



SP Marketplace

# SP WORKPLACE ACADEMY

## INTRODUCTION

The key factor of a successful digital transformation is adoption by your organization. Core to adoption is an understanding of:

- the overall workplace structure and how it is applied to drive organization optimization
- the technology and tools used by employees in their job (Office 365)
- specific portal functions and processes used in doing business inside the organization

Included in the SP Marketplace product purchase is the Quick Start train-the-trainer service. Our Services team will train your SharePoint administrator on how to setup, configure and utilize our products. It is up to your SharePoint administrator to learn SharePoint and to train your department staff and end users on how to use the products.

If your SharePoint administrator does not have the time nor resources to train all your department staff and end users, you may wish to consider this online self-study SP Workplace Academy service which includes SP Marketplace role-based product and SharePoint training as outlined below.

## TRAINING DESCRIPTION

SP Workplace Academy provides SP Marketplace role-based product and SharePoint training for your SP Administrators, Department Staff, Content Managers and End-Users. It includes:

- **Role-based Training:** The curriculum is specifically selected to match a user's role. Users are only presented with relevant SharePoint and SP Marketplace product training that fits their job function thus eliminating confusion and the possibility being overwhelmed with too much content.
- **Tracking and Accountability:** Tracking of course completion with quizzes and alerts to foster employee accountability and adoption
- **Ongoing Availability:** Online training platform that is accessible at initial setup as well as year-long for ease of training ongoing new hires
- **Unlimited User Access:** One set price that allows you to train your entire company

- **Efficient Training Model:** SP Workplace Academy platform provides an efficient company-wide training model alleviating this burden from your SP Administrator

## CURRICULUM

The SP Workplace Academy includes the following courses:

### End User Curriculum:

- SP Marketplace Product Training for End Users
  - Overview of How Solution Works
  - Review of Employee Portal and it's Functions
  - How to Access Resources: Knowledgebase, Announcements, Useful Documents and Resources
- SharePoint Essentials for End Users
  - Introduction to SharePoint
  - Navigating in SharePoint
  - Using the Recycle Bin
  - Your Office 365 Profile
  - What Is a List? And How to Add, View and Edit Items
  - Using Built-In List Views and Library Views
  - Sorting and Filtering List Items
  - Using Built-in Views
  - Downloading a Copy of a Library Item
  - Using Calendar Views: Adding Events and Recurring Meetings
  - Using Simple Search

### Department Staff Curriculum:

- SP Marketplace Product Training for Department Staff
  - Overview of How Solution Works
  - Review of Staff Portal
  - Walkthrough of the Applications and Business Processes
  - Introduction to the Collaboration Tools
    - Staff Calendar
    - Document Management
    - Discussions
    - Task Management
  - Working with Knowledgebase
  - Portal Content Management
- SharePoint Essentials for Department Staff: All of the Above Plus
  - Deleting List Items
  - Uploading Documents Using Explorer Views
  - Organizing Your Libraries Using Folders
  - Connecting Libraries to Office
  - Adding New Documents in SharePoint
  - Viewing, Opening and Emailing Library Items
  - Deleting Library Items
  - Syncing Your Calendar with Outlook
  - Using Advanced Search

- Creating Search Alerts

### **Administrator Curriculum:**

- SP Marketplace Product Training for SharePoint Administrators
  - Overview of How Solution Works
  - Walkthrough of the Applications and Business Processes
  - Review of Application Setup and Getting Started
  - Review of Application Configuration
- SharePoint Power User Training for Administrators: All of the above plus:
  - Deleting List Items
  - Working with News Feeds
  - Adding Alerts to Lists, Libraries, Items od Documents
  - Managing Alerts
  - Using Built-in List Views
  - Creating, Editing and Deleting a Personal List View
  - Viewing and Editing Library Item Properties
  - Customizing Site Navigation
  - Customizing a List Name, Description and Navigation
  - Creating and Managing a Blog
  - Using SharePoint Classic View