

Chapter 2

practice environment setup guide

For Chapter 2, “Navigate SharePoint sites,” use the practice files from the SP2016SBS\Ch02 folder. For practice file download instructions, see the book’s introduction.

The practice environment for this chapter includes a team site with two subsites, as follows:

- Travel subsite
- Facilities subsite

There are several settings that need to be set for the team site and its two subsites so that you can perform the practice tasks in this chapter. These settings are provided within the .wsp files in the SP2016SBS\Ch02 folder. These files contain the templates for the team site and its two subsites. The .wsp files provide the lists, libraries, files, and pages that you will require for the practice tasks. If you have sufficient rights, you can create a new practice site from a .wsp file that contains a site template.

To create the practice environment, the following high-level steps must be completed:

1. Upload the .wsp files to the Solution gallery of the site collection, and activate the templates.
2. Create the sites, based on the custom site templates.

After you have completed the practice tasks, you might want to remove the templates and the sites. For cleanup, the following high-level steps must be completed:

1. Delete the sites.
2. Delete the templates from the Solution gallery.

The following sections in this guide provide detailed instructions for these high-level steps.

Create the environment for the practice tasks

Step 1: Upload and activate the templates



IMPORTANT Verify that you have sufficient rights to upload files to the Solutions gallery of a site collection. For more information, see Appendix A, "SharePoint 2016 user permissions and permission levels," in the book.

1. In your browser, open the top-level SharePoint site in the site collection where you want to create the practice site and sign in if prompted.
2. In the upper-right corner of the page, select the **Settings** gear icon, and then select **Site settings**. The Site Settings page of the top-level site is displayed.
3. In the **Web Designer Galleries** section, select **Solutions** to display the Solution Gallery.



TIP If you are using SharePoint Online and the Solutions link is not displayed under Web Designer Galleries, you need to turn on scripting on your top-level site. For instructions on how to turn on scripting for a SharePoint Online site, see "Turn scripting capabilities on or off" at <https://support.office.com/en-gb/article/Turn-scripting-capabilities-on-or-off-1f2c515f-5d7e-448a-9fd7-835da935584f>.

4. On the **Solutions** tab of the ribbon, select **Upload Solution**. The Add A Document dialog opens.

5. In the **Add a document** dialog, select **Browse**.
6. In the **Choose File to Upload** dialog, go to the practice folder for this chapter, select the **Chapter2TeamSite.wsp** file, and then select **Open**.
7. In the **Add a document** dialog, select **OK** to upload the file.
8. In the **Solution Gallery - Activate Solution** dialog, select **Activate**. The Solution Gallery is displayed. Validate that the site template has been uploaded and activated.
9. Repeat steps 4–8 for the **Chapter2TravelSubsite.wsp** and **Chapter2FacilitiesSubsite.wsp** files in the practice folder, to upload the site templates for the Travel subsite and the Facilities subsite, respectively.

Step 2: Create the practice site and subsites

1. Browse to the SharePoint site that you want to use as the parent of the new practice site.
2. Select **Settings**, and then select **Site contents**.
3. On the **Site Contents** page, scroll to the bottom and select **new subsite**.
4. On the **New SharePoint Site** page, in the **Title** box, enter a name for the new site: **Team site**.
5. Optionally, in the **Description** text, enter a description, such as **SharePoint SBS Chapter 2 Practice Site**.
6. In the **URL name** box, enter **chapter2**. Make a note of the full URL, because you will need it to open this site for the practice tasks.
7. In the **Template Selection** section, select the **Custom** tab, and select the **Chapter2 Team site** template, which is now available.
8. Under **Navigation**, select **No** so that the link to this site is not displayed on the top link bar of the parent site.
9. Leave all the other options at their default values, and select **Create**.
10. The new team site is created and its home page is displayed. In the left navigation area, select **Site Contents**.

11. On the **Site Contents** page, scroll down and select **new subsite**. On the **New SharePoint Site** page, provide the following parameters for the Facilities subsite:

Title	Facilities
URL name	facilities
Template	Chapter2 Facilities Subsite
Navigation	Select Yes to use the top link bar from the parent site; leave the other options at their default values
12. Select **Create**. The new Facilities site is created and its home page is displayed. In the top navigation area, select **Team site** to return to the parent site.
13. On the Team Site, go to the **Site Contents** page, scroll down, and select **new subsite**. On the **New SharePoint Site** page, provide the following parameters for the Travel subsite:

Title	Travel
URL name	travel
Template	Chapter2 Travel Subsite
Navigation	Leave all options at their default values
14. Select **Create**. The new Travel site is created and its home page is displayed.

Clean up after the practice tasks have been completed

Step 1: Delete the Team practice site and its subsites



IMPORTANT Verify that you have sufficient rights to delete a site.

1. In your browser, open the Travel site and sign in if prompted.
2. On the **Settings** menu, select **Site settings**. The Site Settings page is displayed.
3. In the **Site Actions** section, select **Delete this site**. The Delete This Site page is displayed.

4. Select **Delete** to delete the site. In the confirmation page that is displayed, select **Go To Site** to return to the original parent site.
5. Repeat steps 1-4 for the Facilities site.
6. Repeat steps 1-4 for the Team Site you created for the Chapter 2 practice tasks.

Step 2: Remove the site templates



IMPORTANT Verify that you have sufficient rights to delete .wsp files from the Solution gallery of a site collection.

1. In your browser, open the top-level SharePoint site where you previously uploaded the .wsp files and sign in if prompted.
2. On the **Settings** menu, select **Site settings**. The Site Settings page is displayed.
3. In the **Web Designer Galleries** section, select **Solutions**. The Solution Gallery is displayed.
4. On the **Solution Gallery - Solutions** page, select the template that you want to remove by clicking or tapping its leftmost column. Then, on the **Solutions** tab of the ribbon, select **Deactivate**.
5. In the **Solution Gallery - Deactivate Solution** dialog, on the **View** tab, select **Deactivate**.
6. On the **Solution Gallery - Solutions** page, select the template that you want to remove, confirm that it has been deactivated by checking its **Status** column, and then on the **Solutions** tab, select **Delete**. In the confirmation message box, select **OK** to complete the removal of the site template.
7. The Solution Gallery - Solutions page is redisplayed. Confirm that the site template has been removed.
8. Repeat steps 4–7 to remove each practice site template that you no longer require.