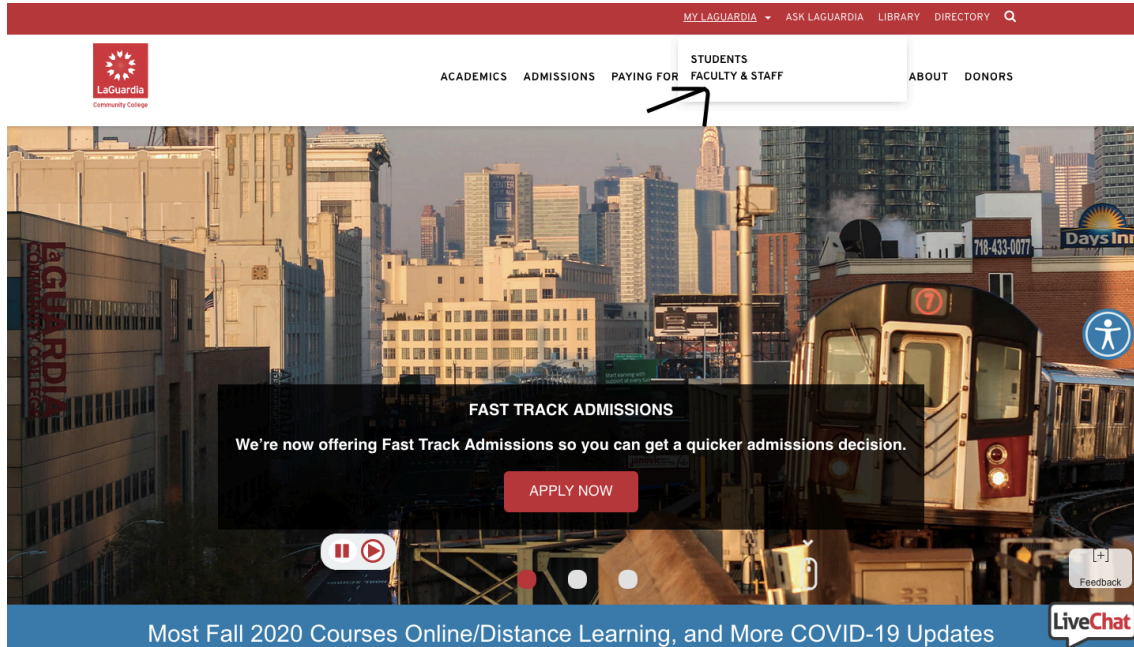
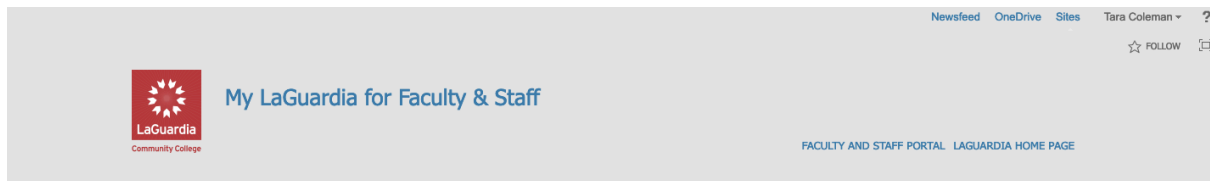


Guide for Accessing English Department Files via SharePoint

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.”



3. Then click on English Department.

Welcome Tara Coleman!

COVID-19 Updates

Click here to fill out an employee in-person campus visit Health Screening Form

Quick Links

- CUNYfirst
- Grants Office
- Human Resources
- Web Attendance
- Support Liaison

Request Support

- IT HelpDesk
- Print Shop
- Telephone Services
- Human Resources
- Continuing Education HelpDesk
- IT Technician Login

Faculty Resources

Resources	Collaboration Sites	Academic Department Sites
Human Resources	Advisement 2.0 Steering Committee	English Department
Visual Identity	ACE Partnership List	Social Science Department
Grade Change	Advising Core Team	
BAT Coop	Approval of Leave System	
Data Store	Credit Student Success Framework Project	
	Institutional Research and Assessment	
	LaGCC Middle States Accreditation	
	Project Management Office	
	Student Affairs Management Site	

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 OneDrive Sites Tara Coleman

English Department

English Department Calendar

September 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3 - Today	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Newsfeed English Department Documents

- 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.

The screenshot shows a SharePoint site for the English Department. The page title is "Documents". The navigation bar includes "BROWSE", "FILES", and "LIBRARY". The user is logged in as "Tara Coleman". The page content shows a list of documents with the following columns: Name, Modified, and Modified By. Three arrows point to the following documents:

Name	Modified	Modified By
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