

VisualSP Help Videos For SharePoint 2016 Set-Up Procedure

support.visualsp.com/knowledge-base/visualsp-help-videos-for-sharepoint-2016-set-up-procedure/

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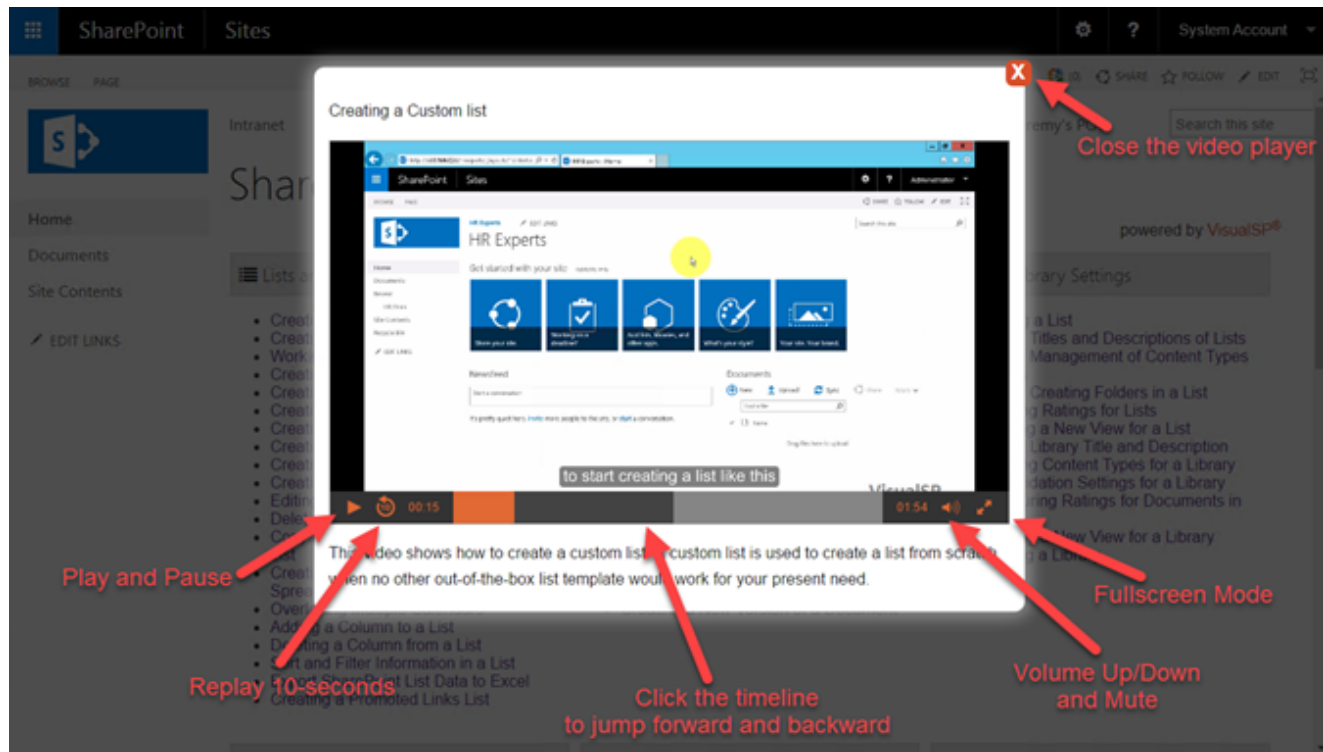
Introduction

Thank you for your purchase of the VisualSP SharePoint 2016 End User Training Videos!

Regardless of your SharePoint experience level, this guide will walk you step-by-step through the process of setting up the videos in your own SharePoint environment.

Once set up is complete, the SharePoint End User Training site home page will display links for all the training videos. When a user clicks on a link for a particular training video, a video player will open and the video will begin playing.

The video player provides end-users with several video controls.



It is very important to follow all steps **exactly** as they appear below.

Set-Up Process Overview

Are you comfortable navigating your Windows desktop environment, working with ZIP archives, creating sites in SharePoint, working in SharePoint Libraries, and working with web parts on SharePoint pages? If so, you may be able

to complete most of the steps from this overview. You can always refer to the steps in the sections that follow if you need specific details.

Are you new to SharePoint? Have no fear—this manual will guide you step-by-step through the entire process. This section is an overview of the process. Read over this section, but don't try to follow the steps.

1. Download the ZIP archive from the provided link.
2. Extract the files from the ZIP archive to a location on your desktop or laptop computer.
3. Create a subsite where users will access the video training.
4. Upload all the files you extracted into the Site Assets library of the new site. Be careful to maintain the same folder structure as in the ZIP archive.
5. Delete the existing web parts on the site's home page. Add a Content Editor web part to the page. Point the content link to ../SiteAssets/visualsp.html. Save the page.

Note: These files will require nearly 700 MB of database storage. If a storage quota has been set on your SharePoint site, you may need to have your IT department increase your quota before you begin uploading files.



Download and Extract the Videos

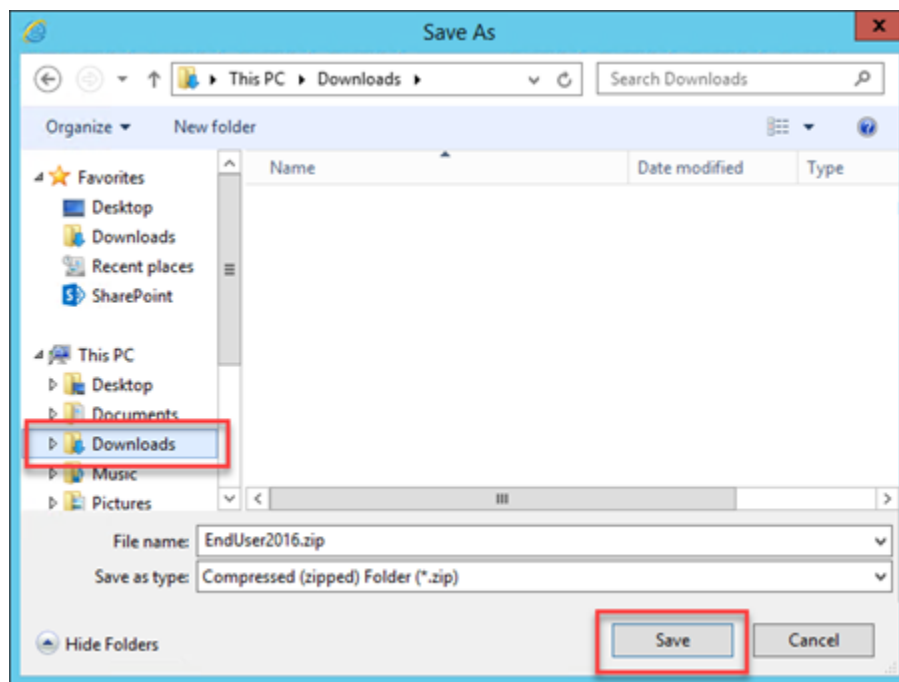
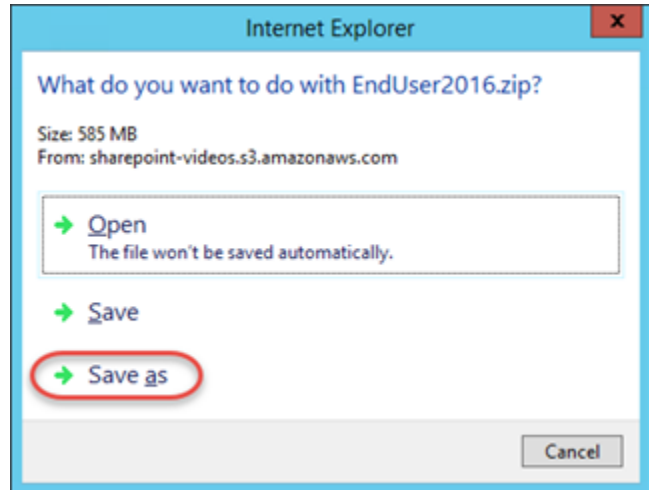
After you complete your purchase, you will receive a link to download the video package. This package will be a ZIP archive named EndUser2016.zip. After downloading the package, you will extract the files from the archive so they are ready to move into SharePoint.

Note: All system-related screenshots and system-related instructions in this document are based on a Windows operating system and the Internet Explorer browser. If you are using a different operating system (such as Mac OS X) or you are using a different browser (such as Chrome, Firefox, or Safari), the system-related prompts and messages may be slightly different than what you see here.



1. Click on the provided link to download the ZIP archive.
2. When prompted to Open or Save the file, select **Save As**.

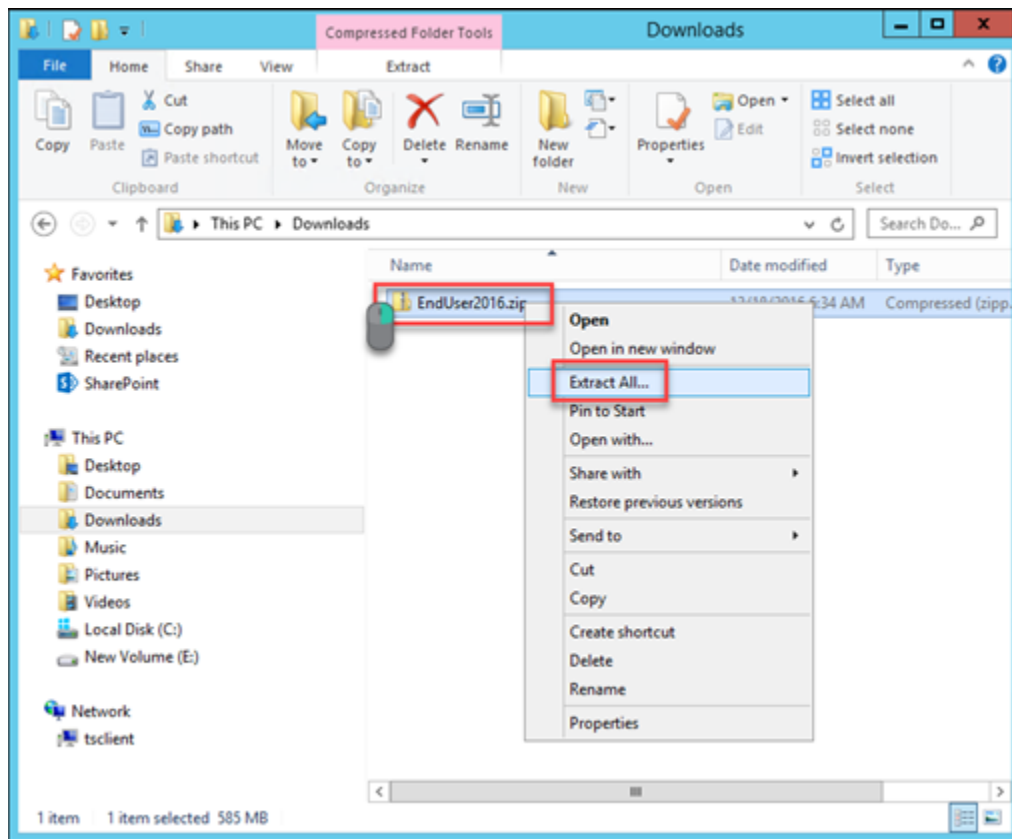
3. Select any convenient location on your local computer or a file share, and click the **Save**. In the example here, we've selected our **Downloads** folder.



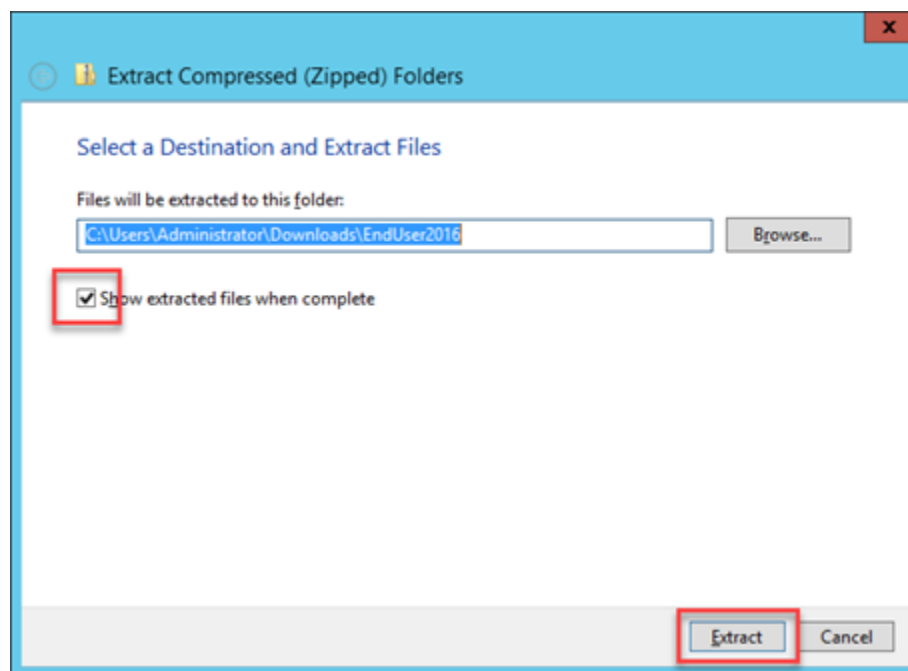
4. After the download has completed, you will be prompted to Open, Open folder, or View downloads. Select **Open Folder**.



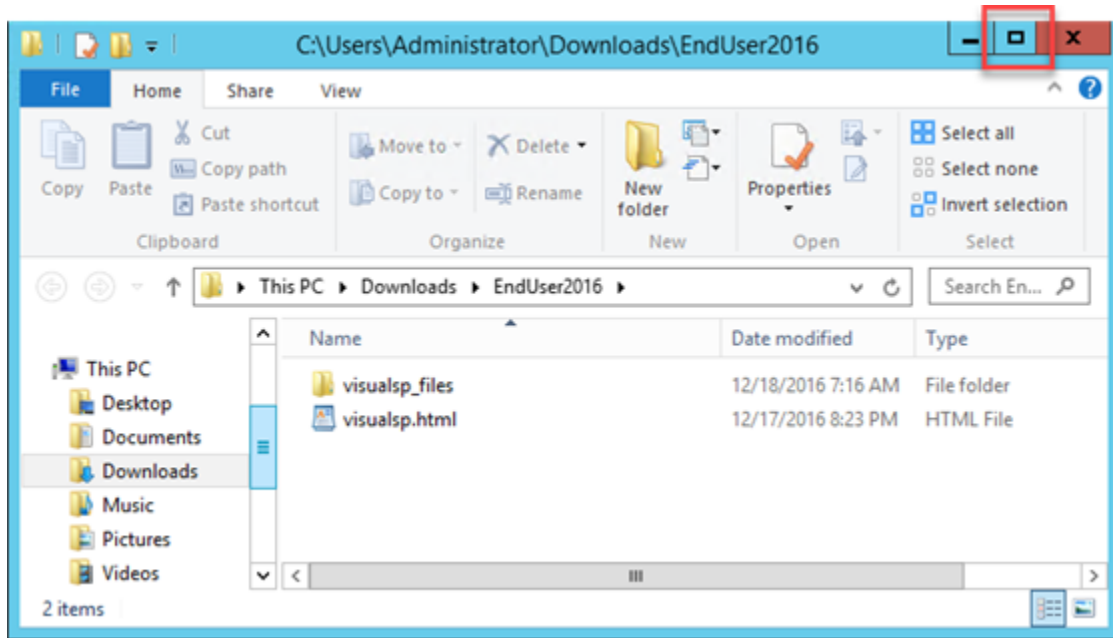
5. **Right-click** the downloaded file and select **Extract All...** from the context menu.



6. You should see a prompt asking where you want to extract the files. Make sure the box for **Show extracted files when complete** is checked, and click the **Extract**



7. It may take a minute or two for all the files to extract. When it is finished, it will open a new Windows Explorer window. It should contain a file named **html** and a folder named **visualsp_files** as shown here. **Minimize this window**, but don't close it. You will come back to it in a few minutes. *Note: Depending on your folder view settings, you may, or may not, see the .html extension. If you don't see the extension, that's okay.*



Create an End User Training Subsite

It is your choice where you want users to go to view the SharePoint End User Training videos. You will create a separate SharePoint End User Training subsite that is used exclusively for this purpose.

Note: You will need to have **Site Owner** permissions to create a subsite in your SharePoint environment. If you do not have permission to create a site, you may have to request that a site be created for you.



Depending on how your SharePoint implementation is structured, this may be a subsite under the Training Department site, a subsite under the IT Department site, or a subsite under the SharePoint Knowledgebase site. You may want to put them in subsite of the top-level site (or root site) so they are convenient to everyone. The choice is up to you.

Note: If your organization has a governance policy, be sure to follow proper policy regarding where and how sites are created, where video and/or training content is stored, and/or how site access and permissions are configured. This may differ from the details we suggest here.



1. Launch your web browser and navigate to the site you want to be the parent site for the End User Training site.
2. In the Quick Launch (left side navigation), click **Site Contents**.
3. Scroll to the bottom of the Site Contents page to the Subsites section. Click **New Subsite**.
4. On the New SharePoint Site page:
 1. For **Title**, type **SharePoint End User Training**.
 2. For **Description**, type **VisualSP training videos for SharePoint 2016**.
 3. For **URL name**, type **sharepoint-training**.
 4. Select the **Team Site**
 5. For **User Permissions**, select **Use same permissions as parent site**.

Note: Selecting this option is appropriate in most scenarios. This will allow the same users who can see content in the parent site to see the videos in the new site. Users who can edit content in the parent site will also be able to edit content in this site. If you are unsure about how to set the permissions on this site, you may want to consult your SharePoint Administrator or your SharePoint governance policy for direction. After you finish setting up the videos, you may also want to watch the videos regarding permissions so you can learn the best way to set them up for your particular scenario.

1. For **Use the top link bar from the parent site**, select **Yes**.
2. Click the **Create**

Upload the Files to the Site Assets Library

The files you extracted earlier need to be uploaded to the Site Assets library of the End User Training site you just created. It's important that the same file structure in SharePoint remains exactly the same as when it was extracted: a file named `visualsp.html`, a folder named `visualsp_files` that contains 146 various files.

Note: You will need to have **Contribute** permissions to complete the setup of the SharePoint End User Training site. Once the site has been created, you DO NOT have to be a SharePoint Site Owner.

Depending on how your desktop or laptop is configured, and how your SharePoint environment is configured, you may have to use different ways to accomplish this. We will provide instructions for three different ways. None of these methods are particularly difficult, but each method presented is slightly more tedious and time consuming than the one before it. We suggest you try the methods in the order presented, and try the second method if the first method doesn't work for you, and try the third method if the second method doesn't work for you.

1. In the new **SharePoint End User Training site** you just created, click **Site Contents** in the Quick Launch bar (left navigation).
2. Click the **Site Assets**

Method 1: Drag and Drop in Explorer View

This method is the easiest and fastest. It will work in most scenarios.

Note: The Open with Explorer icon is only active if you are using the Internet Explorer browser. If you aren't viewing the site with Internet Explorer, please launch Internet Explorer and repeat the step in the previous section there.

1. You should be looking at the **Site Assets library**. Expose the **Library** ribbon and click **Open with Explorer**. *Note: It may take a minute for Windows Explorer to open up. If it doesn't open after one minute, or if you receive an error, skip the rest of this section and move on to **Method 2: File Sync**.*
2. A Windows Explorer dialog should open as shown here. Notice that both the **Title Bar** and **Address Bar** show the full URL path to the Site Assets library in the SharePoint site you just created.
3. **Restore the window you minimized earlier**. Position the two windows beside each other as shown.
4. Select both the **html** and **visualsp_files** folder. **Click and drag them** to the window showing the **SiteAssets** folder. *Note: It may take several minutes for all the files to copy. Do not interrupt this process! Just wait patiently.*

5. When the files finish copying, return to your browser and click the **Refresh** button (or press the **F5 key** on your keyboard).
6. You should see the visualsp file. If you don't see the visualsp_files folder, that's okay. It's there, it's just hidden.
7. Proceed to the next section, **Display the Video Index on the Site Home Page**.

Method 2: File Sync

You only need to try this method if **Method 1: Drag and Drop in Explorer View** did not work for you.

1. You should be looking at the **Site Assets** In the **Library Toolbar** click **Sync**. *Note: If you receive an error, skip the rest of this section and move on to **Method 3: Upload in the Browser**.*
2. In the pop-up dialog, click **Sync Now**.
3. If prompted, click the **Open OneDrive for Business (desktop)**
4. Click the **Sync Now**
5. Click the **Show my files...**
6. A new Windows Explorer window will open showing you the Sync folder for the **SharePoint End User Training – Site**.
7. **Restore the window you minimized earlier.** Position the two windows beside each other as shown.
8. Select both the **html** and **visualsp_files** folder. **Click and drag them** to the window showing the **SiteAssets** library folder. *Note: It **may** take several minutes for all the files to copy into the Sync folder. If so, do not interrupt this process! Just wait patiently.*

9. While the files are syncing with SharePoint, you will see the sync symbol (two circular blue arrows) in the lower left-hand corner of the icons. It may take several minutes for all the files to fully synchronize. You may want to periodically refresh the window to check the progress.
10. When both the **visualsp_files** folder and the **html** file display the green checks on the icons, ***proceed to the next section, Display the Video Index on the Site Home Page.***

Method 3: Upload in the Browser

You only need to try this method if **Method 1: Drag and Drop in Explorer View** and **Method 2: File Sync** did not work for you.

1. You should be looking at the **Site Assets** Expose the **Files** ribbon and click the **New Folder** icon.
2. For the folder Name, type **visualspfiles** and click the **Create** *Note: The folder name must be typed exactly as shown here. All letters are lower-case and there is no space between the words visualsp and files.*
3. Click on the **visualspfiles** folder you just created.
4. ***Restore the folder you minimized earlier*** that showed the extracted files. Double click on the **visualsp_files**
5. Position the Windows Explorer window with the extracted files beside the browser window showing the Site Assets > visualspfiles folder in SharePoint as shown here.
6. Click on the ***Adding-a-column-to-a-library.mp4*** file to select it. ***Scroll about half-way down*** the list. Hold down the ***Shift key*** on your keyboard while clicking the ***css*** file. Release the Shift key. This should have selected the first 86 files in the folder.
7. Click and drag the selected files from the Windows Explorer window into the Drop Here section of the browser window.

8. It will take a few minutes for these files to upload to SharePoint. You can watch the upload progress. Do not interrupt this process. Just patiently wait for it to complete.
9. Repeat the process above to **select the remaining 60 files** in the folder (**jquery-1.11.2.min.js** through **working-with-tables-on-the-web-pages.mp4**). Once selected, **drag them into the browser** and wait for them to upload.
10. When the files finish uploading, click **Site Assets** to navigate out of the folder.
11. In the Windows Explorer window, click the **Up One Level**
12. Select and drag the **html** file into the **Site Assets** library.
13. Beside the **visualspfiles** folder, click the menu button (...), click the second More actions menu button (...), and select **Rename**.
14. Change the folder Name to **visualsp_files**. Click the **Save**
15. You should see only the **visualsp** file in the library. The visualsp_files folder is still there, it's just hidden. Proceed to the next section, **Display the Video Index on the Site Home Page**.

Display the Video Index on the Site Home Page

Now that all the files are on the SharePoint server, you are almost done. You just need to add the video index to the site's home page so your users can quickly and easily access the videos they need.

1. You should be looking at the Site Assets library in the SharePoint End User Training site. Click **Home** in the Quick Launch menu.
2. In the top right-hand corner of the page, click **Edit** to put the page in **edit mode**.
3. In the **Get Started with your site** web part, click the **Remove This**
4. On the **Documents web part**, click the **down arrow** to access the **Web Part Menu**. Select **Delete**. When it asks you if you want to do this, click the **OK**

5. Do the same thing to delete the **Site Feed** web part.
6. There should be no web parts on the page. Click in the **top layout zone** to position your cursor there.
7. Expose the **Insert** ribbon and click the **Web Part**
8. In the **Categories** section, select **Media and Content**. In the **Parts** section, select **Content Editor**. Click the **Add**
9. On the **Content Editor web part**, click the **down arrow** to access the **Web Part Menu**. Select **Edit Web Part**.
10. In the Content Link section, type: **../SiteAssets/visualsp.html**
11. Expand the **Appearance** In the drop-down for **Chrome type**, select **None**. Click the **Ok** button.
12. In the ribbon, click the **Save**
13. The SharePoint End User Training videos are now ready to use!

Test the Video Library

Before you announce that availability of the library to your end users, test the key functionality to confirm everything is working correctly.

1. Click on several of the video links. Each link should open a new video dialog. The video should begin to play automatically.
2. Pause and restart a video.
3. Click the Replay 10-seconds button.
4. Click on the timeline to jump forward or back in a video.
5. Mute and unmute the audio.
6. Decrease and Increase audio volume.
7. Enter and exit Fullscreen mode.

8. Close the video player dialog.

If you need additional assistance setting up the VisualSP Help Videos for SharePoint 2016, please don't hesitate to contact us:

<http://www.VisualSP.com>

support@visualsp.com

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