

Microsoft® SharePoint® Modern Experience: Site Basics

Bridge Document for 2.0 Edition

This bridge document is written for instructors who have used Logical Operations' Microsoft® SharePoint® Modern Experience: Site User Edition 1.0 courseware (091095) and want to quickly and efficiently identify the significant changes in the 2.0 edition of this course, which has been renamed to Microsoft® SharePoint® Modern Experience: Site Basics.

Since the release of the 1.0 Edition in 2019, Microsoft has made numerous changes in SharePoint, necessitating significant changes to the course. To take best advantage of the need to re-align the material with the SharePoint technical environment, we used the update as an opportunity to make other improvements, such as simplifying the course setup procedures and more closely simulating a real workgroup environment in the course activities. While the new course covers instructional objectives that are similar to the scope of the objectives of the 1.0 edition, the scripted activities are completely new, and the course outline has changed significantly.

The following sections describe the substantive changes that have been made to this new version of the course.

Overview of Changes

In the new Microsoft® SharePoint® Modern Experience: Site Basics course:

- Activities and other content have been updated to reflect changes in SharePoint and Microsoft 365 and new terminology.
- The slides have been updated with a wide screen layout, more graphics and color.
- The initial environment configuration used in the course has been simplified to make course setup tasks much easier and faster to perform, reducing the course setup instructions from nearly 20 pages down to just two.

Underlying Assumptions

This course is intended to provide students with a first exposure to SharePoint, in which students learn to be SharePoint "site users," laying a foundation that they can later expand upon as they become "site builders." When learners get their hands on an application that is new to them, they typically want to get busy right away, learning to use the application to do things they would typically do on the job. However, SharePoint is not useful to a site user until someone within the organization has set up and configured at least one site. Unfortunately, setup and configuration of a SharePoint site can be quite involved and overwhelming for a new user.

Prior Course Strategy: Stage Pre-Existing SharePoint Sites

The 1.0 edition of the course dealt with this by having various SharePoint sites and related resources set up before the class begins, which students can explore as they learn to be a "site user." While starting the course with a pre-built site would isolate learners from site-building activities, some students may be confused by this approach, and may wonder where all the custom functionality and site content came from. Furthermore, establishing such a setup before class requires having complex course setup procedures that may be time-consuming and prone to breaking as Microsoft pushes out changes and updates to SharePoint.

New Course Strategy: Collaborate with the Site Owner to Build Site Features as Needed

The 2.0 edition of the course takes a different approach, with students playing the role of a team of employees working together on a new team site as site members, with the instructor playing the role of team leader and site owner. Students get to see what the SharePoint app looks like with no sites set up, and the instructor uses SharePoint templates to quickly set up a new team site as students observe.

Much like the way a SharePoint site actually comes together within an organization, the site owner and members (instructor and students) work together to flesh out the site bit by bit as the course progresses. The instructor functions as site owner, and students function as site members.

This approach helps students gain a better understanding of what SharePoint is, what it provides, and how the team works together to build the site and populate it with content. When students observe the instructor performing short "site builder" tasks as needed to implement additional site features, they develop a better understanding of how SharePoint works, even if they don't aspire to become site builders themselves. And those students who want to continue on and learn more about the complexities of being a "site builder" are provided with a strong foundation for further learning and perhaps an interest in taking additional courses in the series.

Content Changes

The following table compares the general outline of the 1.0 and 2.0 editions of the course.

1.0 Course Edition	New 2.0 Course Edition
Lesson 1: Interacting with SharePoint Sites Topic A) Access SharePoint Sites Topic B) Navigate a SharePoint Site Topic C) Access SharePoint from Your Mobile Device	Lesson 1: Navigating SharePoint Sites Topic A) Launch SharePoint Topic B) Gain Access to a Site You Didn't Create Topic C) Navigate Within a SharePoint Site Topic D) Access SharePoint from Your Mobile Device
Lesson 2: Working with Documents, Content, and Lists Topic A) Store, Access, and Modify Documents and Files Topic B) Add and Populate Lists Topic C) Configure List Views, Filters, and Grouping	Lesson 2: Using Lists to Track Information Topic A) Add and Populate Lists Topic B) Change View Options Topic C) Create a Custom View
Lesson 3: Searching, Sharing, and Following Content Topic A) Configure Your Delve Profile Topic B) Share and Follow Content Topic C) Search for Content	Lesson 3: Using Document Libraries to Share and Organize Documents Topic A) Store Files in a Document Library Topic B) Create and Use Document Templates
Lesson 4: Interacting with Microsoft 365 Files Topic A) Synchronize SharePoint Files with OneDrive Topic B) Save and Share Microsoft 365 Documents Topic C) Manage File Versions and Document Recovery	Lesson 4: Finding, Sharing, and Archiving Content Topic A) Search for Items in Lists or Libraries Topic B) Share Through Links Topic C) Move Files Offline
Lesson 5: Managing Microsoft 365 Apps with SharePoint Topic A) Manage Microsoft Outlook with SharePoint Topic B) Manage Microsoft Teams with SharePoint Topic C) Manage Tasks with Planner and SharePoint	Lesson 5: Authoring Documents as a Team Topic A) Work Together on Documents Topic B) Manage File Versions and Document Recovery
	Lesson 6: Automating Business Procedures Topic A) Use Rule-Based Automation Topic B) Use Power Automate to Automate a Workflow

Major changes from the 1.0 edition of the course are described below.

- All setup notes, screen shots, activities, and overheads have been updated to reflect the latest version of SharePoint.
- Throughout the new activities, students now observe as the instructor (the site owner) enables various site features when they are needed (e.g., creating a list, document library, and so forth). Rather than having someone prepopulate the site with content as part of course setup tasks, students now work together to add content to the site. With everyone working on their own small content contributions, the site is quickly populated with content. This approach provides students with an understanding of how SharePoint sites are built, where various site features come from, and how content collaboration works on a team site.
- Lesson 2 was split into the two new lessons 2 and 3, with the new lesson 2 covering lists, and the new lesson 3 covering document libraries. In activities, students experience additional features that demonstrate benefits of using document libraries, such as templates and document sets.
- Outdated topics such as Delve (in the old Lesson 3) have been removed or updated.
- Automation features such as Rule-Based Automation and Power Automate have been added (in the new Lesson 6).