**Education Board**

**2023\_20204**

**SharePoint User Guide**

I would like to....

1. **Access the Education Board (EdB) SharePoint site:**
	1. You can access this here: [Education Board SharePoint,](https://universityofexeteruk.sharepoint.com/sites/EducationBoardandSubComm/) OR
	2. You can also access this via the [Education Board Webpage](https://www.exeter.ac.uk/departments/cgr/committeesecretariat/faculty-offices/educationandpostgraduateresearchboards/theeducationboard-taughtprogrammes/) (scroll to the bottom)
2. **Bookmark/Favourite the EdB SharePoint site:**
	1. Open your web browser (Chrome, Edge, etc).
	2. Go to the EdB Webpage (link above).
	3. Click the star icon on the right side of the address bar.
	4. Name the bookmark.
	5. Select the folder you want the webpage to be saved to.
	6. Click “Done” to bookmark the webpage.
3. **Access: a) the papers for the meeting, b) a previous meeting, c) minutes, d) the action log, e) the Terms of Reference (ToR), f) paper templates/coversheets:**
	1. [Education Board SharePoint Document Library for 2023/2024](https://universityofexeteruk.sharepoint.com/sites/EducationBoardandSubComm/Education%20Board%202023_2024/Forms/AllItems.aspx)
4. **Access the papers / minutes / action log from 2022/2023:**
	1. [Education Board SharePoint Document Library for 2022/2023](https://universityofexeteruk.sharepoint.com/sites/EducationBoardandSubComm/Education%20Board/Forms/AllItems.aspx)
5. **Access the papers prior to 2022/2023:**
	1. [Education Board Webpages](https://www.exeter.ac.uk/departments/cgr/committeesecretariat/faculty-offices/educationandpostgraduateresearchboards/theeducationboard-taughtprogrammes/theeducationboardminutesandpapers/)
6. **Open documents on my Desktop?**
	1. Navigate to the document you wish to open using the steps above.
	2. Click on the document to open it in your browser.
	3. Click on “Editing” on the top right-hand side of your document.
	4. Then click “Open in Desktop App”.
	5. A pop-up may show. If it does, click “Open”.



1. **Download all the papers for the meeting:**

***Important****: We do not recommend you download files. Please use the “live” versions where possible, to ensure you are looking at the most up-to-date versions.*

* 1. Go to the [EdB SharePoint site for 2023/2024](https://universityofexeteruk.sharepoint.com/sites/EducationBoardandSubComm/Education%20Board%202023_2024/Forms/AllItems.aspx)
	2. Go to the meeting date you would like to download papers for and select the circle to the left of the folder.
	3. Click the “Download” button from the menu bar.

