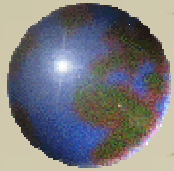


INTRANET

Bubao Sint-Gregorius

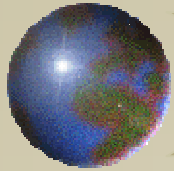
ICT ondersteuning
februari 2006



Hoe intranet openen?

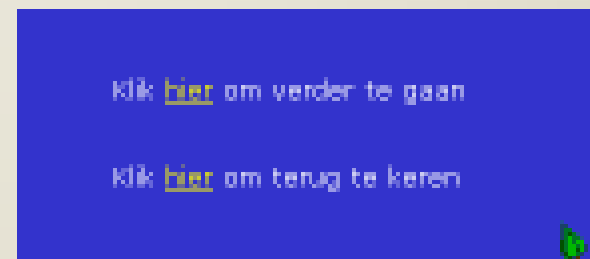
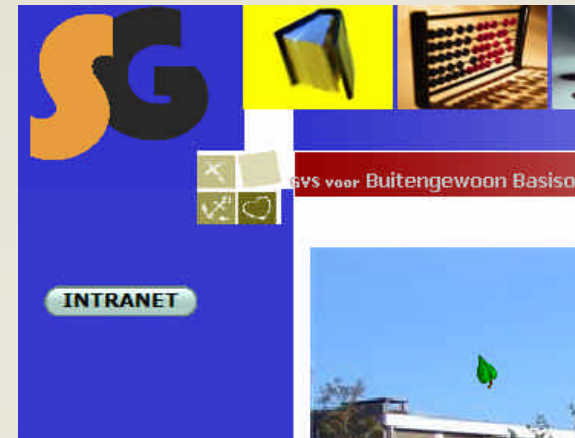
- Ga rechtstreeks naar www.sg-bubao.be
- Of ga naar www.compassi.be
- Klik op SG Gentbrugge
- Klik op website school

The screenshot displays the COMPASSI website interface. At the top, the word "COMPASSI" is written in large white letters on a dark blue background. Below this, there are three main navigation buttons: "kleuter" (yellow), "leerling" (red), and "leerkracht" (green). Each button has a corresponding image: a mouse for "kleuter", a keyboard for "leerling", and a laptop for "leerkracht". Below these buttons, there are three news sections: "nieuws alle scholen" (green), "nieuws BO" (purple), and "nieuws SL" (yellow). The "nieuws BO" section is highlighted with a white arrow pointing to it, and it contains the text "SG Gentbrugge" and "Gent". To the right of the news sections, there is a vertical menu with the COMPASSI logo at the top and a list of links: "STARTPAGINA", "MEDEDELING", "WEBSITE SCHOOL", "E-MAIL ADRESSEN", "PLANNING", and "EVALUATIE". A black arrow points to the "WEBSITE SCHOOL" link in the menu.



Hoe intranet openen?

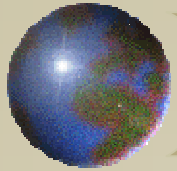
- ➊ Klik op INTRANET
- ➋ Klik op [hier](#) om verder te gaan
- ➌ Vul in
 - gebruikersnaam
 - wachtwoord
- ➍ Klik OK



Bevestig uw verbinding met
www2.officewebzoo.nl/sg/intranet.com

Gebruikersnaam:

Wachtwoord:



Wegwijs in Intranet

- Home:
openingsscherm
- terug naar SG
- naar Compassi

- Gedeelde documenten

- Voor later:
 - Kalender
 - Taken
 - Mededelingen

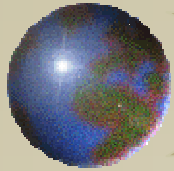
The screenshot shows the intranet interface for Bubao Sint-Gregorius. At the top, there is a navigation bar with 'Home', 'SG', and 'compassi' tabs. Below this is a 'View All Site Content' link. The main content area is divided into several sections:

- Documenten**: A list of document categories including 'Gedeelde Documenten'.
- Lijst**: A list of items including 'Kalender', 'Taken', and 'Mededelingen'.
- Mededelingen**: A list of items including 'Team Discussion' and 'Team'.
- Sites**: A section for site navigation.
- Personen en groepen**: A section for user and group management.

The 'Gedeelde Documenten' section is expanded, showing a table of shared documents:

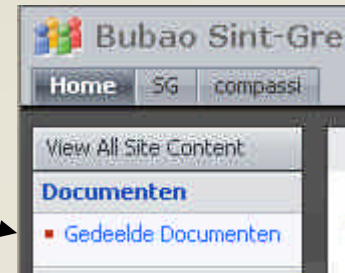
Type	Name ↓
Folder	school personeelsvergaderingen 2006-2007
Folder	school nieuwsbrieven voor ouders
Folder	school maandagkriebels 2006-2007
Folder	school kernteam
Folder	school formulieren
Folder	LEREN spelling
Folder	LEREN SEO LKR
Folder	LEREN materialen documentatiecentrum
Folder	LEREN leren leren
Folder	LEREN leerlijn wiskunde leerkrachten

Below the table, there is a 'Mededelingen' section with a 'Welkom' message.

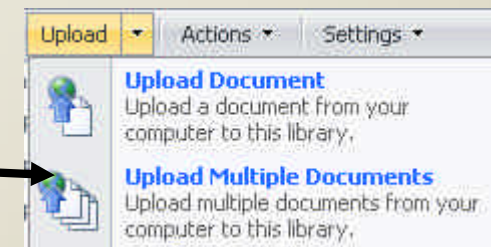
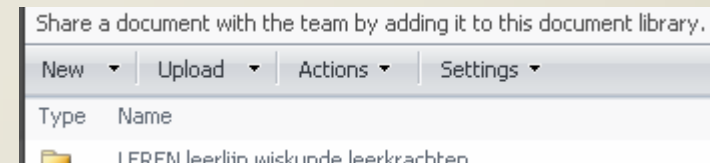


Nieuwe mappen of documenten

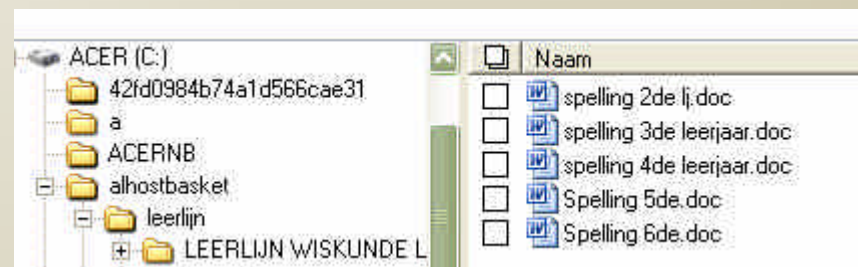
- Ga links bij Documenten naar "Gedeelde documenten"
- Indien nodig open eerst de gewenste map.

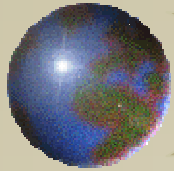


- New: een nieuwe map aanmaken
- Upload: bestanden toevoegen (kies steeds de 2^{de} optie)



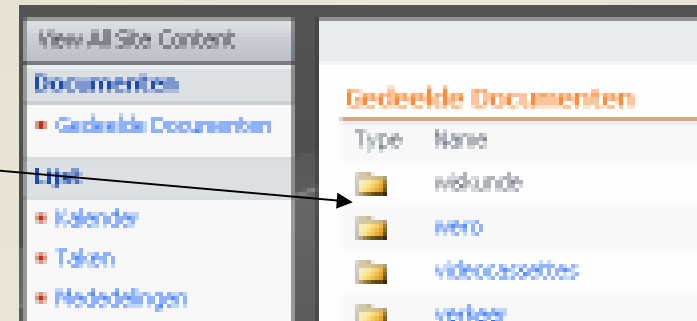
- Duid de map en bestanden aan van je harde schijf.
- Klik OK




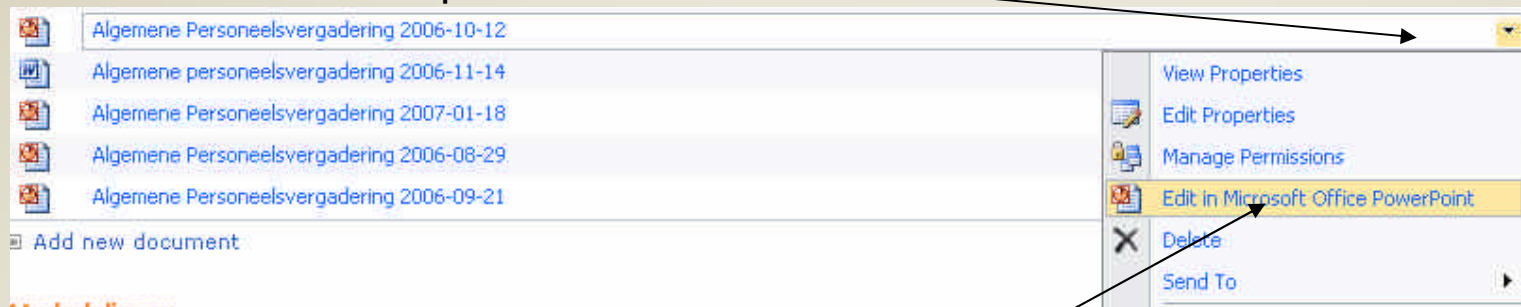


Bestanden bijwerken

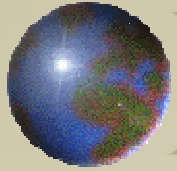
- Open de map en ga naar het gewenste bestand.



- Klik achteraan rechts op 



- Klik op Edit in Microsoft Office Word of Excel of PowerPoint.
- Het programma wordt geopend.
- Geef eerst je codes in. Bewerk het bestand
- Op het einde
 - opslaan als: = naar je harde schijf
 - opslaan = doorsturen naar de server



Handleiding

- Deze demonstratie / handleiding kan je steeds raadplegen in:

www.compassi.be

leerkracht / handleiding / intranet

- Veel succes