



Curtin University



Secretariat

SharePoint User Guide

(for Managing Committee Meeting Information)

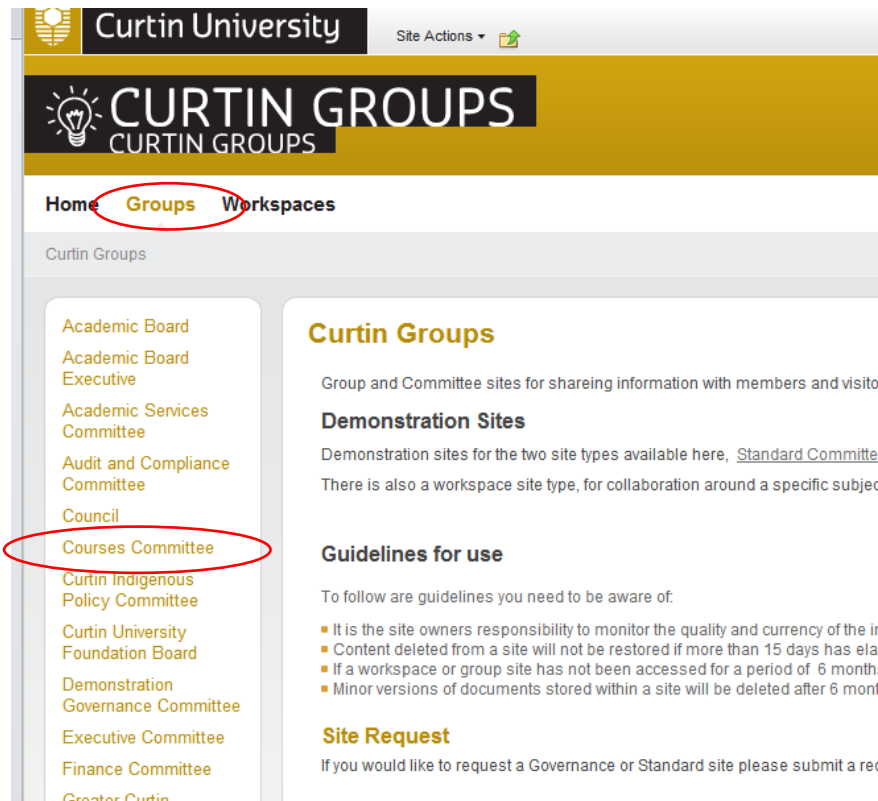
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1. Start:

Log on to committee site in SharePoint <https://share.curtin.edu.au/Pages/default.aspx>.

Select 'Groups' and then the individual committee site shown on the left hand list.

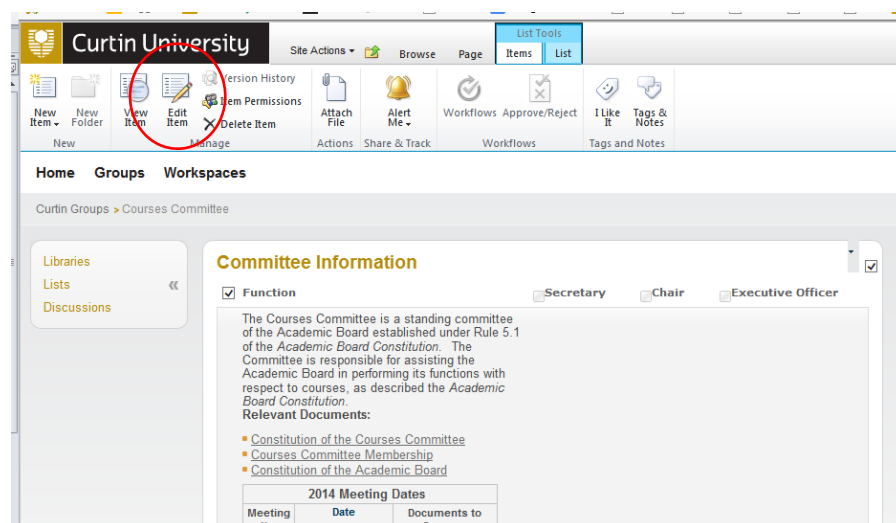


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2. Committee Details:

2.1 Adding or editing Committee information

In the committee workspace, tick 'Committee Information' and then then 'Edit Item' in the ribbon on the top of the page.



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Make the changes in the pop-up window (see below) and click 'save' when done.

Committee Information: Courses Committee

Title *

Committee Function

The Courses Committee is a standing committee of the Academic Board established under Rule 5.1 of the *Academic Board Constitution*. The Committee is responsible for assisting the Academic Board in performing its functions with respect to courses, as described the *Academic Board Constitution*.



Relevant Documents:

- Constitution of the Courses Committee
- Courses Committee Membership
- Constitution of the Academic Board

2014 Meeting Dates		
Meeting No.	Date	Documents to Courses Management
01/14	4 February 2014	14 January 2014
02/14	4 March 2014	Meeting Cancelled
02/14	1 April 2014	11 March 2014
03/14	6 May 2014	8 April 2014
04/14	3 June 2014	13 May 2014



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2.2 Adding or Editing - Secretary, Chair or Executive Officer information



In the 'Edit Item' box enter the staff member's name in the relevant box and click on  to verify the person's details. Alternatively you can find and add staff using the search function .

Note: you can only add staff that have a valid Curtin staff ID.



08/14	7 October 2014	Agenda closed
09/14	4 November 2014	Agenda closed
10/14	2 December 2014	11 November 2014

Secretary  

Committee Secretary

Committee Chair  

Chair

Executive Officer  

Executive Officer

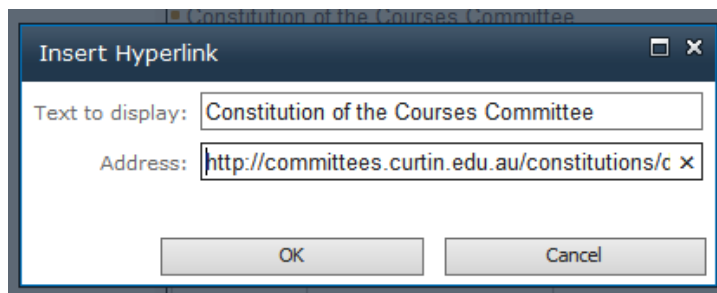
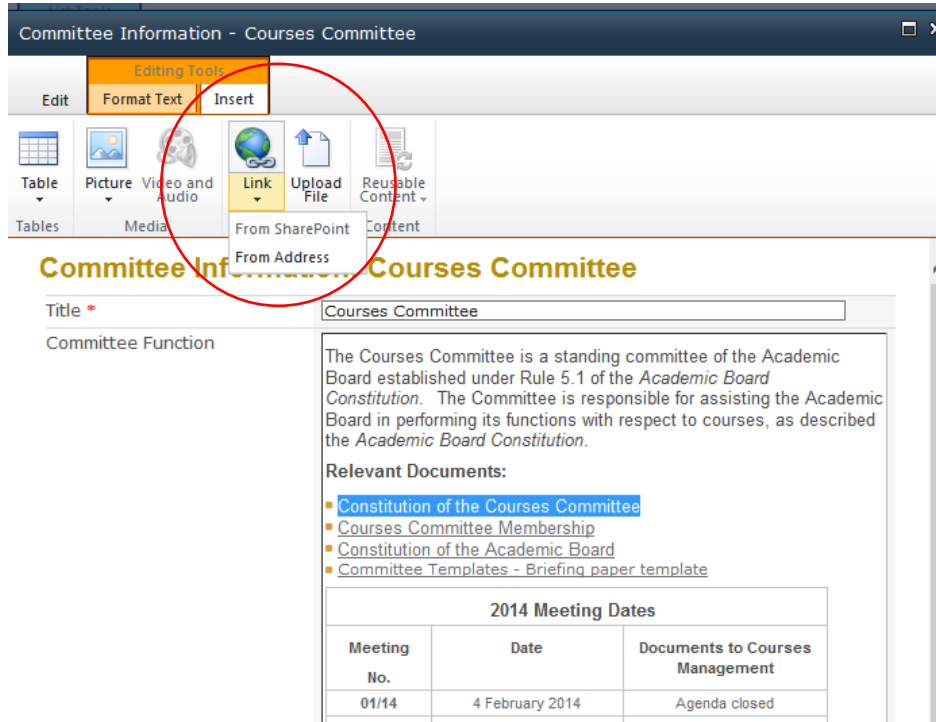
Created at 29/05/2014 13:48 by **Stuart Clarke**
Last modified at 23/10/2014 11:36 by **Stuart Clarke**

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2.3 Adding hyperlinked documents

(For example, add 'Council Standing Orders' and hyperlink to the relevant document.)

- Type the name of the document to be attached, for example 'Constitution of the Courses Committee' and highlight the text;
- Select 'Insert' from the Editing Tools tab, select 'Link' and then select 'From Address';
- Enter the URL for the relevant document in the pop-up box and click 'OK'; and
- Select 'Save'.





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2.4 Adding/deleting Members and Users

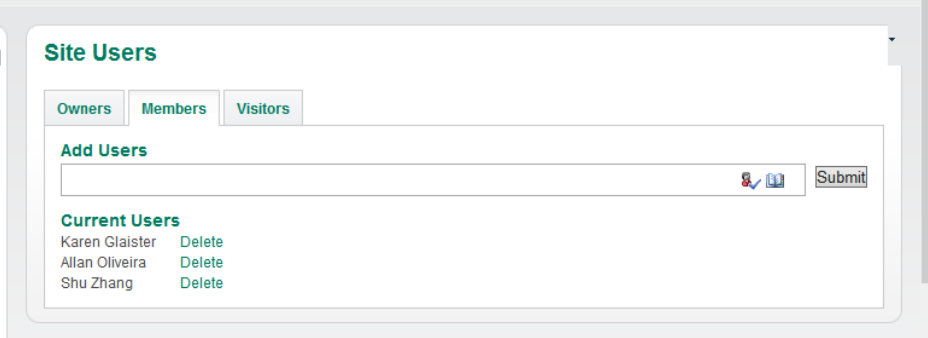
"Members" = members of Committees as set out in the Committee's Constitution.

"Visitors" = Includes regular attendees and/or observers at Committee meeting and other University staff who, in order to undertake their duties, require access to meeting documents.

Select either 'Members' or 'Visitors' and enter the member's name in the 'Add Users' box and click on  to verify the person's details and then select 'Submit'.

Alternatively you can find and add members using the search function .

Note: you can only add members/visitors who have a valid Curtin ID and password.



The screenshot shows a web interface titled "Site Users". At the top, there are three tabs: "Owners", "Members", and "Visitors". Below the tabs is a section titled "Add Users" which contains a text input field, a search icon, and a "Submit" button. Below the "Add Users" section is a section titled "Current Users" which lists three users: Karen Glaister, Allan Oliveira, and Shu Zhang. Each user name is followed by a "Delete" link.

Current Users	Action
Karen Glaister	Delete
Allan Oliveira	Delete
Shu Zhang	Delete

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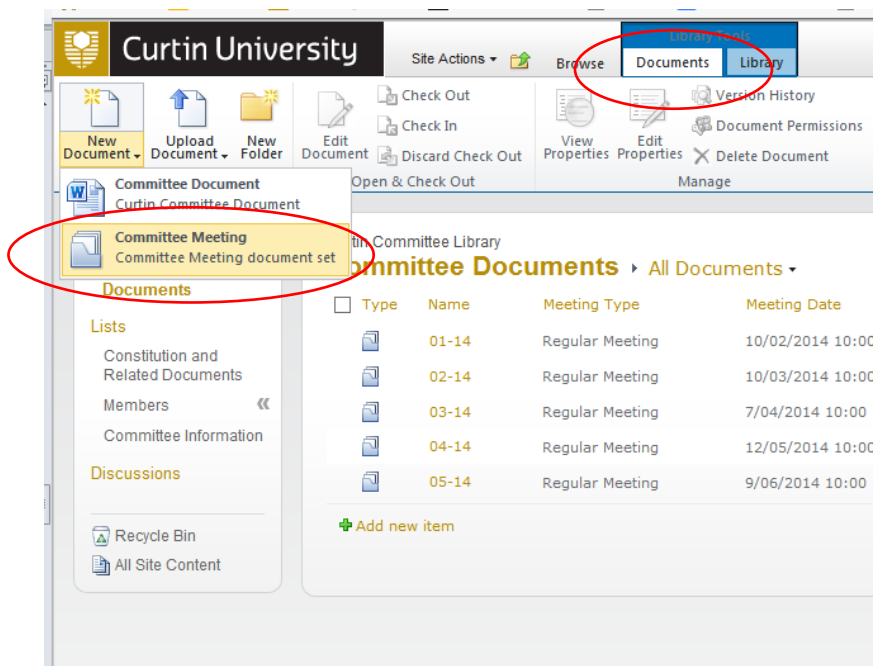
3. Meetings

SharePoint considers each meeting as a unique set of documents within a 'Library' collection.

To set up a new meeting navigate to 'Committee Documents' using this pathway:
Groups ⇒ [select the relevant Committee] ⇒ Libraries ⇒ Committee Documents

3.1 Adding a new Meeting

- Select 'Documents' from 'Library Tools' in the ribbon menu.
- Select 'New Document' and then 'Committee Meeting'.
- This will open up a new screen where you enter the meeting information. Once the various fields have been completed select 'OK'.



New Document Set: Committee Meeting

Meeting Number:

Description:
A description of the Document Set

Secretary: Committee Secretary

Meeting Date: 26/06/2014 11:00

Meeting Type: Regular Meeting

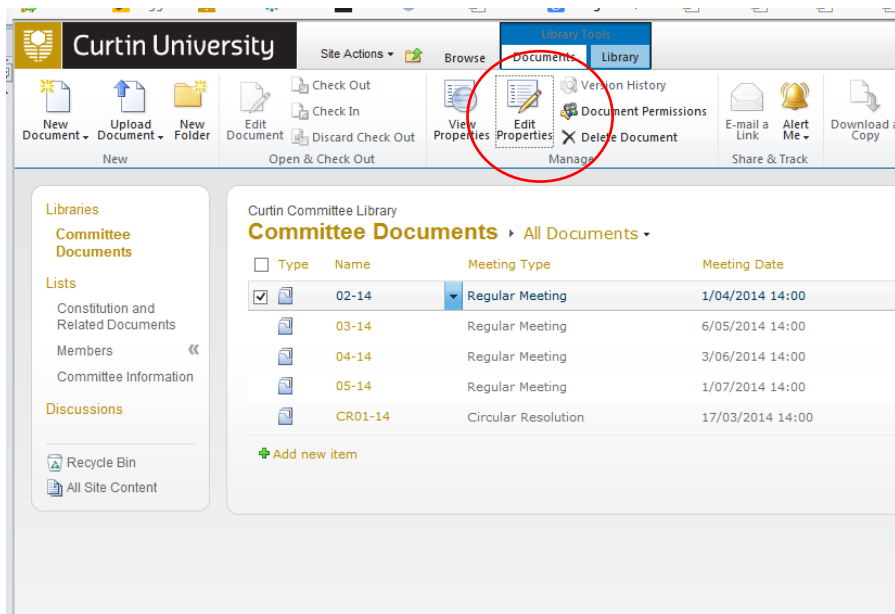
Committee Name:

Committee Venue:

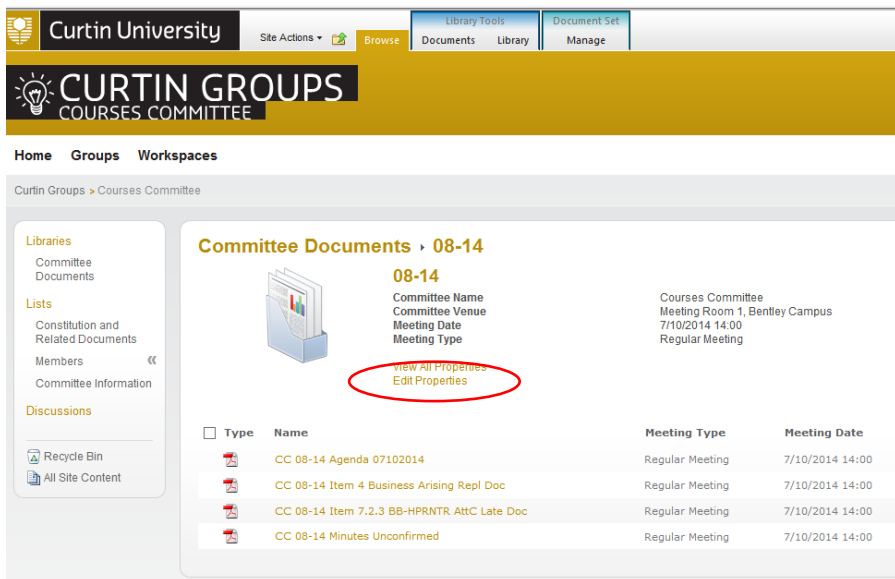
OK Cancel

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Meeting information can be edited once saved by selecting the meeting and then 'Edit Properties' under the 'Documents' tab on the menu ribbon.



Or from within the Committee Documents screen by selecting 'Edit Properties'



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3.2 Adding agenda and other documents to a Meeting

Select the meeting to which you want to add documents ('hover' the mouse pointer over the meeting name and select). This will bring up the 'Committee Documents' library for the selected meeting...see screen snap-shots below.

The screenshot shows the Curtin University website interface. The top navigation bar includes 'Curtin University', 'Site Actions', 'Browse', 'Library Tools', 'Documents', and 'Library'. Below this is a banner for 'CURTIN GROUPS COURSES COMMITTEE'. The main content area is titled 'Curtin Groups > Courses Committee'. On the left, there is a sidebar with 'Libraries' (Committee Documents), 'Lists' (Constitution and Related Documents, Members, Committee Information), and 'Discussions'. The main area displays the 'Curtin Committee Library' with a sub-section for 'Committee Documents > All Documents'. A table lists documents with columns for Type, Name, Meeting Type, Meeting Date, and Modified. The row for '05-14' is highlighted with a red circle. Below the table is an 'Add new item' button.

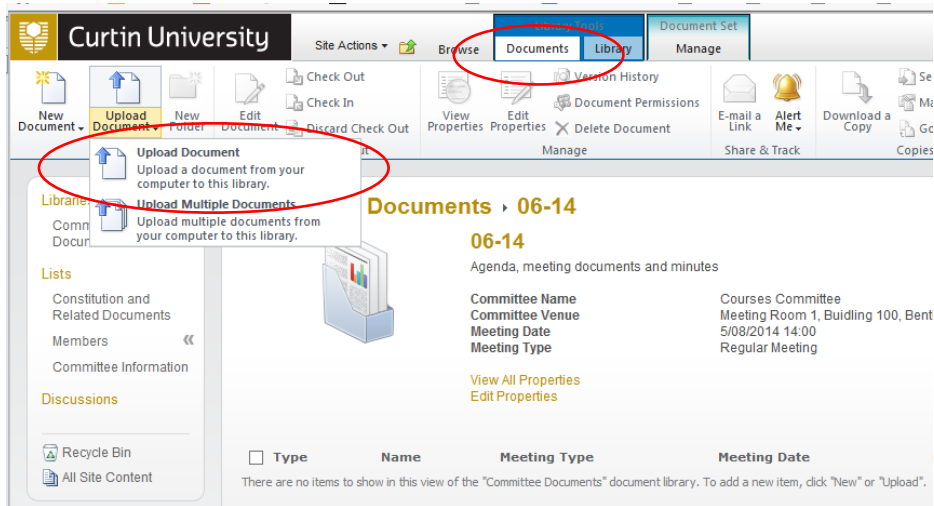
Type	Name	Meeting Type	Meeting Date	Modified
	02-14	Regular Meeting	1/04/2014 14:00	24/03/2014 14:00
	03-14	Regular Meeting	6/05/2014 14:00	24/03/2014 14:00
	04-14	Regular Meeting	3/06/2014 14:00	24/03/2014 14:00
	05-14	Regular Meeting	1/07/2014 14:00	15/07/2014 14:00
<input type="checkbox"/>	06-14	Regular Meeting	5/08/2014 14:00	24/03/2014 14:00
	CR01-14	Circular Resolution	17/03/2014 14:00	24/03/2014 14:00

The screenshot shows the Curtin University website interface. The top navigation bar includes 'Curtin University', 'Site Actions', 'Browse', 'Library Tools', 'Documents', 'Library', and 'Document Set Manage'. Below this is a banner for 'CURTIN GROUPS COURSES COMMITTEE'. The main content area is titled 'Curtin Groups > Courses Committee'. On the left, there is a sidebar with 'Libraries' (Committee Documents), 'Lists' (Constitution and Related Documents, Members, Committee Information), and 'Discussions'. The main area displays the 'Committee Documents > 06-14' sub-section. It shows a folder icon and the title '06-14' with the subtitle 'Agenda, meeting documents and minutes'. Below this, there are details for the meeting: Committee Name (Courses Committee), Committee Venue (Meeting Room 1, Building 100, Bentley Campus), Meeting Date (5/08/2014 14:00), and Meeting Type (Regular Meeting). There are links for 'View All Properties' and 'Edit Properties'. Below the details is a table with columns for Type, Name, Meeting Type, Meeting Date, and Modified. A message states: 'There are no items to show in this view of the "Committee Documents" document library. To add a new item, click "New" or "Upload".'

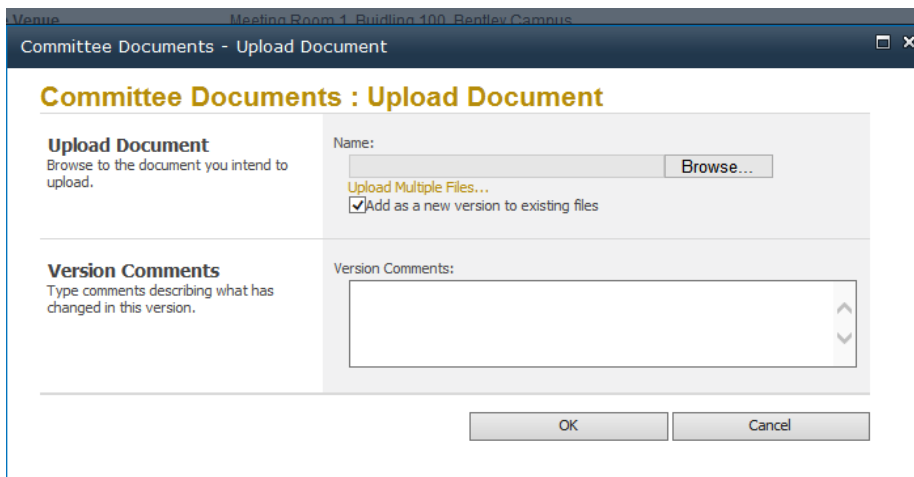
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Upload documents by selecting:

- 'Documents' from the 'Library Tools' item in the menu ribbon;
- 'Upload Document'; then
- either 'Upload Document' or 'Upload Multiple Documents'...see screen snap-shots below.



(This is the 'Upload Document' pop-up box)



Locate the document to upload using the Browse function and select 'OK'

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You should then see the selected file displayed like this, review/amend the pre-populated information and then 'save'.

Committee Documents - CC 06-14 Agenda 05082014.pdf

Edit

Check In Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

Committee Documents: CC 06-14 Agenda 05082014

i The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

i Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

Name * CC 06-14 Agenda 05082014 .pdf

Title

Security Level Internal Only

Curtin Classification * Council

Curtin Keywords

Responsible Area Secretariat
Responsible Area

Committee Document Type

Author The primary author

Meeting Date 5/08/2014 14:00

Meeting Type Regular Meeting

Committee Name Courses Committee

Version: 0.1
Created at 13/11/2014 10:16 by Stuart Clarke
Last modified at 13/11/2014 10:16 by Stuart Clarke

Save Cancel

The document has been uploaded, the document's status is 'Draft' at this stage.

Curtin University

Site Actions Browse Documents Library Document Set Manage

New Document Upload Document New Folder Edit Document Discard Check Out View Properties Edit Properties Delete Document Version History Document Permissions E-mail a Link Alert Me Download a Copy Manage Copies Go To Source Workflows Publish Approve/Reject Cancel Approval Unpublish

Libraries
Committee Documents

Lists
Constitution and Related Documents
Members
Committee Information

Discussions
Recycle Bin
All Site Content

Committee Documents

06-14
Agenda, meeting documents and minutes

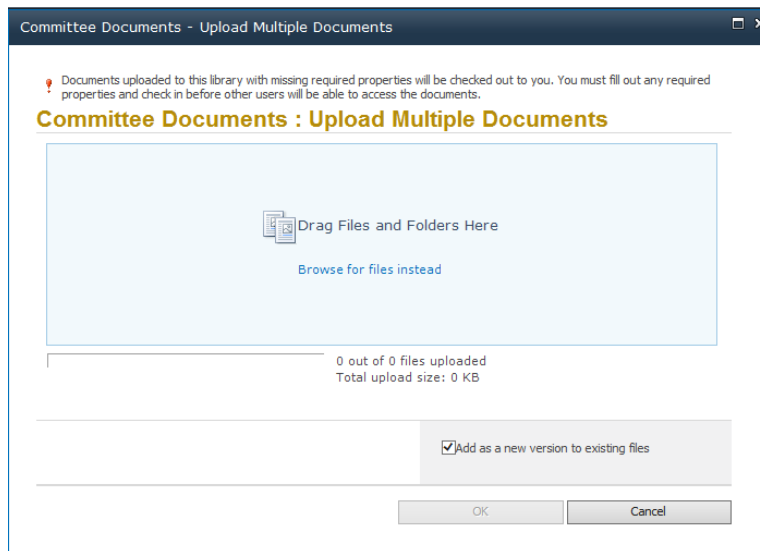
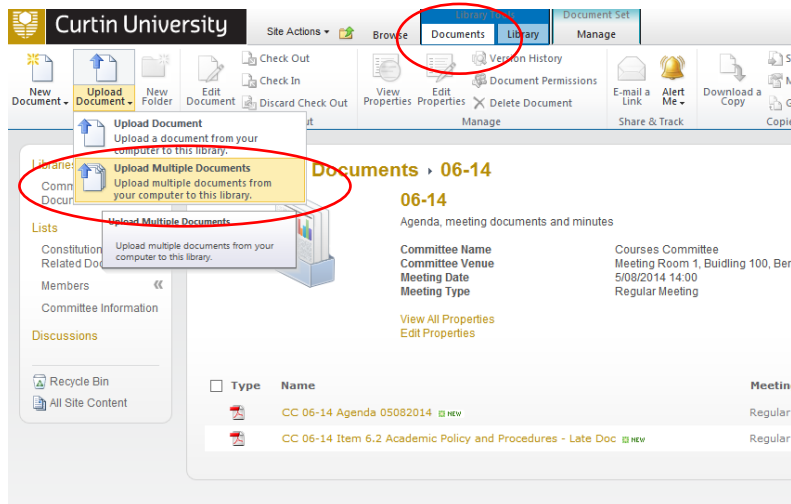
Committee Name Courses Committee
Committee Venue Meeting Room 1, Building 100, Bentley Campus
Meeting Date 5/08/2014 14:00
Meeting Type Regular Meeting

[View All Properties](#)
[Edit Properties](#)

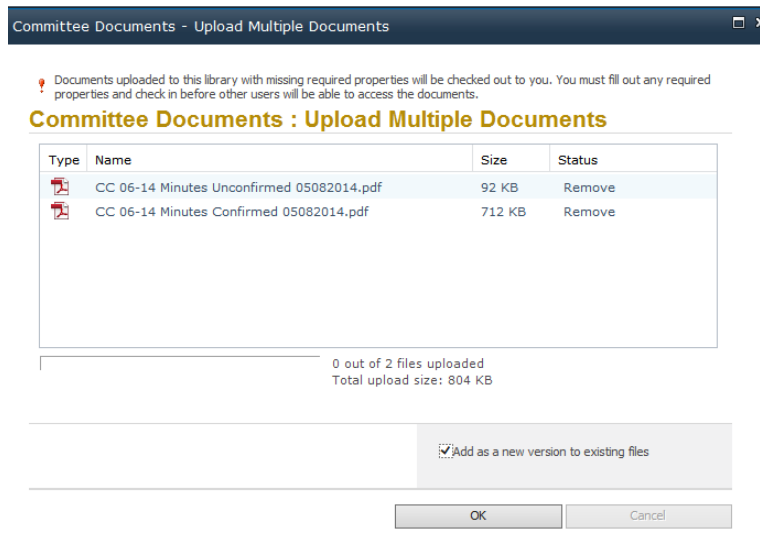
Type	Name	Meeting Type	Meeting Date	Modified	Courses
	CC 06-14 Agenda 05082014	Regular Meeting	5/08/2014 14:00	13/11/2014 10:21	In Progress

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You can also upload 'Upload Multiple Documents' as follows...



You can either Drag and Drop files or use the normal search and select method and then press 'OK'.



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Once the documents have been added to the Committee meeting library each document must be 'Checked in'.

To 'Check in' a document simply select the document; open up the drop-down menu and select 'Check In' and complete the 'Check in' information (Select '1.0 Major version (publish)')).

The screenshot shows the Curtin University document management system. The top navigation bar includes 'Curtin University', 'Site Actions', 'Browse', 'Documents', 'Library', and 'Document Set'. The main content area displays 'Committee Documents - 06-14' with a list of documents. The selected document is 'CC 06-14 Minutes Unconfirmed 05082014'. A context menu is open over this document, with the 'Check In' option highlighted by a red circle. Other options in the menu include 'View Properties', 'Edit Properties', 'Edit Document', 'Discard Check Out', 'Version History', 'Compliance Details', 'Workflows', 'Alert Me', 'Send To', 'Manage Permissions', and 'Delete'.

The 'Check in' dialog box contains the following sections:

- Version:** Select the type of version you would like to check in. The options are '0.1 Minor version (draft)' and '1.0 Major version (publish)'. The '1.0 Major version (publish)' option is selected and circled in red.
- Retain Check Out:** Retain your check out after checking in? The options are 'Yes' and 'No'. 'No' is selected.
- Comments:** Type comments describing what has changed in this version. The text area is currently empty.

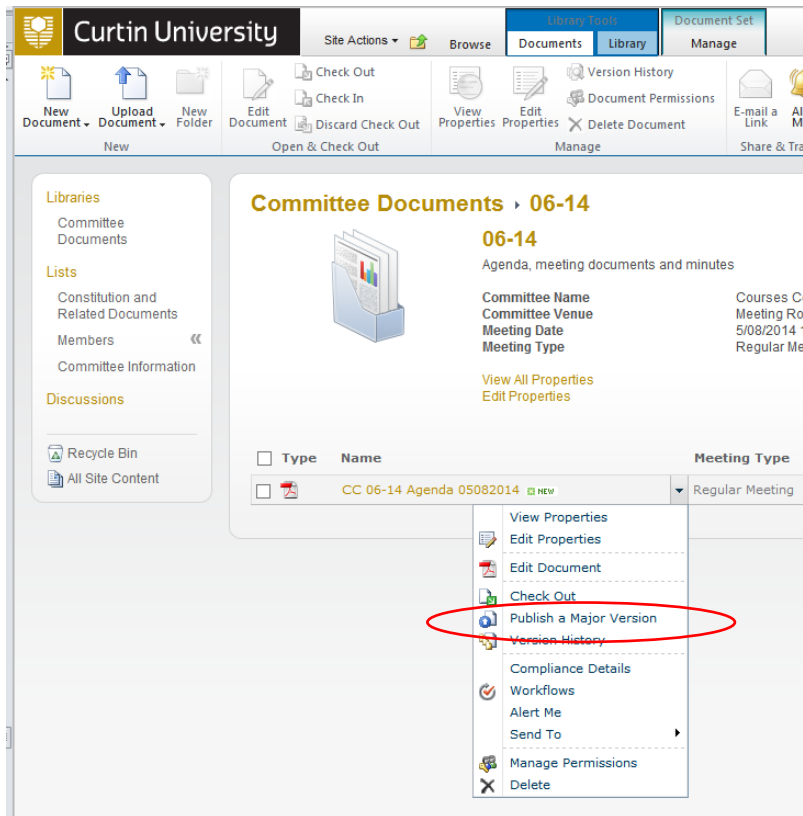
Buttons for 'OK' and 'Cancel' are located at the bottom of the dialog.

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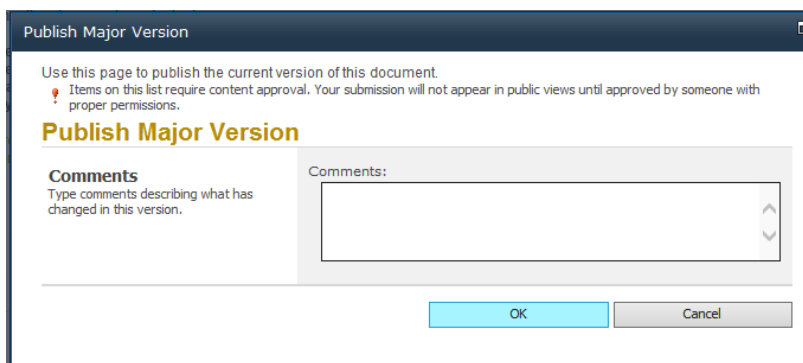
3.3 Publishing meeting documents

Meeting documents need to be published to the Secretariat website so that they may be accessed by members.

To publish documents simply select the document and then select 'Publish a Major Version' from the drop-down menu.

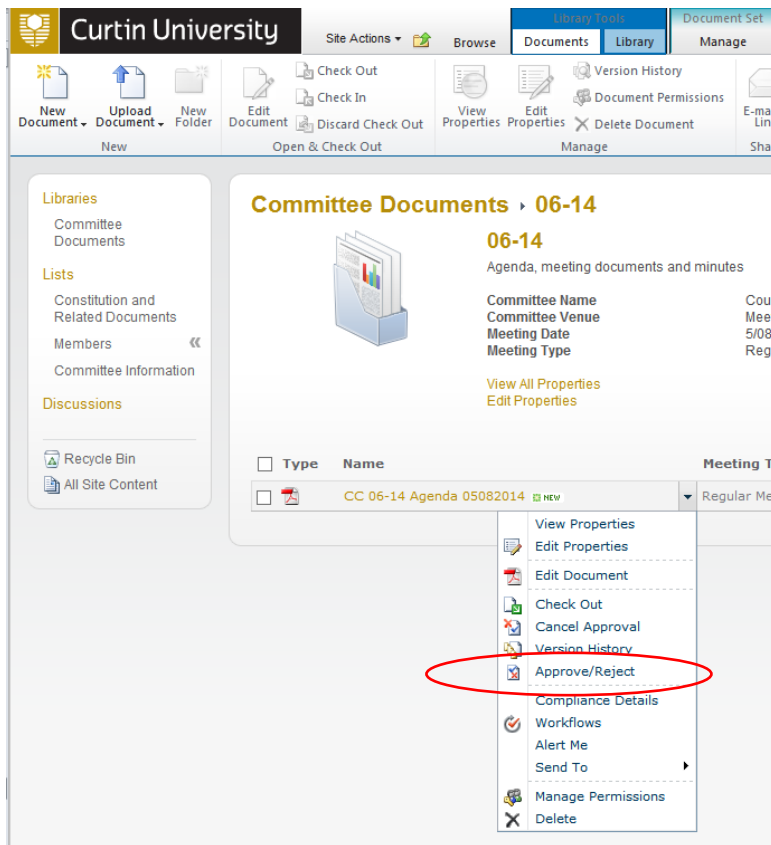


Enter any relevant comments in the pop-up box and select 'OK'. Note: the 'Comments' field can be left blank. The 'Approved Status' will change to 'Pending'.

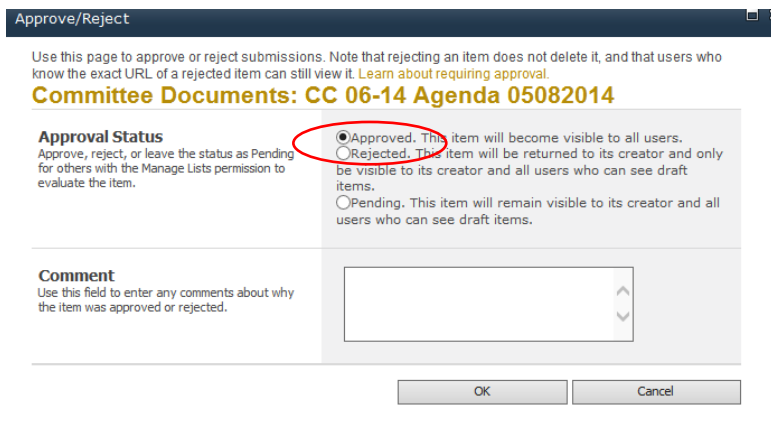


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To progress from 'Pending' to 'Approved' Select the document again and select 'Approve/Reject' from the drop-down menu.



Select 'Approved' and then 'OK'.

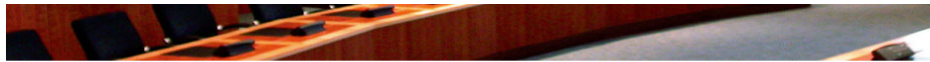


Other options are:

- Rejected - This item will be returned to its creator and only be visible to its creator and all users who can see draft items.
- Pending - This item will remain visible to its creator and all users who can see draft items.

The 'Approved Status' is now 'Approved' and the document should soon be available to members (allow a few moments for SharePoint to update the Committee information).

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Committees home
Courses Committee
Agenda & Minutes
Discontinued committees

Quick links
Committees structure [pdf]
Meeting schedule [pdf]
Agenda Template [dobj]
Briefing Paper Template [dobj]
Minute Template [dobj]
Log Off 222636A

Curtin Home > Secretariat > Committees home

Courses Committee

Agenda & Minutes

The following grouped agenda and minutes are available to current Curtin staff.

2014

- Regular Meeting : 4/11/2014 [View documents](#)
- Regular Meeting : 7/10/2014 [View documents](#)
- Regular Meeting : 2/09/2014 [View documents](#)
- Regular Meeting : 5/08/2014 [View documents](#)

Chair
Clare Pollock
Associate Deputy Vice-Chancellor, Academic
4725

Secretary
Stuart Clarke
Committee Services Officer
+61 8 9266 3323
S.Clarke@curtin.edu.au

CC 06-14 Agenda 05082014

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3.4 Unpublishing/Deleting meeting documents

Meeting documents can be withdrawn by 'un-publishing' them from the Committee meeting document library collection.

To un-publish documents simply select the document and then select 'Unpublish this version'; the document will revert to 'Draft' status.

The screenshot shows the Curtin University document management system. The top navigation bar includes 'Curtin University', 'Site Actions', 'Browse', 'Library Tools' (Documents, Library, Manage), and 'Document Se'. The main toolbar contains icons for 'New Document', 'Upload Document', 'New Folder', 'Edit Document', 'Check Out', 'Check In', 'Discard Check Out', 'View Properties', 'Edit Properties', 'Delete Document', 'Version History', 'Document Permissions', and 'E-I'. The left sidebar has sections for 'Libraries' (Committee Documents), 'Lists' (Constitution and Related Documents, Members, Committee Information), and 'Discussions' (Recycle Bin, All Site Content). The main content area is titled 'Committee Documents > 06-14' and shows a folder icon and the text '06-14 Agenda, meeting documents and minutes'. Below this, a table lists documents with columns for 'Type', 'Name', and 'Meeting'. One document is listed: 'CC 06-14 Agenda 05082014' with a 'NEW' status and 'Regular' meeting type. A context menu is open over this document, listing options: 'View Properties', 'Edit Properties', 'Edit Document', 'Check Out', 'Unpublish this version' (circled in red), 'Version History', 'Compliance Details', 'Workflows', 'Alert Me', 'Send To', 'Manage Permissions', and 'Delete'.

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The document can then be deleted if required.

The screenshot shows the SharePoint interface for Curtin University. The top navigation bar includes 'Curtin University', 'Site Actions', 'Browse', 'Library Tools' (with sub-tabs 'Documents' and 'Library'), and 'Document Set' (with sub-tab 'Manage'). The ribbon contains various actions: 'New' (New Document, Upload Document, New Folder), 'Open & Check Out' (Edit Document, Check Out, Check In, Discard Check Out), 'Manage' (View Properties, Edit Properties, Version History, Document Permissions, Delete Document), and 'Share & Tr' (E-mail a Link, A, M).

The main content area is titled 'Committee Documents > 06-14'. It features a folder icon and the text '06-14 Agenda, meeting documents and minutes'. Below this, a table lists document properties:

Committee Name	Courses C
Committee Venue	Meeting R
Meeting Date	5/08/2014
Meeting Type	Regular M

Links for 'View All Properties' and 'Edit Properties' are provided. Below the table is a list of documents with columns for 'Type', 'Name', and 'Meeting Type'. A context menu is open over the document 'CC 06-14 Agenda 05082014', with the 'Delete' option highlighted by a red circle.

Type	Name	Meeting Type
<input type="checkbox"/>	CC 06-14 Agenda 05082014 <small>NEW</small>	Regular Meeting

- View Properties
- Edit Properties
- Edit Document
- Check Out
- Publish a Major Version
- Version History
- Compliance Details
- Workflows
- Alert Me
- Send To
- Manage Permissions
- Delete**

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