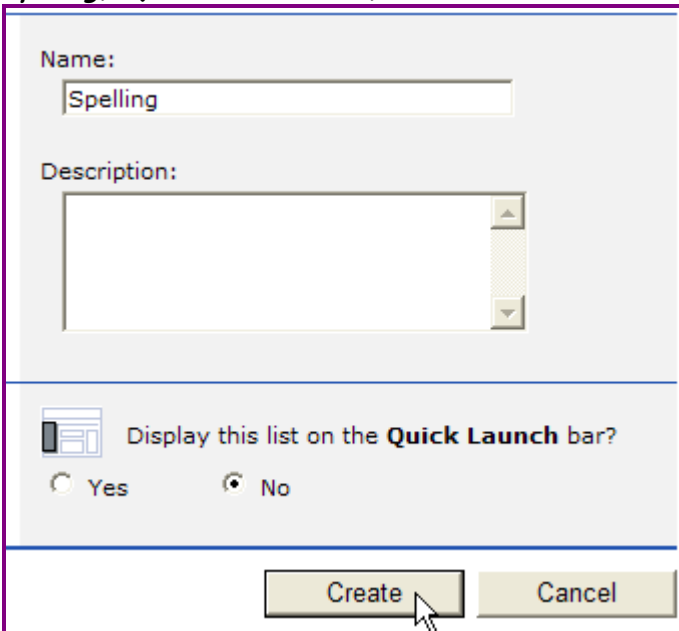
### **Create**

2. **Announcements**



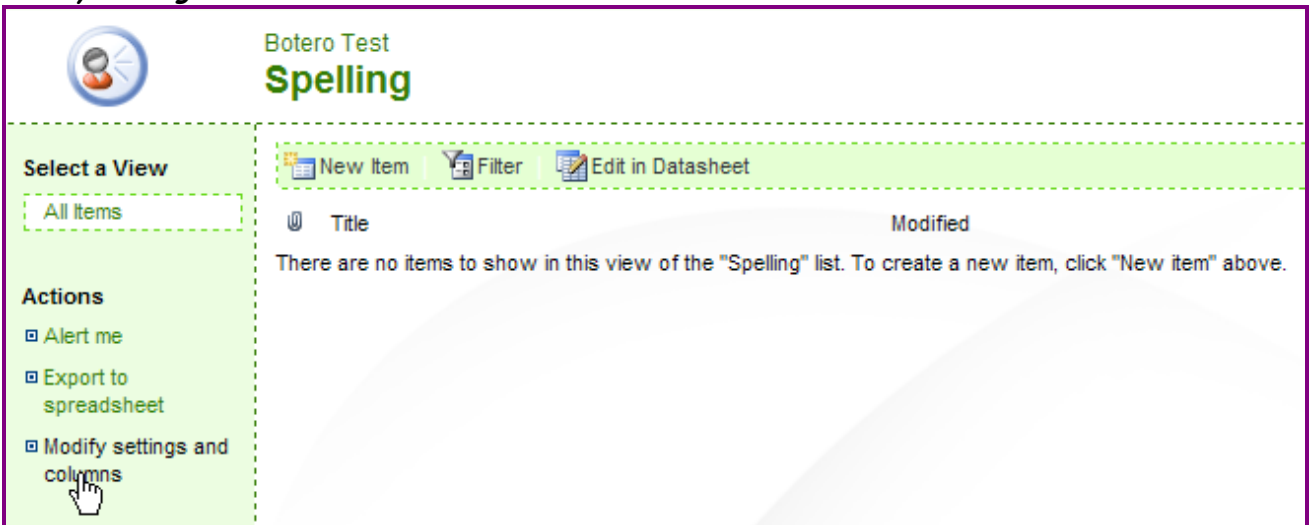
This screenshot shows two list creation options. The first is 'Things To Bring' with a description: 'Create a list of things that attendees should bring to be prepared for the meeting, such as notebooks, handouts, or something to eat.' The second is 'Announcements' with a description: 'Create an announcements list when you want a place to share news, status, and other short bits of information.' A mouse cursor is pointing at the 'Announcements' option.

3. **Spelling, Quick Launch - No, Create**



This screenshot shows the 'Spelling' list creation form. The 'Name' field contains 'Spelling'. The 'Description' field is empty. Below the form, there is a checkbox labeled 'Display this list on the Quick Launch bar?' with 'No' selected. At the bottom, there are 'Create' and 'Cancel' buttons. A mouse cursor is pointing at the 'Create' button.

4. **Modify settings and columns**




This screenshot shows the 'Spelling' list settings page. The page title is 'Botero Test Spelling'. On the left, there is a 'Select a View' section with 'All Items' selected. Below that, there are 'Actions' including 'Alert me', 'Export to spreadsheet', and 'Modify settings and columns', with a mouse cursor pointing at 'Modify settings and columns'. On the right, there are buttons for 'New Item', 'Filter', and 'Edit in Datasheet'. Below these buttons, there are columns for 'Title' and 'Modified'. A message states: 'There are no items to show in this view of the "Spelling" list. To create a new item, click "New item" above.'


5. *Add a new column*

Botero Test  
**Customize Spelling**

Use this page to change the design of the list, such as its name, security settings, and columns. You can also create or change views of the list.

 [Go Back to "Spelling"](#)


### General Settings

 General settings of this list include its name, description, and security. Current general settings of this list:

Title:	Spelling
Web Address:	<a href="http://sites.sd43.bc.ca/elementary/eagleridge/rbotero_test/test/Lists/Spelling/AllItems.aspx">http://sites.sd43.bc.ca/elementary/eagleridge/rbotero_test/test/Lists/Spelling/AllItems.aspx</a>
Description:	
Attachments enabled:	Yes
Content Approval Required:	No

- Change general settings
- Save list as template
- Change permissions for this list
- Delete this list

### Columns

 A column stores information about each item in the list. Columns currently in this list:

Column (click to edit)	Type	Required
Title	Single line of text	✓
Body	Multiple lines of text	
Expires	Date and Time	

- [Add a new column](#)
- Change the order of the fields

6. Setup a new field called Begins  
*Enter options as below, click OK*

Column name:

The type of information in this column is:

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Number (1, 1.0, 100)
- Currency (\$, ¥, €)
- Date and Time
- Lookup (information already on this site)
- Yes/No (check box)
- Hyperlink or Picture
- Calculated (calculation based on other columns)

Description:

Require that this column contains information:

- Yes
- No

Date and Time Format:

- Date Only
- Date & Time

Default value:

- (None)
- Today's Date
- 


Enter date in M/D/YYYY format.

- Calculated Value:

Add to default view

7. *Change the order of the fields*

**Columns**

 A column stores information about each item in the list. Columns currently in this list:

Column (click to edit)	Type
Title	Single line of text
Body	Multiple lines of text
Expires	Date and Time
Begins	Date and Time

Add a new column

[Change the order of the fields](#)

Use this page to change the order of the fields that site visitors fill out when they add items.


**Field Order**

Choose the order of the fields by selecting a number for each field under "Position from Top".

Field Name	Position from Top
Title	1
Body	2
Expires	4
Begins	3

8. Define the All Items view, for you to use to maintain your spelling lists.  
Click on *All Items*

**Views**

 A view of a list allows you to see a particular selection of items or to see the items

View (click to edit)	Default View
<a href="#">All Items</a>	<input checked="" type="checkbox"/>

Create a new view

**Columns**

Select or clear the check box next to each column you want to show or hide in this view. To specify the order of the columns, select a number in the **Position from left** box.

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Title (linked to item with edit menu)	1
<input type="checkbox"/>	Body	4
<input checked="" type="checkbox"/>	Begins	2
<input checked="" type="checkbox"/>	Expires	3
<input type="checkbox"/>	Title	5
<input type="checkbox"/>	ID	6
<input type="checkbox"/>	Modified	7
<input type="checkbox"/>	Created	8
<input type="checkbox"/>	Created By	9
<input type="checkbox"/>	Modified By	10
<input type="checkbox"/>	Attachments	11
<input type="checkbox"/>	Edit (link to edit item)	12
<input type="checkbox"/>	Title (linked to item)	13

Click OK at the bottom of the page.

9. Now you have a Spelling List defined where you can enter weekly lists with Begins and Expires dates. You also have the list showing on your webpage but you can't see it just yet from here. If you click on either of the red-circled links below, you'll go to your full spelling list where you have full access to all items. This is not what webpage viewers will see - only what you the designer sees.

**Customize Spelling**

Use this page to change the design of the list, such as its name, security settings, and columns. You can also create or change views of the list.

[Go Back to "Spelling"](#)

**General Settings**

General settings of this list include its name, description, and security. Current general settings of this list:

Title: Spelling

Web Address: [http://sites.sd43.bc.ca/elementary/eagleridge/rbotero\\_test/test/Lists/Spelling/AllItems.aspx](http://sites.sd43.bc.ca/elementary/eagleridge/rbotero_test/test/Lists/Spelling/AllItems.aspx)

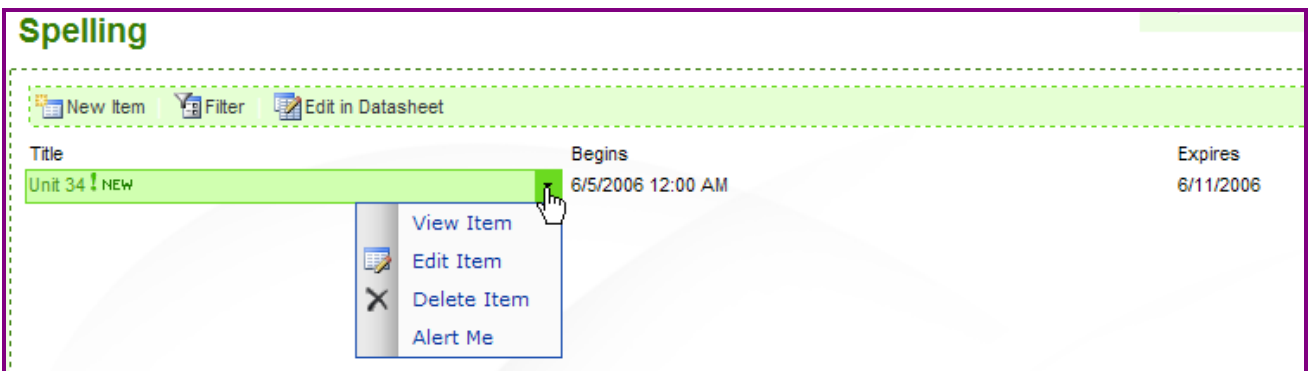
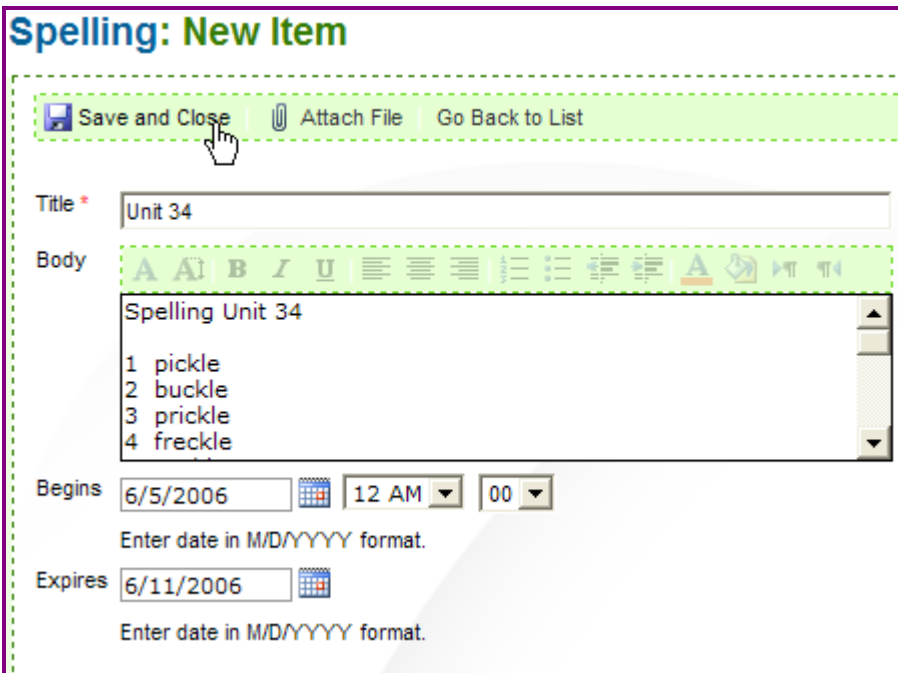
Description:

10. Click on one of the links above, and enter in some weekly lists. It will look like this:

**Spelling**

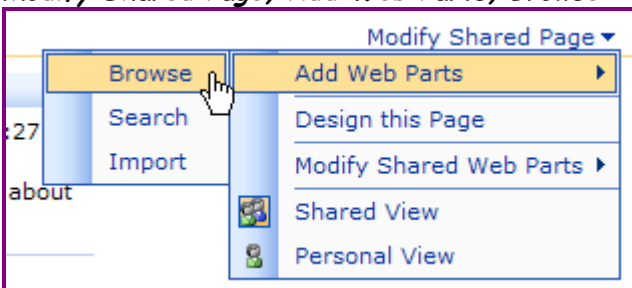
[New Item](#) [Filter](#) [Edit in Datasheet](#)

Title	Begins	Expires
There are no items to show in this view of the "Spelling" list. To create a new item, click "New item" above.		

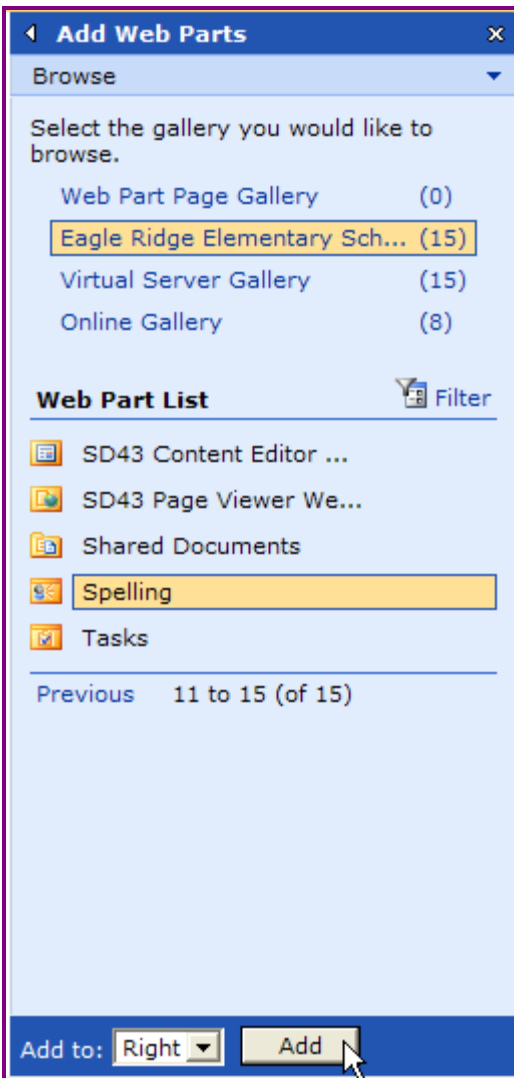


You can now fully maintain every Spelling Unit as a different item in the list.

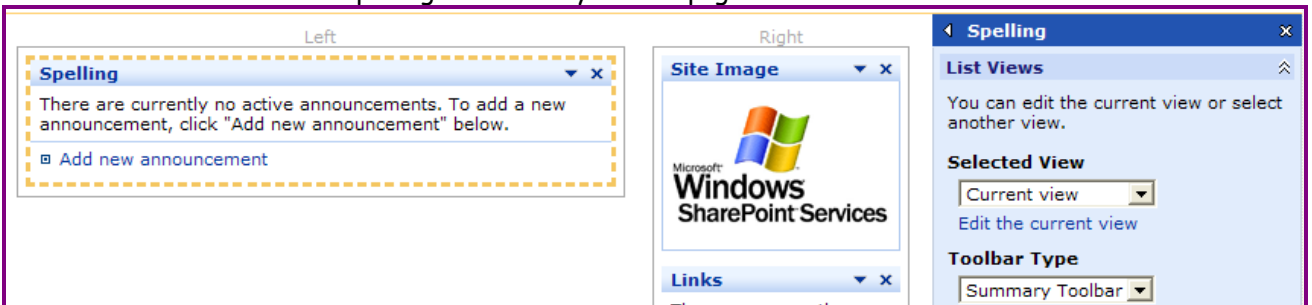
11. Click **Home** to now add a section that displays a limited view of your spelling lists on your site.
12. **Modify Shared Page, Add Web Parts, Browse**



Choose the **2<sup>nd</sup> Gallery** (your school name), find the new **Spelling** webpart, choose a **left** or right screen position, click **Add**

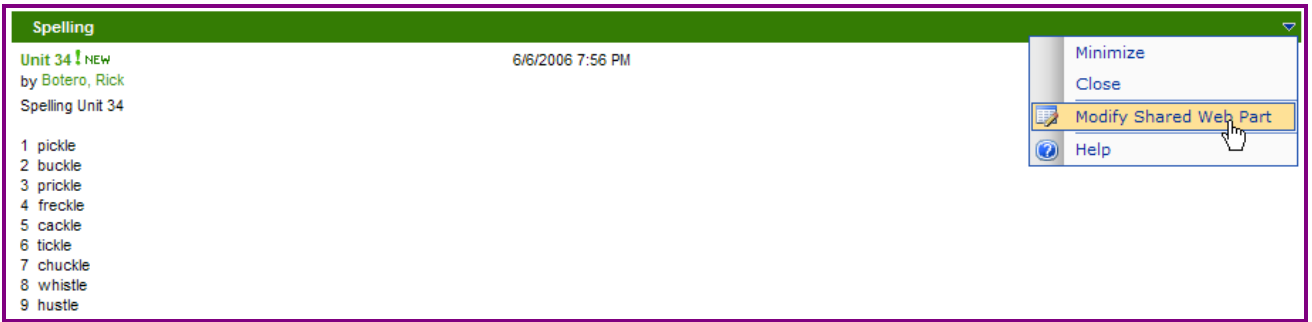


You should now have a new Spelling section on your webpage:

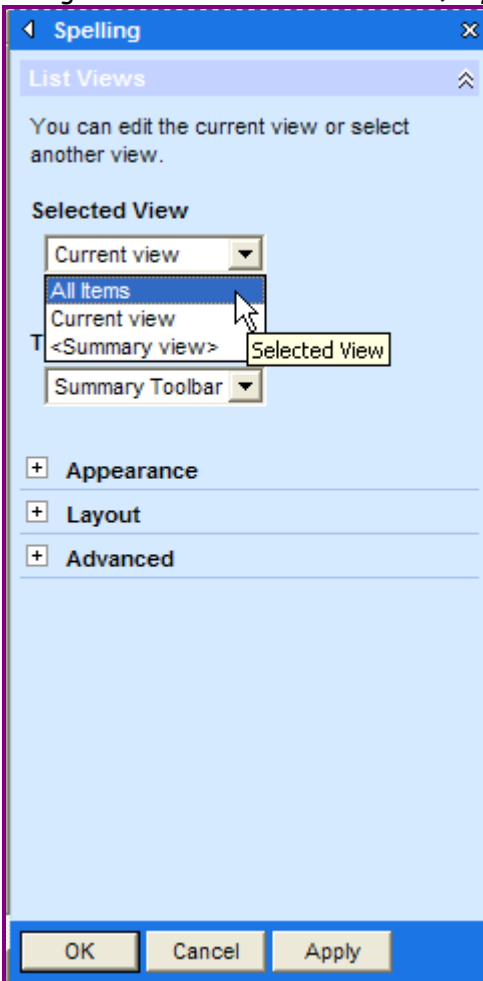


13. You must now change this view of the Spelling list so that only the current week's list shows, Only Body and Begin Date shows, and the user has nowhere to click to get to your full set of Spelling Units.

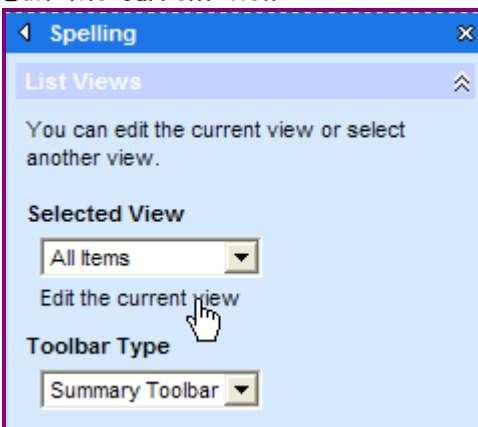
***Modify Shared Web Part***



Change Selected View to *All Items*, Apply



*Edit the current view*





Set the *Columns* section as shown next:

Display	Column Name	Position from Left
<input type="checkbox"/>	Title (linked to item with edit menu)	3
<input checked="" type="checkbox"/>	Begins	2
<input type="checkbox"/>	Expires	4
<input type="checkbox"/>	Title	5
<input checked="" type="checkbox"/>	Body	1
<input type="checkbox"/>	ID	6
<input type="checkbox"/>	Modified	7
<input type="checkbox"/>	Created	8
<input type="checkbox"/>	Created By	9
<input type="checkbox"/>	Modified By	10
<input type="checkbox"/>	Attachments	11
<input type="checkbox"/>	Edit (link to edit item)	12
<input type="checkbox"/>	Title (linked to item)	13

Set the *Filter* section as shown next.

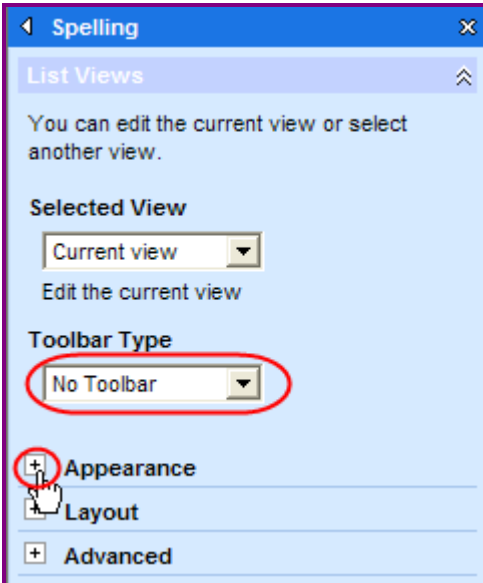
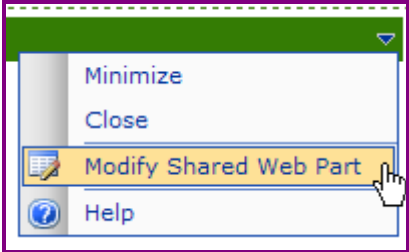
This will choose for display only spelling lists with current date falling in their begin/end date range.

Filter
<p>Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type [Today] or [Me] as the column value. Show me more information.</p>
<p><input type="radio"/> Show all items in this view</p> <p><input checked="" type="radio"/> Show items only when the following is true:</p>
<p>Show the items when column</p> <p>Begins</p> <p>is not equal to</p> <p></p>
<p><input checked="" type="radio"/> And <input type="radio"/> Or</p>
<p>When column</p> <p>Begins</p> <p>is less than or equal to</p> <p>[Today]</p>
<p><input checked="" type="radio"/> And <input type="radio"/> Or</p>
<p>When column</p> <p>Expires</p> <p>is greater than or equal to</p> <p>[Today]</p>
<p><a href="#">Show More Columns...</a></p>

Click *OK* at page bottom.

14. Remove ways for viewers to click on things! (also adjust width)

**Modify Shared Web Part (again!)**





Click **OK**

The finished section of your webpage should look something like this!

Body	Begins
Spelling Unit 34	6/5/2006 9:00 AM
1 pickle	
2 buckle	
3 prickle	
4 freckle	
5 cackle	
6 tickle	
7 chuckle	
8 whistle	
9 hustle	
10 castle	
11 simple	
12 rifle	
13 jungle	
14 heckle	
15 able	
16 turtle	
17 single	
18 cradle	
19 stumble	
20 wrestle	

