Introducing Team Sites

WHAT ARE TEAM SITES?
Team Sites provide online collaborative spaces for departments to share information.

FEATURES:
Each team site can be customized to the needs of a department, but several features are available by default:

- Shared Documents
- Announcements
- Calendar
- Discussions
- Pictures
- Site Links

BENEFITS:
- Ability to work together with shared documents;
- Versioning history on files to see what changes have been made to documents;
- Options to be notified by email when documents are updated in your team site;
- Easy access to documents from home, because team sites are located within the myJJC Portal;
- A space to share information, ideas, events, and photos to better connect within your department or committee.

QUESTIONS & FEEDBACK VISIT WWW.JJC.EDU/MYJJC
OR EMAIL WEBMASTER@JJC.EDU
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ACCESSING YOUR TEAM SITE

All of your team sites can be accessed by going to your myJJC Portal home page at http://my.jjc.edu. At the bottom middle of the page is a section called “my Team Sites”. Go to a team site by clicking on its name.

(If you have trouble accessing the myJJC home page, please see the login help available at http://www.jjc.edu/myjjc)

MOVING AROUND YOUR TEAM SITE

Several of your team sites features are available on the site’s home page for easy access. Your team site’s features can also be accessed through the menu to the left. This menu is called the Quick Launch.

To see the entire team site’s content, click on View All Site Content at the very top of the Quick Launch menu.

On the All Site Content page, you can see how the site’s content is divided into different types of information:

- **Document Libraries** hold files that you can upload from a computer or shared drive
- **Picture Libraries** store any photo galleries that have been created
- **Lists** hold information, similar to a database. These can be lists of announcements, events, links, and other types of data you would want to store.
- **Discussion Boards** provide a place to hold online discussions
- **Surveys** hold questionnaires that team members can respond to.
- **Sites and Workspaces** hold any sub sites a team site may have.
- **Recycle Bin** holds deleted content *(with the exception of deleted sub sites)*.