Guide for Accessing English Department Files via SharePoint

1. From the LaGuardia homepage, click on "My LaGuardia" and "Faculty and Staff" then use your email credentials to log into the Faculty and Staff Portal.



2. Once in the Faculty and Staff Portal, click on the tab for "SharePoint Sites."

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My LaGuardi	a for Faculty & Staff			FACULTY AND STAFF PORTAL	L LAGUARDIA HOM	1E PAGE	д	
Welcome Tara Coleman!								
	С	OVID-19 Update	s					
Click her	e to fill out an employee	e in-person cam	pus visit Heal	Ith Screening For	m			
Quick Links	eTools My Schedule	Student Engagement	SharePoint Sites	Faculty Resources				
CUNYfirst	Local Apps	CUNY Ap		Administration				
Grants Office	Bookstore	Blackboar	d	C-Building				
Human Resources	CUNY Virtual Desktop App	olications CUNYfirst	1	E-Building				
Web Attendance	Email - Outlook Web Acce	ss CUNY Po	tal	Campus Visit Re	equest Form			
Support Liaison	ePortfolio / Digication	DegreeW	rks					
Request Support	Faculty Scholarship	FACTS						
IT HelpDesk	Faculty End of the Semest	er Documents MS Office	365					
Print Shop	Library Resources	Zoom Me	tings					
Telephone Services	Research Foundation							
Human Resources	PRAssist (PAFs and Times	sheets)						
Continuing Education HelpDesk	Property Management Equ Tracking	uipment						

3. Then click on English Department.

My LaGuardia f	for Faculty & Staff	F		FACULTY AND STAFF PORTAL LAGUARDIA HC	DME PAGE
Welcome Tara Coleman !	(COVID-19 Update	es		
Click here to	o fill out an employe	e in-person cam	pus visit Hea	Ith Screening Form	
Quick Links	eTools My Schedule	Student Engagement	SharePoint Sites	Faculty Resources	
CUNYfirst	Resources	Collabora	tion Sites	Academic Department Sites	
Grants Office	Human Resources	Advisem	ent 2.0 Steering Comn	nittee English Department	
Human Resources	Visual Identity	ACE Par	nership List	Social Science Department	
Web Attendance	Grade Change	Advising	Advising Core Team		
Support Liaison	BAT Coop	Approval	Approval of Leave System		
Request Support	Data Store	Credit Str Project	Credit Student Success Framework Project		
IT HelpDesk			Institutional Research and Assessment		
Print Shop	1		LaGCC Middle States Accreditation		
Telephone Consistent	Project Mar		roject Management Office		
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Human Resources		Project M Student A	anagement Office	ite	

Newsfeed OneDrive Sites Tara Coleman - ?

4. Once in the SharePoint site, you will see the calendar for department events. To get to the documents, click on "documents" on the left-hand side.

SharePoint						Newsfeed Or	neDrive Sites Tara Coleman - 🍄 ?	
BROWSE PAGE						Q	SHARE 🏠 FOLLOW 🗔 SYNC 🖌 EDIT 🖂	
English Department Start Page / EDIT LINKS Search this site ρ								
Home	English Department	Calendar						
Documents Site Contents	 ♦ ● September 2020 							
A FOTT LINKS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	30	51	1	2	3 - Today	4	5	
	6	7	8	9	10	11	12	
	13 + A	14 Ndd	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	1	2	3	

Newsfeed

English Department Documents

5. For the start of the semester, sub-folders that you will want to look at include "Beginning of Semester Information," "Distance Learning Resources" (which was created in Spring 2020 but will be updated with new materials in Fall 2020) and "Intro Sheets" which has faculty and student intro sheets for all writing courses, revised for distance learning. You can also find the academic calendar, and course proposals for all courses in the department.

SharePoint			Newsfeed OneDrive Sites Tara Coleman - 🌣 ?
BROWSE FILES LIBRARY			🖓 SHARE 🏠 FOLLOW 🗔 SYNC 🖂
LaGuardia Comunity Citige	rtment Start Page ✓ EDIT LINKS		Search this site O
Home	+ new document or drag files here		
Documents	All Documents ··· Find a file	Q	
Site Contents	✓ □ Name	Modified Modified By	
🖋 EDIT LINKS	Academic Calendar	August 18 🗌 Linda Chandler	
	Beginning of Semester Information	Yesterday at 12:53 PM 🗌 Sylwia Prendable	
	Course Proposals	August 11 🗌 Linda Chandler	
	Distance Learning Resources	March 17 🗌 Sylwia Prendable	
	End of Semester Information	June 2 🗌 Linda Chandler	
	English Department Forms	··· October 30, 2019 🗌 Sylwia Prendable	
	English Department Minutes	September 17, 2019 🗌 Sylwia Prendable	
	Event Flyers	September 25, 2019 🛛 Sylwia Prendable	
	Intro Sheets	October 30, 2019 🗌 Sylwia Prendable	
	Sabbatical Information	··· November 19, 2019 🗌 Demetrios Kapetanakos	
	Visting Campus_Fall 2020	August 26 🗌 Linda Chandler	
	Web Attendance	June 24 🗌 Sylwia Prendable	
	Accessing C2C	June 23 🛛 Linda Chandler	
	Blank_Faculty Sick Leave Form 2020	June 30 🛛 Linda Chandler	
	Request-an-Incomplete-Grade	August 13 🗌 Linda Chandler	
	Teaching at LaGuardia Aug 2018_REV	June 5 🛛 Linda Chandler	
	Verification-of-Enrollment-Roster	June 30 Linda Chandler	