

## Gateway Technical College

10-152-176 Adv Prog SharePoint Solutions

# Course Design

### Course Information

|  |  |  |
| --- | --- | --- |
|  | Description | In this course students will learn the information needed to implement SharePoint solutions using Enterprise Search, Managed Metadata Service (MMS), Business Connectivity Services (BCS), Enterprise Content Management (ECM), Web Content Management (WCM), Social computing features and SharePoint Apps. This course will help prepare students for exam 70-489. |
|  | Career Cluster | Information Technology |
|  | Instructional Level | Associate Degree |
|  | Total Credits | 3.00 |
|  | Total Hours | 72.00 |

Types of Instruction

|  |  |
| --- | --- |
| Instruction Type | Credits/Hours |
| Lecture/Presentation/Discussion | 2.0/36.0 |
| In-Class Lab | 1.0/36.0 |

Pre/Corequisites

|  |  |
| --- | --- |
| Prerequisite | 10-152-177 (Minimum Grade C) |

Textbooks

|  |
| --- |
| Shadravan, Coventry, et.al. Microsoft SharePoint 2013 Inside Out. O’Reilly Media, Inc (publisher). 2013ISBN: 978-0-7356-6699-3 |

### Course Competencies

|  |  |
| --- | --- |
| 1. | Incorporate Microsoft Office tools in a SharePoint Site. |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | 1.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner uses Microsoft Office tools to incorporate MS Office documents in a SharePoint site. |
|  | Learning Objectives |
|  | 1.a. | Create MS Office documents to upload to a SharePoint site. |
|  | 1.b. | Modify MS Office documents on a SharePoint site. |
| 2. | Write Business Connectivity Services |
|  | Assessment Strategies |
|  | 2.1. | Performance |
|  | 2.2. | Demonstration |
|  | 2.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 2.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 2.2. | learner uses SharePoint Business Connectivity Service to bring external data into SharePoint. |
|  | Learning Objectives |
|  | 2.a. | Create Business Connectivity Services (BCS) application. |
|  | 2.b. | Create Business Data Connectivity (BDC) service application. |
| 3. | Support user profiles. |
|  | Assessment Strategies |
|  | 3.1. | Performance |
|  | 3.2. | Demonstration |
|  | 3.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 3.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 3.2. | learner administers IT user. |
|  | 3.3. | learner administers Business user. |
|  | Learning Objectives |
|  | 3.a. | Manage user permissions on a SharePoint server. |
|  | 3.b. | Create user permission on a SharePoint server. |
| 4. | Organize feeds. |
|  | Assessment Strategies |
|  | 4.1. | Performance |
|  | 4.2. | Demonstration |
|  | 4.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 4.1. | leaner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 4.2. | learner manages feeds. |
|  | Learning Objectives |
|  | 4.a. | Use Content Query Web Part (CQWP) to aggregate content from subsites, lists and libraries.  |
|  | 4.b. | Use Content Query Web Part (CQWP)  for dynamic filtering of data. |
| 5. | Devise Enterprise Content Management Techniques. |
|  | Assessment Strategies |
|  | 5.1. | Performance |
|  | 5.2. | Demonstration |
|  | 5.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 5.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 5.2. | learner creates site designs. |
|  | 5.3. | learner manages sites. |
|  | Learning Objectives |
|  | 5.a. | Design sites by changing the look of your site. |
|  | 5.b. | Design sites working with CSS. |
|  | 5.c. | Create sites. |
|  | 5.d. | Manage sites. |
| 6. | Design search queries. |
|  | Assessment Strategies |
|  | 6.1. | Performance |
|  | 6.2. | Demonstration |
|  | 6.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 6.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 6.2. | learner identifies search architecture and site administration. |
|  | Learning Objectives |
|  | 6.a. | Design SharePoint Search using SharePoint search components. |
|  | 6.b. | Manage search topology on the SharePoint farm. |
| 7. | Create search queries. |
|  | Assessment Strategies |
|  | 7.1. | Performance |
|  | 7.2. | Demonstration |
|  | 7.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 7.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 7.2. | learner creates a customized search experience. |
|  | Learning Objectives |
|  | 7.a. | Create query rules. |
|  | 7.b. | Create query transforms. |
| 8. | Select Search Engine Optimization Techniques. |
|  | Assessment Strategies |
|  | 8.1. | Performance |
|  | 8.2. | Demonstration |
|  | 8.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 8.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 8.2. | learner sets Search Engine Optimization (SEO) properties. |
|  | Learning Objectives |
|  | 8.a. | Create friendly URL sites. |
|  | 8.b. | Manage friendly URL sites. |
| 9. | Design applications for performance. |
|  | Assessment Strategies |
|  | 9.1. | Performance |
|  | 9.2. | Demonstration |
|  | 9.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 9.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 9.2. | learner uses PPS service in SharePoint to create rich interactive and context driven dashboard. |
|  | Learning Objectives |
|  | 9.a. | Create PerformancePoint Service (PPS) application. |
|  | 9.b. | Manage PerformancePoint Service (PPS) application. |
| 10. | Incorporate Managed Metadata Services |
|  | Assessment Strategies |
|  | 10.1. | Performance |
|  | 10.2. | Demonstration |
|  | 10.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 10.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 10.2. | learner manages taxonomies using Managed Metadata Service (MMS). |
|  | 10.3. | learner uses Managed Metadata for navigation. |
|  | Learning Objectives |
|  | 10.a. | Manage taxonomies using managed metadata service. |
|  | 10.b. | Use Managed Metadata for navigation. |

### Grading Information

A = 95-100%
A- = 90-94%
B+ = 87-89%
B = 83-86%
B- = 80-82%
C+ = 77-79%
C = 70-76%
F = 0-69%

Incomplete grade is given only in extenuating circumstances.
1. No incomplete grade will be given without 80% of official coursework completed.
2. The faculty member and student will come up with a plan and timetable when unfinished work will be due. Maximum period of time within 2 weeks of end of class
3. Incomplete will be done electronically through WebAdvisor along with the date of expected completion.
4. The incomplete grade can hold up a student’s financial aid for the next semester –resulting in financial aid probation until the course is complete and a final grade is given.
The following policies will be followed in this class.

Assignments and Labs                 100%

     Total                                       100%

|  |
| --- |
| Attendance |
| This course meets 3 days per week for 6 hours per day.  We will start on time.  Since you are being trained for employment and because of the hands-on nature of this course, excessive absences and/or tardiness will not be tolerated. There is a strong correlation between attendance/participation and success in the classroom. |
| Professional Conduct |
| Professional conduct is how you treat your instructor, your classmates, and yourself. You should come to class on-time, prepared and actively participate in class discussion and activities. Note: Internet surfing, game playing, emailing, texting, etc is not acceptable conduct during class activities. In consideration of others, students are asked to turn off cell phones. If an emergency call is expected set your phone to vibrate. |
| Mutual Respect |
| The Core Programming SharePoint Solutions class is designed for collaboration rather than competition. That means that each member of the class supports the others in their efforts to succeed.  Be sure to come to each class prepared to:1. Listen with respect.2. Speak with respect.3. Contribute actively to the work of your team. |
| Participation |
| Your participation is important! You are a vital resource with unique experience and perspective. Thoughtful "discussion" cannot occur without your participation. Since interaction is intended to provide information, stimulation and inspiration, it is a component of your semester grade. Participation will be monitored by your involvement in class or discussion boards each week. |
| Internet |
| All material will be distributed on Blackboard.  Class notes, instructional material and student assignments will be posted on a class website at: http://gtc.blackboard.com  (UserName=Student ID; Password=Last 3 digits of ID).Distance Learning Student Support is available at: <http://cws.gtc.edu/departments/distancelearning/studentsupport/> |
| Metadata |
| Microsoft SharePoint Server 2013, FAST Query Language (FQL), Keyword Query Language (KQL), client-side object model (CSOM), Web Services, REST API, Business Connectivity Services (BCS), Windows Communication Foundation (WCF), Managed Metadata Services, Enterprise Content Management, Web Content Management, Search Engine Optimization, and term sets. |

### Course Learning Plans and Performance Assessment Tasks

|  |  |
| --- | --- |
| Type | Title |
| LP | Administration for business users and working with list and library apps. |
| PAT | Working with list and library lab. |
| LP | Using office applications with SharePoint. |
| PAT | SharePoint office applications lab. |
| LP | Working with collaboration sites. |
| PAT | Collaboration sites lab. |
| LP | Sharing information with SharePoint social networking and managing workflows. |
| PAT | Social networking and managing workflows lab. |
| LP | Planning, creating and formatting site content. |
| PAT | Site content lab. |
| LP | Managing documents and web parts. |
| PAT | Web parts lab. |
| LP | Designing web content management sites. |
| PAT | Web content management lab. |
| LP | Planning for business intelligence and key performance indicators. |
| PAT | Business intelligence and key performance indicators lab. |
| LP | Working with SharePoint Search features. |
| PAT | SharePoint search features lab. |
| LP | Working with sites and enterprise forms. |
| PAT | Sites and enterprise forms lab. |
| LP | Working with external content. |
| PAT | External content lab. |

Administration for business users and working with list and library apps.

Overview/Purpose

In this learning plan you will learn the two categories of administration. Moreover, you will learn about SharePoint structure including comparing SharePoint web application to a tree, farm scalability, service applications, databases and content database. You will also learn about authentication and authorization of users, working with list and library apps.

Target Competencies

|  |  |
| --- | --- |
| 1. | Incorporate Microsoft Office tools in a SharePoint Site. |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | 1.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner uses Microsoft Office tools to incorporate MS Office documents in a SharePoint site. |
|  | Learning Objectives |
|  | 1.a. | Create MS Office documents to upload to a SharePoint site. |
|  | 1.b. | Modify MS Office documents on a SharePoint site. |
| 2. | Support user profiles. |
|  | Assessment Strategies |
|  | 2.1. | Performance |
|  | 2.2. | Demonstration |
|  | 2.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 2.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 2.2. | learner administers IT user. |
|  | 2.3. | learner administers Business user. |
|  | Learning Objectives |
|  | 2.a. | Manage user permissions on a SharePoint server. |
|  | 2.b. | Create user permission on a SharePoint server. |

### Learning Activities

|  |  |
| --- | --- |
| 1. | Listen to instructor lecture on the SharePoint Developer road map. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) | <https://www.microsoftpressstore.com/store/microsoft-sharepoint-2013-inside-out-9780735666993> |
| 2. | Read associated textbook and resource content. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | SharePoint Library and List Settings | <http://www.codeproject.com/Articles/650227/SharePoint-Document-Library-List-Settings>  |
|  | SharePoint 2013: SharePoint Health Score and Throttling deep dive | <http://www.wictorwilen.se/sharepoint-2013-sharepoint-health-score-and-throttling-deep-dive> |
| 3. | Review a YouTube video, or similar, on working with SharePoint Lists. |
| 4. | Work with list and library app settings. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | SharePoint Library and List Settings | <http://www.codeproject.com/Articles/650227/SharePoint-Document-Library-List-Settings> |
|  | SharePoint 2013: SharePoint Health Score and Throttling deep dive | <http://www.wictorwilen.se/sharepoint-2013-sharepoint-health-score-and-throttling-deep-dive> |
|  | Teaching Notes |
|  | The student should follow and examine the activities at the Code Project site. |
| 5. | Complete the list and library apps Assignment.Submit the assignment per instructions provided by the instructor. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | SharePoint Library and List Settings | <http://www.codeproject.com/Articles/650227/SharePoint-Document-Library-List-Settings> |
|  | SharePoint 2013: SharePoint Health Score and Throttling deep dive | <http://www.wictorwilen.se/sharepoint-2013-sharepoint-health-score-and-throttling-deep-dive> |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Complete the list and library apps lab Assignment. (publisher content)Textbook: Microsoft SharePoint 2013 - Inside Out ISBN: 9780735666993 Complete the following exercises from the text book. Take a screen Print after you complete the steps and upload the pictures.1. Create a new list from the predefined lists p.60
2. Create a custom list p. 62
3. Creating a library p. 65
4. Create a site column p. 67
5. Save a list or library as a template p. 78
6. Check permissions on a list or library p. 83
 |

Working with list and library lab.

Directions

**Working with list and library lab.**

Develop an application using SharePoint list and library.

**Textbook**: Microsoft SharePoint 2013 - Inside Out ISBN: 9780735666993

Complete the following exercises from the text book. Take a screen Print after you complete the steps and upload the pictures.

1. Create a new list from the predefined lists p.60
2. Create a custom list p. 62
3. Creating a library p. 65
4. Create a site column p. 67
5. Save a list or library as a template p. 78
6. Check permissions on a list or library p. 83

Submit the assignment as per instructions provided by the instructor.

|  |  |
| --- | --- |
| Environment | Lab |

Target Course Competencies

|  |  |
| --- | --- |
| 1. | Incorporate Microsoft Office tools in a SharePoint Site. |
| 2. | Support user profiles. |

### Scoring

Rating Scale

|  |  |
| --- | --- |
| Value | Description |
| Complete | Student has completed all steps in the lab activity and demonstrated that they are functioning per lab specifications. |
| Incomplete | Student has either not completed all steps in the lab activity or they are not all functioning per lab specifications. |

Scoring Standard

You must achieve rating of complete on each criterion to pass.

### Scoring Guide

|  |  |  |
| --- | --- | --- |
|  | Criteria | Ratings |
| 1. | Incorporate Microsoft Office tools in a SharePoint Site. | Complete Not Complete |
| 2. | Support user profiles. | Complete Not Complete |
| 3. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 4. | learner administers IT user. | Complete Not Complete |
| 5. | learner administers Business user. | Complete Not Complete |

Using office applications with SharePoint.

Overview/Purpose

In this learning plan you will learn to edit documents in Office and integrate MS Office products with SharePoint.

Target Competencies

|  |  |
| --- | --- |
| 1. | Incorporate Microsoft Office tools in a SharePoint Site. |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | 1.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner uses Microsoft Office tools to incorporate MS Office documents in a SharePoint site. |
|  | Learning Objectives |
|  | 1.a. | Create MS Office documents to upload to a SharePoint site. |
|  | 1.b. | Modify MS Office documents on a SharePoint site. |
| 2. | Devise Enterprise Content Management Techniques. |
|  | Assessment Strategies |
|  | 2.1. | Performance |
|  | 2.2. | Demonstration |
|  | 2.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 2.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 2.2. | learner creates site designs. |
|  | 2.3. | learner manages sites. |
|  | Learning Objectives |
|  | 2.a. | Design sites by changing the look of your site. |
|  | 2.b. | Design sites working with CSS. |
|  | 2.c. | Create sites. |
|  | 2.d. | Manage sites. |

### Learning Activities

|  |  |
| --- | --- |
| 1. | Listen to instructor lecture on the Office applications with SharePoint. |
|  | Learning Materials |
|  | Office Applications with SharePoint | [Office Applications With SP.pptx](https://gtc.wids.org/PublicDocuments.axd?DocumentID=1648faef-3c94-4793-a072-cadd7d2dc8ed) |
| 2. | Read the associated textbook chapter. |
| 3. | Review the Microsoft Technet article on co-authoring in SHarePoint 2013 |
|  | Learning Materials |
|  | Overview of co-authoring in SharePoint 2013 | <https://technet.microsoft.com/en-us/library/Ff718249.aspx?f=255&MSPPError=-2147217396>  |
| 4. | Review the Lynda.com video on OneNote 2013 |
|  | Learning Materials |
|  | One Note and SHarePoint 2013 | <https://www.lynda.com/Office-tutorials/OneNote-2013-SharePoint/121679/129499-4.html>  |
| 5. | Watch the Lynda.com video on Word 2013 and SharePoint. |
|  | Learning Materials |
|  | Word 2013 and SharePoint | <https://www.lynda.com/Office-tutorials/Word-2013-SharePoint/121679/129501-4.html>  |
| 6. | Complete the following tutorials in the textbook.**Textbook:** Microsoft SharePoint 2013 Inside Out1. Opening and Saving Files in SharePoint Libraries. (p. 125)
2. Checking out a file within Word, PowerPoint or Excel. (p. 130)
3. Checking in a file from within Word, PowerPoint or Excel. (p. 133)
 |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 7. | Complete the following textbook tutorials.  Upload a screen shot of your completed work.**Textbook**: Microsoft Sharepoint 2013 Inside Out1. Managing versions. (p. 140)
2. Importing Excel data into a SharePoint list. (p. 144)
3. Moving Access data into a SharePoint list. (p. 148)
 |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Develop a SharePoint application using Microsoft Office in the SharePoint office applications lab.(publisher content) Complete the following textbook tutorials.  Upload a screen shot of your completed work.Textbook: Microsoft SharePoint 2013 - Inside Out ISBN: 97807356669931. Managing versions. (p. 140)
2. Importing Excel data into a SharePoint list. (p. 144)
3. Moving Access data into a SharePoint list. (p. 148)
 |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |

SharePoint office applications lab.

Directions

Using office applications with SharePoint Lab.

Develop a SharePoint application using Microsoft Office.

**Textbook:** Microsoft SharePoint 2013 - Inside Out ISBN: 9780735666993

1. Managing versions. (p. 140)
2. Importing Excel data into a SharePoint list. (p. 144)
3. Moving Access data into a SharePoint list. (p. 148)

Submit the assignment as per instructions provided by the instructor.

Target Course Competencies

|  |  |
| --- | --- |
| 1. | Incorporate Microsoft Office tools in a SharePoint Site. |
| 2. | Devise Enterprise Content Management Techniques. |

### Scoring

Rating Scale

|  |  |
| --- | --- |
| Value | Description |
| Complete | Student has completed all steps in the lab activity and demonstrated that they are functioning per lab specifications. |
| Not complete | Student has either not completed all steps in the lab activity or they are not all functioning per lab specifications. |

Scoring Standard

You must achieve rating of complete on each criterion to pass.

### Scoring Guide

|  |  |  |
| --- | --- | --- |
|  | Criteria | Ratings |
| 1. | Incorporate Microsoft Office tools in a SharePoint Site. | Complete Not Complete |
| 2. | Devise Enterprise Content Management Techniques. | Complete Not Complete |
| 3. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 4. | learner creates site designs. | Complete Not Complete |
| 5. | learner manages sites. | Complete Not Complete |
| 6. | learner uses Microsoft Office tools to incorporate MS Office documents in a SharePoint site. | Complete Not Complete |

Working with collaboration sites.

Overview/Purpose

In this learning plan you will learn about creating and customizing team sites. Moreover, you will learn to work with document libraries, sharing sites, and managing tasks.

Target Competencies

|  |  |
| --- | --- |
| 1. | Devise Enterprise Content Management Techniques. |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 1.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner creates site designs. |
|  | 1.3. | learner manages sites. |
|  | Learning Objectives |
|  | 1.a. | Design sites by changing the look of your site. |
|  | 1.b. | Design sites working with CSS. |
|  | 1.c. | Create sites. |
|  | 1.d. | Manage sites. |

### Learning Activities

|  |  |
| --- | --- |
| 1. | Listen to instructor lecture on working with collaboration sites. |
|  | Learning Materials |
|  | Collaboration Sites |  <https://gtc.wids.org/PublicDocuments.axd?DocumentID=354c599f-42f6-46fe-92e7-f5b9b439ccef>  |
| 2. | Read the associated textbook chapter. |
| 3. | Watch the Lynda.com video on creating team sites. |
|  | Learning Materials |
|  | Creating a new team site. | <http://www.lynda.com/Office-365-tutorials/Creating-new-team-site/133335/144150-4.html> |
| 4. | Read the article on SharePoint sites versus site collections. |
|  | Learning Materials |
|  | Sites vs. Site Collections in SharePoint. | <http://sharepointmaven.com/sites-vs-site-collections-in-sharepoint/> |
| 5. | Watch the Video on PowerShell for SharePoint. |
| 6. | Work on the Collaboration Site Lab. |
|  | Learning Materials |
|  | Collaboration Sites | [Sites.docx](https://gtc.wids.org//PublicDocuments.axd?DocumentID=adf76cae-61c6-462b-8175-482e449f58d6) |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Develop instructor assigned business problems using SharePoint collaboration site techniques. Use the Collaboration sites lab PAT to guide your work. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | Create a new team site SharePoint Online - Lynda.com | <http://www.lynda.com/Office-365-tutorials/Creating-new-team-site/133335/144150-4.html> |
|  | Creating a new team site. | <http://www.lynda.com/Office-365-tutorials/Creating-new-team-site/133335/144150-4.html> |
|  | Collaboration Sites | [Sites.docx](https://gtc.wids.org//PublicDocuments.axd?DocumentID=adf76cae-61c6-462b-8175-482e449f58d6) |

Collaboration sites lab.

Directions

**Working with collaboration site Lab.**

Develop an application using SharePoint collaboration site. Refer to the Team Sites lab document.

Submit the assignment as per instructions provided by the instructor.

Target Course Competencies

|  |  |
| --- | --- |
| 1. | Devise Enterprise Content Management Techniques. |

### Scoring

Rating Scale

|  |  |
| --- | --- |
| Value | Description |
| Complete | Student has completed all steps in the lab activity and demonstrated that they are functioning per lab specifications. |
| Not complete | Student has either not completed all steps in the lab activity or they are not all functioning per lab specifications. |

Scoring Standard

You must achieve rating of complete on each criterion to pass.

### Scoring Guide

|  |  |  |
| --- | --- | --- |
|  | Criteria | Ratings |
| 1. | Devise Enterprise Content Management Techniques. | Complete Not Complete |
| 2. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 3. | learner creates site designs. | Complete Not Complete |
| 4. | learner manages sites. | Complete Not Complete |

Sharing information with SharePoint social networking and managing workflows.

Overview/Purpose

In this learning plan you will learn to work with SharePoint community sites, newsfeed, community site management and moderating community. Moreover, you will learn to use and create workflows.

Target Competencies

|  |  |
| --- | --- |
| 1. | Organize feeds. |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 1.1. | leaner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner manages feeds. |
|  | Learning Objectives |
|  | 1.a. | Use Content Query Web Part (CQWP) to aggregate content from subsites, lists and libraries.  |
|  | 1.b. | Use Content Query Web Part (CQWP)  for dynamic filtering of data. |

### Learning Activities

|  |  |
| --- | --- |
| 1. | Listen to instructor lecture on sharing information with social networking and managing workflows. |
|  |  |  |
| 2. | Read associated textbook and resource content. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 3. | Read the Microsoft TechNet article on Creating and configuring communities. |
|  | Learning Materials |
|  | Create and configure communities in SharePoint 2013. | https://technet.microsoft.com/en-us/library/JJ219543.aspx |
| 4. | Create a personal site with a news feed.  Share this site with your instructor. |
| 5. | Complete the Social Networking Lab. |
|  | Learning Materials |
|  | Social Networking Lab | [Social Networking Lab.docx](https://gtc.wids.org//PublicDocuments.axd?DocumentID=4d95cf3c-e588-4e68-a478-4648a95d1711) |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Develop instructor assigned business problems applying SharePoint social networking and managing workflows techniques. Use the social networking lab PAT to guide your work. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | Social Networking Lab | [Social Networking Lab.docx](https://gtc.wids.org//PublicDocuments.axd?DocumentID=4d95cf3c-e588-4e68-a478-4648a95d1711) |
|  | SharePoint Social | [SharePoint Social.pptx](https://gtc.wids.org//PublicDocuments.axd?DocumentID=2a93f547-cbdb-4fa3-a420-e62e972ab4c2) |
|  | Managed CSOM Lab | [ManagedCSOM.docx](https://gtc.wids.org//PublicDocuments.axd?DocumentID=bce222b0-1d3b-4588-bd0d-20fe5c456ff5) |
|  | SharePoint Workflows | [SharePoint Workflows.pptx](https://gtc.wids.org//PublicDocuments.axd?DocumentID=995409e8-c865-4eb3-9082-25d5bf38f077) |
|  | Create and configure communities in SharePoint Server 2013 | <https://technet.microsoft.com/en-us/library/JJ219543.aspx>  |
|  | Create and configure communities in SharePoint 2013. | https://technet.microsoft.com/en-us/library/JJ219543.aspx |

Social networking and managing workflows lab.

Directions

**Sharing information with SharePoint social networking Lab.**

Develop an application using SharePoint workflows.

Submit the assignment as per instructions provided by the instructor.

Target Course Competencies

|  |  |
| --- | --- |
| 1. | Organize feeds. |

### Scoring

Rating Scale

|  |  |
| --- | --- |
| Value | Description |
| Complete | Student has completed all steps in the lab activity and demonstrated that they are functioning per lab specifications. |
| Not Complete | Student has either not completed all steps in the lab activity or they are not all functioning per lab specifications. |

Scoring Standard

You must achieve rating of complete on each criterion to pass.

### Scoring Guide

|  |  |  |
| --- | --- | --- |
|  | Criteria | Ratings |
| 1. | Organize feeds. | Complete Not Complete |
| 2. | leaner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 3. | learner manages feeds. | Complete Not Complete |

Planning, creating and formatting site content.

Overview/Purpose

In this learning plan you will learn about information architecture, governance, content manager and site planning. Moreover, you will create and format content pages.

Target Competencies

|  |  |
| --- | --- |
| 1. | Devise Enterprise Content Management Techniques. |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 1.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner creates site designs. |
|  | 1.3. | learner manages sites. |
|  | Learning Objectives |
|  | 1.a. | Design sites by changing the look of your site. |
|  | 1.b. | Design sites working with CSS. |
|  | 1.c. | Create sites. |
|  | 1.d. | Manage sites. |
| 2. | Select Search Engine Optimization Techniques. |
|  | Assessment Strategies |
|  | 2.1. | Performance |
|  | 2.2. | Demonstration |
|  | 2.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 2.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 2.2. | learner sets Search Engine Optimization (SEO) properties. |
|  | Learning Objectives |
|  | 2.a. | Create friendly URL sites. |
|  | 2.b. | Manage friendly URL sites. |

### Learning Activities

|  |  |
| --- | --- |
| 1. | Listen to instructor lecture on planning, creating and formatting site content. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 |  |
|  | Plan document versioning, content approval, and check-out controls in SharePoint 2013 | <https://technet.microsoft.com/en-us/library/Cc262378.aspx> |
|  | Planning Sites | [SharePoint Planning Sites.pptx](https://gtc.wids.org//PublicDocuments.axd?DocumentID=cec7d1b8-1cb1-4aea-9cce-5d316a5af20b) |
| 2. | Read associated textbook and resource content. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 |  |
| 3. | Solve sample problems from the chapter portion of the text book. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 |  |
|  | Plan document versioning, content approval, and check-out controls in SharePoint 2013 | <https://technet.microsoft.com/en-us/library/Cc262378.aspx> |
| 4. | Develop an application to solve business problems applying planning, creating and formatting site content.  |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 |  |
|  | Plan document versioning, content approval, and check-out controls in SharePoint 2013 | <https://technet.microsoft.com/en-us/library/Cc262378.aspx> |
|  | Getting started with SharePoint Server 2013 workflow | <https://technet.microsoft.com/en-us/library/jj227177%28office.15%29> |
|  | Overview of the SharePoint 2013 page model | <https://msdn.microsoft.com/en-us/library/jj191506.aspx> |
|  | How to: Customize XSL for the SharePoint Content By Query Web Part (ECM) | <https://msdn.microsoft.com/en-us/library/bb447557.aspx> |
|  | SharePoint WebParts | [SharePoint WebParts.pptx](https://gtc.wids.org//PublicDocuments.axd?DocumentID=5b492e58-0ed2-4927-b5ba-e1fc01d86b84) |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Submit planning, creating, and formatting activities within the site content lab. Use the site content lab PAT to guide your work. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 |  |
|  | Plan document versioning, content approval, and check-out controls in SharePoint 2013 | <https://technet.microsoft.com/en-us/library/Cc262378.aspx> |
|  | Getting started with SharePoint Server 2013 workflow | <https://technet.microsoft.com/en-us/library/jj227177%28office.15%29> |
|  | Overview of the SharePoint 2013 page model | <https://msdn.microsoft.com/en-us/library/jj191506.aspx> |
|  | How to: Customize XSL for the SharePoint Content By Query Web Part (ECM) | <https://msdn.microsoft.com/en-us/library/bb447557.aspx> |
|  | SharePoint WebParts | [SharePoint WebParts.pptx](https://gtc.wids.org//PublicDocuments.axd?DocumentID=5b492e58-0ed2-4927-b5ba-e1fc01d86b84) |

Site content lab.

Directions

**Planning, Creating and Formatting site Content Lab.**

Develop a SharePoint application using SharePoint site content management techniques.

Submit the assignment as per instructions provided by the instructor.

Target Course Competencies

|  |  |
| --- | --- |
| 1. | Devise Enterprise Content Management Techniques. |
| 2. | Select Search Engine Optimization Techniques. |

### Scoring

Rating Scale

|  |  |
| --- | --- |
| Value | Description |
| Complete | Student has completed all steps in the lab activity and demonstrated that they are functioning per lab specifications. |
| Not Complete | Student has either not completed all steps in the lab activity or they are not all functioning per lab specifications. |

Scoring Standard

You must achieve rating of complete on each criterion to pass.

### Scoring Guide

|  |  |  |
| --- | --- | --- |
|  | Criteria | Ratings |
| 1. | Devise Enterprise Content Management Techniques. | Complete Not Complete |
| 2. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 3. | learner creates site designs. | Complete Not Complete |
| 4. | learner manages sites. | Complete Not Complete |
| 5. | Select Search Engine Optimization Techniques. | Complete Not Complete |
| 6. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 7. | learner sets Search Engine Optimization (SEO) properties. | Complete Not Complete |

Managing documents and web parts.

Overview/Purpose

In this learning plan you will learn add, edit, connect to and maintain web parts. Also, you will manage documents including document management locations, site columns, content types, and content type hub. You will also learn to manage metadata services for documents.

Target Competencies

|  |  |
| --- | --- |
| 1. | Devise Enterprise Content Management Techniques. |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 1.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner creates site designs. |
|  | 1.3. | learner manages sites. |
|  | Learning Objectives |
|  | 1.a. | Design sites by changing the look of your site. |
|  | 1.b. | Design sites working with CSS. |
|  | 1.c. | Create sites. |
|  | 1.d. | Manage sites. |
| 2. | Incorporate Managed Metadata Services |
|  | Assessment Strategies |
|  | 2.1. | Performance |
|  | 2.2. | Demonstration |
|  | 2.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 2.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 2.2. | learner manages taxonomies using Managed Metadata Service (MMS). |
|  | 2.3. | learner uses Managed Metadata for navigation. |
|  | Learning Objectives |
|  | 2.a. | Manage taxonomies using managed metadata service. |
|  | 2.b. | Use Managed Metadata for navigation. |

### Learning Activities

|  |  |
| --- | --- |
| 1. | Listen to instructor lecture on managing documents and web parts. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 2. | Read associated textbook and resource content. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 3. | Solve sample problems from the chapter portion of the text book. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 4. | Develop an application to solve business problems applying document management and web parts techniques. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Submit an application to solve business problems applying document management and web parts techniques. Use the Web parts lab PAT to guide your work. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | Create the basic workflow | <https://msdn.microsoft.com/en-us/library/office/dn456545.aspx#bmCreateWorkflow> |
|  | What is governance in SharePoint 2013? | <https://technet.microsoft.com/en-us/library/cc263356.aspx> |
|  | IT governance in SharePoint 2013 | <https://technet.microsoft.com/en-us/library/cc262883.aspx> |

Web parts lab.

Directions

**Managing documents and web parts Lab.**

Develop a SharePoint application using web parts.

Submit the assignment as per instructions provided by the instructor.

Target Course Competencies

|  |  |
| --- | --- |
| 1. | Devise Enterprise Content Management Techniques. |
| 2. | Incorporate Managed Metadata Services |

### Scoring

Rating Scale

|  |  |
| --- | --- |
| Value | Description |
| Complete | Student has completed all steps in the lab activity and demonstrated that they are functioning per lab specifications. |
| Not Complete | Student has either not completed all steps in the lab activity or they are not all functioning per lab specifications. |

Scoring Standard

You must achieve rating of complete on each criterion to pass.

### Scoring Guide

|  |  |  |
| --- | --- | --- |
|  | Criteria | Ratings |
| 1. | Devise Enterprise Content Management Techniques. | Complete Not Complete |
| 2. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 3. | learner creates site designs. | Complete Not Complete |
| 4. | learner manages sites. | Complete Not Complete |
| 5. | Incorporate Managed Metadata Services | Complete Not Complete |
| 6. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 7. | learner manages taxonomies using Managed Metadata Service (MMS). | Complete Not Complete |
| 8. | learner uses Managed Metadata for navigation. | Complete Not Complete |

Designing web content management sites.

Overview/Purpose

In this learning plan you will learn to design web content management sites including designing and branding, creating site design, metadata and navigation, and publishing content.

Target Competencies

|  |  |
| --- | --- |
| 1. | Select Search Engine Optimization Techniques. |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 1.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner sets Search Engine Optimization (SEO) properties. |
|  | Learning Objectives |
|  | 1.a. | Create friendly URL sites. |
|  | 1.b. | Manage friendly URL sites. |

### Learning Activities

|  |  |
| --- | --- |
| 1. | Listen to instructor lecture on designing web content management sites.  |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 2. | Read associated textbook and resource content. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 3. | Solve sample problems from the chapter portion of the text book. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 4. | Develop an application to solve business problems applying web content management site techniques. Use the following resources as needed. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | SharePoint Content Types, Site Columns or Columns | <http://en.share-gate.com/blog/sharepoint-columns-site-columns-or-content-types> |
|  | Walkthrough: Create a Site Column, Content Type, and List for SharePoint | <https://msdn.microsoft.com/en-us/library/ee231593.aspx> |
|  | An overview of Web Content Management In SharePoint 2013 \*Or similar with closed captioning | <https://channel9.msdn.com/Events/TechEd/NewZealand/2013/SES204> (NOTE: No closed captioning- transcript needed, or alternate source can be substituted) |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Submit an application design to solve business problems applying web content management site techniques. Use the web content management lab PAT to guide your work. |

Web content management lab.

Directions

**Designing web content management sites Lab.**

Develop a SharePoint application using web content management.

Submit the assignment as per instructions provided by the instructor.

Target Course Competencies

|  |  |
| --- | --- |
| 1. | Select Search Engine Optimization Techniques. |

### Scoring

Rating Scale

|  |  |
| --- | --- |
| Value | Description |
| Complete | Student has completed all steps in the lab activity and demonstrated that they are functioning per lab specifications. |
| Not Complete | Student has either not completed all steps in the lab activity or they are not all functioning per lab specifications. |

Scoring Standard

You must achieve rating of complete on each criterion to pass.

### Scoring Guide

|  |  |  |
| --- | --- | --- |
|  | Criteria | Ratings |
| 1. | Select Search Engine Optimization Techniques. | Complete Not Complete |
| 2. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 3. | learner sets Search Engine Optimization (SEO) properties. | Complete Not Complete |

Planning for business intelligence and key performance indicators.

Overview/Purpose

In this learning plan you will learn planning for business requirements including software requirements. You will also learn about key performance indicators. You will create and configure business intelligence center.

Target Competencies

|  |  |
| --- | --- |
| 1. | Design applications for performance. |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 1.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner uses PPS service in SharePoint to create rich interactive and context driven dashboard. |
|  | Learning Objectives |
|  | 1.a. | Create PerformancePoint Service (PPS) application. |
|  | 1.b. | Manage PerformancePoint Service (PPS) application. |

### Learning Activities

|  |  |
| --- | --- |
| 1. | Listen to instructor lecture on planning for business intelligence and key performance indicators. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 2. | Read associated textbook and resource content. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 3. | Watch the Lynda.com video on SharePoint Business Intelligence. |
|  | Learning Materials |
|  | SharePoint business intelligence | http://www.lynda.com/Office-tutorials/SharePoint-business-intelligence-basics/121679/129532-4.html  |
| 4. | Solve sample problems from the chapter portion of the text book.  |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 5. | Develop an application to solve business problems applying BI (Business Intelligence) and KPIs(Key Performance Indicators). Use the following learning materials as needed.. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | Install PowerPivot for Excel | [https://msdn.microsoft.com/en-us/library/gg413462%28v=sql.110%29.aspx](https://msdn.microsoft.com/en-us/library/gg413462%28v%3Dsql.110%29.aspx) |
|  | Getting started with Power View Reports with SharePoint, Excel and SQL Server | <https://www.mssqltips.com/sqlservertip/3004/getting-started-with-power-view-reports-with-sharepoint-excel-and-sql-server/> |
|  | SharePoint business intelligence: The basics SharePoint Server 2013 (Lynda.com) | <http://www.lynda.com/Office-tutorials/SharePoint-business-intelligence-basics/121679/129532-4.html> |
|  | Microsoft Business Intelligence Stack in Depth (Lynda.com) | <http://www.lynda.com/Excel-tutorials/Microsoft-Business-Intelligence-Stack-Depth/172384-2.html> |
|  | SharePoint business intelligence | http://www.lynda.com/Office-tutorials/SharePoint-business-intelligence-basics/121679/129532-4.html |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Submit an application to solve business problems using business intelligence and key performance indicators. Use the  business intelligence and key performance indicators lab PAT to guide your work. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | Install PowerPivot for Excel | [https://msdn.microsoft.com/en-us/library/gg413462%28v=sql.110%29.aspx](https://msdn.microsoft.com/en-us/library/gg413462%28v%3Dsql.110%29.aspx) |
|  | Getting started with Power View Reports with SharePoint, Excel and SQL Server | <https://www.mssqltips.com/sqlservertip/3004/getting-started-with-power-view-reports-with-sharepoint-excel-and-sql-server/> |
|  | SharePoint business intelligence: The basics SharePoint Server 2013 (Lynda.com) | <http://www.lynda.com/Office-tutorials/SharePoint-business-intelligence-basics/121679/129532-4.html> |
|  | Microsoft Business Intelligence Stack in Depth (Lynda.com) | <http://www.lynda.com/Excel-tutorials/Microsoft-Business-Intelligence-Stack-Depth/172384-2.html> |
|  | SharePoint business intelligence | http://www.lynda.com/Office-tutorials/SharePoint-business-intelligence-basics/121679/129532-4.html |

Business intelligence and key performance indicators lab.

Directions

**Planning for business intelligence and key performance indicator Lab.**

Develop a SharePoint application using business intelligence and key performance indicators.

Submit the assignment as per instructions provided by the instructor.

Target Course Competencies

|  |  |
| --- | --- |
| 1. | Design applications for performance. |

### Scoring

Rating Scale

|  |  |
| --- | --- |
| Value | Description |
| Complete | Student has completed all steps in the lab activity and demonstrated that they are functioning per lab specifications. |
| Not Complete | Student has either not completed all steps in the lab activity or they are not all functioning per lab specifications. |

Scoring Standard

You must achieve rating of complete on each criterion to pass.

### Scoring Guide

|  |  |  |
| --- | --- | --- |
|  | Criteria | Ratings |
| 1. | Design applications for performance. | Complete Not Complete |
| 2. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 3. | learner uses PPS service in SharePoint to create rich interactive and context driven dashboard. | Complete Not Complete |

Working with SharePoint Search features.

Overview/Purpose

In this learning plan you will learn about discovering information with SharePoint Search including social and people information. You will learn about search architecture and site administration. Moreover, you will create a customized search experience using Search web parts, result sources, query rules and search navigation.

Target Competencies

|  |  |
| --- | --- |
| 1. | Design search queries. |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 1.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner identifies search architecture and site administration. |
|  | Learning Objectives |
|  | 1.a. | Design SharePoint Search using SharePoint search components. |
|  | 1.b. | Manage search topology on the SharePoint farm. |
| 2. | Create search queries. |
|  | Assessment Strategies |
|  | 2.1. | Performance |
|  | 2.2. | Demonstration |
|  | 2.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 2.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 2.2. | learner creates a customized search experience. |
|  | Learning Objectives |
|  | 2.a. | Create query rules. |
|  | 2.b. | Create query transforms. |

### Learning Activities

|  |  |
| --- | --- |
| 1. | Listen to instructor lecture on working with SharePoint search features. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 2. | Read associated textbook and resource content. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | eDiscovery in SharePoint 2013 | <https://msdn.microsoft.com/en-us/library/office/jj163267.aspx> |
|  | How to create a Search Center Site Collection and enable crawling of your content in SharePoint 2013 | <http://blogs.technet.com/b/tothesharepoint/archive/2013/10/31/how-to-create-a-search-center-site-collection-and-enable-crawling-of-your-content-in-sharepoint-2013.aspx> |
|  | How to Configure Search Centre in SharePoint 2013 | <http://www.c-sharpcorner.com/UploadFile/Roji.Joy/how-to-configure-search-centre-in-sharepoint-2013/> |
|  | Keyword Query Language (KQL) syntax reference | <https://msdn.microsoft.com/en-us/library/office/ee558911.aspx> |
|  | What's new in search in SharePoint Server 2013 | <https://technet.microsoft.com/en-us/library/Ee667266.aspx> |
|  | Search in SharePoint 2013 | <https://msdn.microsoft.com/en-us/library/office/jj163300.aspx> |
| 3. | Solve sample problems from the chapter portion of the text book. Use the following learning materials as needed.. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | eDiscovery in SharePoint 2013 | <https://msdn.microsoft.com/en-us/library/office/jj163267.aspx> |
|  | What's new in search in SharePoint Server 2013 | <https://technet.microsoft.com/en-us/library/Ee667266.aspx> |
|  | Search in SharePoint 2013 | <https://msdn.microsoft.com/en-us/library/office/jj163300.aspx> |
|  | How to create a Search Center Site Collection and enable crawling of your content in SharePoint 2013 | <http://blogs.technet.com/b/tothesharepoint/archive/2013/10/31/how-to-create-a-search-center-site-collection-and-enable-crawling-of-your-content-in-sharepoint-2013.aspx> |
|  | How to Configure Search Centre in SharePoint 2013 | <http://www.c-sharpcorner.com/UploadFile/Roji.Joy/how-to-configure-search-centre-in-sharepoint-2013/> |
|  | Manage query rules in SharePoint Server 2013 | <https://technet.microsoft.com/en-us/library/jj871676.aspx> |
|  | Keyword Query Language (KQL) syntax reference | <https://msdn.microsoft.com/en-us/library/office/ee558911.aspx> |
| 4. | Develop an application to solve business problems applying SharePoint search features. Use learning plan resource materials and text as needed. |
|  |  |  |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Submit an application to solve business problems applying SharePoint Search features. Use the SharePoint search features lab PAT to guide your work. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | eDiscovery in SharePoint 2013 | <https://msdn.microsoft.com/en-us/library/office/jj163267.aspx> |
|  | What's new in search in SharePoint Server 2013 | <https://technet.microsoft.com/en-us/library/Ee667266.aspx> |
|  | Search in SharePoint 2013 | <https://msdn.microsoft.com/en-us/library/office/jj163300.aspx> |
|  | How to create a Search Center Site Collection and enable crawling of your content in SharePoint 2013 | <http://blogs.technet.com/b/tothesharepoint/archive/2013/10/31/how-to-create-a-search-center-site-collection-and-enable-crawling-of-your-content-in-sharepoint-2013.aspx> |
|  | How to Configure Search Centre in SharePoint 2013 | <http://www.c-sharpcorner.com/UploadFile/Roji.Joy/how-to-configure-search-centre-in-sharepoint-2013/> |
|  | Manage query rules in SharePoint Server 2013 | <https://technet.microsoft.com/en-us/library/jj871676.aspx> |
|  | Keyword Query Language (KQL) syntax reference | <https://msdn.microsoft.com/en-us/library/office/ee558911.aspx> |

SharePoint search features lab.

Directions

SharePoint search features lab.

Develop a SharePoint application using SharePoint search features.

Submit the assignment as per instructions provided by the instructor.

Target Course Competencies

|  |  |
| --- | --- |
| 1. | Design search queries. |
| 2. | Create search queries. |

### Scoring

Rating Scale

|  |  |
| --- | --- |
| Value | Description |
| Complete | Student has completed all steps in the lab activity and demonstrated that they are functioning per lab specifications. |
| Not Complete | Student has either not completed all steps in the lab activity or they are not all functioning per lab specifications. |

Scoring Standard

You must achieve rating of complete on each criterion to pass.

### Scoring Guide

|  |  |  |
| --- | --- | --- |
|  | Criteria | Ratings |
| 1. | Design search queries. | Complete Not Complete |
| 2. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 3. | learner identifies search architecture and site administration. | Complete Not Complete |
| 4. | Create search queries. | Complete Not Complete |
| 6. | learner creates a customized search experience. | Complete Not Complete |

Working with sites and enterprise forms.

Overview/Purpose

In this learning plan you will learn to create, manage, and design sites. Also, you will learn to create enterprise forms.

Target Competencies

|  |  |
| --- | --- |
| 1. | Devise Enterprise Content Management Techniques. |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 1.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner creates site designs. |
|  | 1.3. | learner manages sites. |
|  | Learning Objectives |
|  | 1.a. | Design sites by changing the look of your site. |
|  | 1.b. | Design sites working with CSS. |
|  | 1.c. | Create sites. |
|  | 1.d. | Manage sites. |

### Learning Activities

|  |  |
| --- | --- |
| 1. | Listen to instructor lecture on working with sites and enterprise forms. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 2. | Read associated textbook and resource content. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | 30 Most Awesome SP Sites | <http://www.topsharepoint.com/30-awesome-sharepoint-powered-sites> |
|  | What's changed in SharePoint Designer 2013 | <https://msdn.microsoft.com/en-us/library/office/jj728659.aspx> |
|  | Getting Started with Sharepoint Designer 2013 | <http://techwirenews.com/2013/03/01/getting-started-with-sharepoint-designer-2013/> |
|  | Options to Create Forms in SharePoint 2013 | <https://blogs.office.com/2013/03/04/options-to-create-forms-in-sharepoint-2013/> |
|  | Forms in SharePoint - Seven Ways to Create a Form in SharePoint | <http://go.limeleap.com/community/bid/286331/Forms-in-SharePoint-Seven-Ways-to-Create-a-Form-in-SharePoint> |
|  | Creating Enterprise Forms in Microsoft SharePoint 2013 | <https://www.microsoftpressstore.com/articles/article.aspx?p=2224035> |
| 3. | Solve sample problems from the chapter portion of the text book.  |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 4. | Develop an application to solve business problems applying sites and enterprise forms. Use learning material resources as needed. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | 30 Most Awesome SP Sites | <http://www.topsharepoint.com/30-awesome-sharepoint-powered-sites> |
|  | What's changed in SharePoint Designer 2013 | <https://msdn.microsoft.com/en-us/library/office/jj728659.aspx> |
|  | Getting Started with Sharepoint Designer 2013 | <http://techwirenews.com/2013/03/01/getting-started-with-sharepoint-designer-2013/> |
|  | Options to Create Forms in SharePoint 2013 | <https://blogs.office.com/2013/03/04/options-to-create-forms-in-sharepoint-2013/> |
|  | Forms in SharePoint - Seven Ways to Create a Form in SharePoint | <http://go.limeleap.com/community/bid/286331/Forms-in-SharePoint-Seven-Ways-to-Create-a-Form-in-SharePoint> |
|  | Creating Enterprise Forms in Microsoft SharePoint 2013 | <https://www.microsoftpressstore.com/articles/article.aspx?p=2224035> |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Submit an application to solve business problems applying sites and enterprise forms. Use this learning plans resource learning materials and the SharePoint site and enterprise forms lab PAT to guide your work. |

Sites and enterprise forms lab.

Directions

**Working with SharePoint site and enterprise forms.**

Develop a SharePoint application using SharePoint site and enterprise forms.

Submit the assignment as per instructions provided by the instructor.

Target Course Competencies

|  |  |
| --- | --- |
| 1. | Devise Enterprise Content Management Techniques. |

### Scoring

Rating Scale

|  |  |
| --- | --- |
| Value | Description |
| Complete | Student has completed all steps in the lab activity and demonstrated that they are functioning per lab specifications. |
| Not Complete | Student has either not completed all steps in the lab activity or they are not all functioning per lab specifications. |

Scoring Standard

You must achieve rating of complete on each criterion to pass.

### Scoring Guide

|  |  |  |
| --- | --- | --- |
|  | Criteria | Ratings |
| 1. | Devise Enterprise Content Management Techniques. | Complete Not Complete |
| 2. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 3. | learner creates site designs. | Complete Not Complete |
| 4. | learner manages sites. | Complete Not Complete |

Working with external content.

Overview/Purpose

In this learning plan you will learn to work with external contents in SharePoint using Business Connectivity Service (BCS) including presenting external content, Business Data Connectivity (BDC), and working with external content types.

Target Competencies

|  |  |
| --- | --- |
| 1. | Write Business Connectivity Services |
|  | Assessment Strategies |
|  | 1.1. | Performance |
|  | 1.2. | Demonstration |
|  | 1.3. | Project |
|  | Criteria |
|  | Learner will be successful when: |
|  | 1.1. | learner meets course requirements in terms of deadlines, instructions, and technology. |
|  | 1.2. | learner uses SharePoint Business Connectivity Service to bring external data into SharePoint. |
|  | Learning Objectives |
|  | 1.a. | Create Business Connectivity Services (BCS) application. |
|  | 1.b. | Create Business Data Connectivity (BDC) service application. |

### Learning Activities

|  |  |
| --- | --- |
| 1. | Listen to instructor lecture on working with external content. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 2. | Read associated textbook and resource content. |
|  | Learning Materials |
|  | A guide to quick SharePoint 2013 branding | <http://blog.blksthl.com/2013/02/26/a-guide-to-quick-sharepoint-2013-branding/> |
|  | How to: Make custom CSS files themable in SharePoint 2013 | <https://msdn.microsoft.com/en-us/library/office/dn266906.aspx> |
| 3. | Solve sample problems from the chapter portion of the text book. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
| 4. | Develop an application to solve business problems applying external content techniques. Use resource learning materials as needed. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | A guide to quick SharePoint 2013 branding | <http://blog.blksthl.com/2013/02/26/a-guide-to-quick-sharepoint-2013-branding/> |
|  | How to: Make custom CSS files themable in SharePoint 2013 | <https://msdn.microsoft.com/en-us/library/office/dn266906.aspx> |

### Assessment Activities

|  |  |
| --- | --- |
| 1. | Submit an application to solve business problems applying working with external content techniques. Use the external content lab PAT to guide your work. |
|  | Learning Materials |
|  | Inside Out Microsoft SharePoint 2013 (course textbook) |  |
|  | A guide to quick SharePoint 2013 branding | <http://blog.blksthl.com/2013/02/26/a-guide-to-quick-sharepoint-2013-branding/> |
|  | How to: Make custom CSS files themable in SharePoint 2013 | <https://msdn.microsoft.com/en-us/library/office/dn266906.aspx> |

External content lab.

Directions

**Working with external content lab.**

Develop a SharePoint application using external content.

Submit the assignment as per instructions provided by the instructor.

Target Course Competencies

|  |  |
| --- | --- |
| 1. | Write Business Connectivity Services |

### Scoring

Rating Scale

|  |  |
| --- | --- |
| Value | Description |
| Complete | Student has completed all steps in the lab activity and demonstrated that they are functioning per lab specifications. |
| Not Complete | Student has either not completed all steps in the lab activity or they are not all functioning per lab specifications. |

Scoring Standard

You must achieve rating of complete on each criterion to pass.

### Scoring Guide

|  |  |  |
| --- | --- | --- |
|  | Criteria | Ratings |
| 1. | Write Business Connectivity Services | Complete Not Complete |
| 2. | learner meets course requirements in terms of deadlines, instructions, and technology. | Complete Not Complete |
| 3. | learner uses SharePoint Business Connectivity Service to bring external data into SharePoint. | Complete Not Complete |



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