Logging in to SharePoint for Students

ON CAMPUS:
Log in to a computer with your student account. Navigate to your program or instructor’s SharePoint site. You can obtain the address from your instructor or go to: http://www.btc.edu/Sharepoint/Sharepoint.asp.

OFF CAMPUS (Or connected to the BTC WIRELESS network):
You must log in at least once from a student computer before connecting from off campus or from BTC wireless.

Navigate to your program or instructor’s SharePoint site. You can obtain the address from your instructor or go to: http://www.btc.edu/Sharepoint/Sharepoint.asp.

You will be prompted to enter a user name and password. For username enter “bham-tech\username” without the quotes. With username being your BTC network login name (i.e. John Smith = “smith1234”). Enter your BTC password for password.

NOTE: You can verify that you are logged in successfully by viewing “Welcome [Your Name]” in the upper right hand corner of the screen.

Basic Site Navigation and Layout

There are two main areas of your SharePoint Site:
- The Quick Launch and the Main Window

- The Quick Launch displays clickable links to libraries, lists, etc.

- The Main Window displays libraries, lists, etc. in a preview format.

Tabs will appear across the top left of the page. You will have at least one tab for your program.

Tabs shown below are Culinary, Brian, and Hilde.

Tabs are used to navigate within your program site(s). The first tab in this example is “Culinary”. This is the main site for the Culinary program. There are two tabs next to it,
“Brian” and “Hilde”. These are subsites within the Culinary site. The Main Site is reserved for the entire program and the subsites are reserved for individual instructors.

NOTE: Some programs will not have any subsites.
Culinary is dark grey in color, indicating that it is currently being viewed.
To view Brian or Hilde subsites, click on the corresponding tabs.

On the left side, in the Quick Launch, you will see the navigation links. These links are subcategorized by type (i.e Documents, Lists, Discussions).

You will also see alternate links to any subsites here

With a subsite selected, the navigation window displays links specific to that subsite. In this case, Brian has 2 picture libraries, 2 document libraries, 4 lists, and 1 discussion board.

If you click on a document library in the Quick Launch, you will see a view similar to the figure below. Files uploaded by your instructor are listed here.

Click on the links to open the files.