Goizueta Healthcare Club:
Getting started with your redesigned Sharepoint site

To take advantage of the features of Sharepoint as it relates to the Goizueta Healthcare Club’s site, it is necessary to use some of the tools that have now been set-up for it. Some tools were already in use, and some sections of the site are built on the old site foundation, but in order to get the page running, members of the Healthcare Club will need to become involved in its continuing development. The site is very much a product of Wiki or self-generation, but most of the tools are already in place, so that maintaining the sections of the site is usually as straightforward as editing a text document. Right now, only site administrators are able to edit the site, excluding the discussion boards, but as users become more recurrent and involved, it may be helpful to allow others to edit or add information to different sections. The features that have been added to or expanded on your Sharepoint site are as follows:

1. **Tweet Feed**: Users can click on the Twitter link in the right-hand bar of the site to sign up for an account with Twitter (if they have not already done so), and use the site to be updated and to update from their cell phone or mobile device. Alumni and current students can use this service to keep members of the Goizueta Healthcare Club updated with new jobs, new job leads, current healthcare business related activities or events, and other information that is relevant to the club’s goals. To stir interest in the Twitter feed, it would be helpful to provide information on the First Class site about Twitter and the Twitter account for the Goizueta Healthcare Club.

2. **RSS Feed**: Two RSS feeds or regularly self-updating funnels of information from relevant websites have been added in the right-hand corner of the Sharepoint site. RSS feeds from the World Health Organization and ModernHealthcare have been added already, but it is possible to remove them or add other feeds. In order to easily add another RSS feed to the site, follow these instructions:
   - **Step 1**: Set the RSS feed through PonyFish ([http://www.ponyfish.com/new.html](http://www.ponyfish.com/new.html)), the RSS feed software provider. Link to PonyFish website and start creating RSS feed. Enter the URL of the page you want to create an RSS feed.
   - **Step 2**: Click on at least two links below that you want to see in your RSS feed.

   The links you click on should go to articles or images that are updated on this page on a regular basis. The more you click the happier I’ll be. I’ll try to use the links you click on to learn how to find new links in the future.
Step 3: The system will generate the RSS feed link as a website link format; save this website link. Step 4: Open Goizueta Healthcare Club website and log in as an administrator in order to edit the layout of website. Step 5: Go to ‘Site Actions’ which is located on the upper left side of the site and select ‘Edit Page’ followed by ‘Add a Web Part.’ Go to Default look for ‘RSS Viewer.’ Copy the link from Step 3 and paste it to the RSS feed link. Step 6: The RSS feed will appear on the website.

3. **FirstClass Link:** Messages posted on the Goizueta Healthcare Club’s FirstClass conference have now been configured to update in the middle column of the Sharepoint site. This will help to bridge users familiar with FirstClass into using Sharepoint for group sharing needs.

4. **Wiki Page for Group Administrators:** Although the framework was already in place, a page has now been added that will allow members of the Goizueta Healthcare Club’s administration to list courses available in the Rollins School of Public Health or GBS that would be helpful for an MBA student interested in a career in Healthcare. The site can be accessed by clicking “Recommended Courses for MBA’s” under the “Sites” labeling on the bottom of the left-hand column of the main site. Within the Wiki Site, there are instructions for how to use it and expand it, and this section can be used later if there are other areas that would benefit from a collaborative effort among group leaders and members.

5. **Site Satisfaction Survey:** We have added a site satisfaction survey that users can fill out in order to let the group administrator know whether or not they are satisfied with the site and why. The Sharepoint client includes information about how to manage and view results using its survey interface.

6. **Coming soon: Interactive Updates from the CMC Placement Report:** Every year, the CMC Placement Report gives information about where interns have been placed. We have imported spreadsheets of healthcare business placement information into the Sharepoint site that is subject to privacy controls. Specifically, only students using a GBS server will be able to see specific names and contact information for placed individuals, but anonymous lists of placements will be available to users who are not signed into the GBS server. This way, private information is protected, while relevant information is available to outside parties. In the future, site administrators will only have to make sure that someone updates the local spreadsheet of CMC placements and uploads the spreadsheet to the Sharepoint site by clicking on “Site Actions,” “Create,” and then “Import a Spreadsheet” in the “Custom Lists” column.

7. **Coming soon: Introduction Videos:** Videos of current GBS Healthcare Club members explaining the goals and some strategies of the club. Links will be added to the main page, but we may also imbed these video clips more seamlessly into the site. This will require no extra work for the administrator in the future except for importation of new mentor videos if this is desired.