



SharePoint Training

Course Description:	This hands-on course introduces SharePoint and teaches staff the tools it has to offer. Staff will learn how to navigate the Employment and Career Division (ECDD) site and its sub-sites. Exercises are included during and after class to allow staff to practice what they have learned.
Duration:	4 hours
Audience:	Employment Security Department and WorkSource employees
Objectives:	Upon completion of this course participants will be able to: <ul style="list-style-type: none">• Describe SharePoint and the value of using it within ECDD or WorkSource.• Navigate the ECDD site and its sub-sites to find pertinent information as it pertains to staffs' duties.• Utilize document libraries, calendars, and lists to retrieve and organize information.• Establish customized notifications to be alerted when information is updated on the site.
Authorization:	Administrators and supervisors manage employee registration, travel arrangements, and work schedules.
Prerequisites:	Participants must have network access to the Employment Security Department (ESD) backbone.
Refreshments/Meals:	On your own
Special Needs:	Notify us at ESD GP ECDD Training Academy if you need an accommodation.
Registration:	E-Train
Class Size:	Classes limited to 15 participants.
Schedule:	ECDD Training Calendar Additional classes may be scheduled at worksite upon request.