SharePoint*

Version 8

About

Seneca's SharePoint is a secure place to store, organize, share, and access information. You can also create websites with tools to submit documents or survey information. Sharepoint is connected to MS Teams so any documents shared in a Team will automatically be stored on the Sharepoint site.

License

> ```
> * - Items with a college-wide license have an asterisk
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Seneca has a license; sign in using your Seneca credentials.

Tips for the tool

- Using SharePoint
- How to Use Microsoft SharePoint (video)

Keeping Student Information Safe When Using Online Tools

The Quick guide to secure handling of confidential student information for faculty using online learning tools (.PDF) (developed by the Teaching & Learning Centre and ITS) helps faculty choose secure online tools for teaching. The guide provides guidelines and examples to help faculty consider the information students might be giving up when using a new tool. It is intended for quick use of free or low-cost online tools and not for larger, more costly tools that require more rigorous data privacy vetting.

Examples

- The Teaching & Learning Centre has a team on Microsoft Teams. All of the content shared within that team (images, documents, etc.) is automatically stored on the SharePoint site.

- The Library needed a place to store data and metrics for all of our resources and services. A librarian created a SharePoint site where staff can upload their statistics spreadsheets, as well as answer surveys about the data.

Related tools

- OneDrive*
- Microsoft Teams*

Contact us

The Teaching & Learning Centre

✉ teaching@senecapolytechnic.ca

tags : file-storage, microsoft-sharepoint, sharepoint, storage