

Website Author Introduction

Session 3: Simple web parts

60-90 Minutes

Audience:

Website authors who have basic page editing knowledge in SharePoint for Oregon.gov websites. The links offered are to Service Desk Knowledge Base articles supporting the subject matter listed.

Goals:

- Be able to work with several webparts that may include any but not necessarily all of the following
 - Accordion with an associated list and view
 - Task Box with an associated list and view
 - Data tables with an associated list and view OR data.oregon.gov data set
 - Script Editor – for embedding content

What's Covered:

For any web parts:

- Determining what is needed for a web part. What's the web part looking for?
 - Place web part on the page
 - Open for editing and look at what it wants – make notes
- Creating a list specifically for the web part – [Build a list](#)
 - Create a list for the web part adding columns based on step 1
- Creating a filtered view of the list – [Create list views](#)
 - Always recommended, even if using all list items – This way you have a known good list to return to
- Placing a web part on a page
- Associating the web part with the appropriate list
- Web part configuration settings

What's next?

This is the last in the introduction series, but the various articles linked to in the below article detail the various web parts and may be interesting:

[Web Parts Overview](#)

There are more resources for Oregon.gov website authors in the Oregon E-Government Service Desk knowledge base. [Knowledge Base articles for website authors](#)

<https://servicedesk.oregon.gov>

