THE MANAGEMENT OF INFORMATION IN EDUCATION MANAGEMENT BY USING SHARE POINT PROGRAMME

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ABSTRACT

In this study, we gave some theoretical information on the use of the "Share Point Program" and presented the findings obtained in parallel with the selected sampling in order to make the education management in the developing aviation sector fastest, more efficient and professional. In addition, we reached the conclusion that the use of the program in the specified samples would be very effective in terms of time management and collective fast working on the same document, and made suggestions. Some of the most important findings in the use of the program and management of document and education are as follows: Creating different applications for the same document on the system, solving the personal business life problems, performing internal and external content management, reducing the pressure on the IT unit, providing content control in documents, developing data, performing safe-effective-quick information and document management, professional development on the network, reducing the people dependency on the system and to achieve superiority by achieving professional education management by preventing communication accidents.

Introduction

In this article, a research was conducted about *the management systems* used by training institutions and organizations in Turkey. The study proposes the use of *Share Point* program that can be used in electronic document management information to ensure the best training system management. It is more suitable to call SharePoint a *platform* rather than a *program* since it covers different types of programs in it. Developed by The Microsoft, this platform is used mostly by *big sized companies.* It is a system consists of *sharing information, document management, advanced search functions, form creation services, excel services and work catalog servers*. Using this program, each employee can do all business process immediately from where he sits by help of the feature of *document collaboration* and communication. It is also possible to do *digital version control with security, indexing, searching, and instant improvement awareness*. Sharing files with anyone related as in Facebook system is also possible.

Overcoming organizations' internet/intranet portal problems with their sub-organizations is quite time-and-cost-intensive. Thanks to the facilities that Sharepoint has introduced; It is able to establish the organizations' portal structures quickly, easily and effectively. Sharepoint 2010's improved Content Management Systems also reduce costs and improve overall productivity. It is much easier in terms of time to implement followings with this program; the installation and configuration, creating a portal, working with lists and libraries, managing users and permissions, preparing Webpart, working with WorkFlow Ajax and Silverlight, designing the portal. (Özdemir, 2011)'

Utilization

Share Point platform is used by employee in lots of areas such as server based management application, convenient communication on the same document, system for sharing information, document management, advanced search functions, immediate business process, document collaboration and communication, version control, instant improvement

awareness, sharing files in social medias like Facebook, electronic library with Wiki and project management.

Benefits

The platform has many benefits among which some can be cited as follows; Evolving over time, allows to create different applications, solve individual business problems, enable the flow the contents in and out of organizations, diminish the pressures on IT departments, control the unstructured content, improve the data, increase the governance, ensure the efficient and quick time management, establish more professional communication network, enable system usage that does not depend on individual, decrease communication breakdowns and create a professional training management. http://www.kodlab.com/BookDetail.aspx?ID=5004

Conceptual Study

It can be determined in the conceptual look that there exist many benefits: to begin with, it enables team collaboration. Moreover, there are web portals that makes possible enterprise search. It also makes content management possible. Others can be mentioned as business integration and intelligence in the platform services on workspaces, management, security, storage, topology and site model. For example, it enables employees in different departments, *convenient communication* with each other on the same document. The share point is a very active program in management with installation process, server and service management, service application infrastructure, feature and solution concepts. (Kolektif, 2013). '

Team Collaboration

Team Collaboration in project management: There is a corporate portal including partners, employees, clients and websites. In that creation, project task list with Gantt chart is possible. The portal, team lists and websites can be viewed and monitored on mobile devices. It also includes automatic mailing feature.

Team Collaboration with data entry: Data entries can be seen or tracked by each employee and manager who have access the portal.

Team Collaboration with Apple Store Polycom Application: It is possible to share the system content securely with installing a Polycom application that makes video conversation system on a single platform possible.

Team Collaboration with unified Communication: Urgent and quality communication in the training management is very important to ensure efficient planning, programming and budgeting. Share Point enables efficient communication with using 'KAREL UCAP' System that includes messages with voice, conferences, fax, video, phone, and instant message. Cost efficiency, business process optimization, time management, distant presentation and face-to-face communication can be realized professionally.

Web Portal

Web Portal – Web Site Management Server: Management of variations of content for different devices is possible. Contents can be published in intranet, extranet, and Internet sites. Site content, structure and deployment can be managed. They can be converted to Microsoft Office InfoPath 2007, Word 2007, and XML files. Before being published, an approval process can be established to ensure that content is reviewed before published.

Web Portal – Web Site Creation Menu: There are lost of categories in the site such as blank and custom, collaboration, content, data, meetings, and web database. Items can be installed from browsers such as blog, team site, blank site, document workspace, basic meeting workspace, blank meeting workspace, decision meeting workspace, social meeting workspace and multipage meeting workspace. There are also blog, group work site, assets database, chart table contribution web, contact web database, issues web database, project web database, document center and records center. Others are business intelligent center, personalization site, publishing site with workflow, enterprise search center, enterprise wiki, basic search center and Visio process repository.

Publisher Program Menus: There are install and online templates available. Blank A4 portrait, landscape, more blank page size and my templates are main publisher menus. The most popular menus are brochures, business cards, calendars, greeting cards, labels, newsletters and postcards. There are also more templates such as advertisements, award certificates, banners, business forms, catalogs, e-mail, envelopes, flyers, gift certificates, import word documents, invitation cards, paper folding projects, quick publications, resumes, signs and compliments cards.

Info Path Designer: Creation of standard forms is possible with this program. There are popular form templates such as share point lists, library, e-mail and blank form. Advances form templates are database, web service, XML or Schema, data connection file, converting existing form and document information panel.

Digital Process Management: There are digital info path forms, work flows and library publishing possible with using calendars, surveys and voting, committees and chapters, tasks and projects, intranet, collaboration and document.

Business İntelligent Management: Establishing link between past, now and future is possible. So, data mining and single screen access to all applications enable business intelligent management to manage *what did happen in the past? What is becoming now? What are the reasons? What will become in the future? What is wanted?* Business intelligent management is possible by using data, ERP, CRM, SCM, 3Pty and black books. (Özhan, 2014)

Problem of the Study

In this article, answers to following questions were researched*:* What is *the scope of management functions* in aviation trainings? What is the *importance of information management* certificate in aviation trainings? What is the system which user considers *the most effective*? What is *Share Point*? How can the *training management process* be done perfectly by using this platform? How can *the action plan* be regulated using the Share Point will be proposed in training management system after assessment survey? It is foreseen that by using Share Point, *time management* can be ensured efficiently and quickly. *Communication network* can be established more professionally and includes system usage that does not depend on

individual. *Communication breakdowns* will be decreased thus creating *a professional training management.*

Method

As a method, *System Usability Scale (SUS)* has been chosen and the survey created via 'Google Forms System'. SUS is a Likert-based scale and provides reliable tool for measuring the usability. It consists of a 10-item questionnaire with five response options for respondents. Originally created by John Brooke in 1986, it allows the researcher to evaluate a wide variety of products and services, including hardware, software, mobile devices, websites and applications. Before the survey questions, a brief and descriptive information about the Share Point was provided so that the participants to be informed about the program. The population of this study is the aviation employees in Turkey, and the sample is 103 randomly chosen personnel working in different aviation institutions. The collected data were analyzed by SPSS 23.0.

Findings

To analy the data collected, we used SPSS Version 23.0. The reliability of the scale was investigated with Cronbach's Alpha statistic and Cronbach's Alpha statistic calculated as 0.813. It is thus determined that the scale is reliable. In the scale, Corrected Item Total Corralation were checked and no negative correlation was found. Therefore, no item found that significantly increased the reliability of the scale when removed from the scale. This scale is able to measure whether a system / program is useable or preferable. Scores given to the scale are between 1 and 5.. In this case, a total score of 50 will be calculated for an employee approaching the scale positively, and for an employee approaching the scale negatively, minimum and maximum scores will be calculated 10 and 29 respectively. Thus, employees who score less than 30 points on the scale are assumed to have an unusable attitude on the SP program, while those who have an average score of 30 and above are assumed to develop an attitude in the usable direction. In particular, the focus point of the study is to figure out similarities and differences whether they find in their relationship and attitudes towards the usability of SP, taking their organization's possibities

and characteristics and its sub-categories into consideration. Basic information of the samples is presented in Table 1.

Table 1. Some Statistics on Employee Characteristics and Company

Variable	N	%		Variable	N	%
		Gender			**Marital Status**	
Female	6 6	4,1		Married	5 7	5 5,3
Male	3 7	5,9		Single	4 6	4 4,7
		Education			**Foreign Languages**	
High School	6	5,8		English	85	82,5
Vocational School	9	8,7		German	6	5,8
Bachelor	52	50,5		French	3	2,9
Master	30	29,1		Spanish	3	2,9
Ph.D.	6	5,8		Italian	6	5,8
Year in service				**Is it your first workplace?**		
1- 5 Year	3 3	2,0		1. İş Yerim	3 6	3 5,0
6- 10 Year	4	1 3,6		2. İşyerim	1 9	1 8,4
11- 15 Year	2	1 1,7		3.İşyerim	2 1	2 0,4
16- 20 Year	5	1 4,6		4.İşyerim	1 7	1 6,5
21- 30 Year	9	2 8,2		5 ve Üzeri	1 0	9, 7
Salary				**Time to lose while coordinating?**		
Less than 3000 Tl	2	40,8		% 25	4 6	4 4,7
3000-5000 TL	4	42,7		% 50	3 9	3 7,9
6000-10000 TL	4	13,6		% 75	1 4	1 3,6
10001+TL		2,9		% 100	4	3, 9
Status of your workplace?				**Working year in current workplace?**		
Private	3	32,0		1- 5 Year	67	65,0
Government	5	53,4		6- 10 Year	10	9,7
Family Company		6,8		11- 15	7	6,8

				Year		
Other	8	7,8		16- 20 Year	19	18,4
Size of the company worked.				**Liaisoning with other departments.**		
Big-sized	7	74,8		Yes	97	94,2
Small-sized	6	25,2		No	6	5,8

68.9% of the employees stated that they use a special program while doing their job and 31.1% of them stated that they did not. While 55.3% of the employees stated that they had received the theoretical training of the program and system they used while doing their jobs, 44.7% said that they did not. 45.6% of the employees stated that they needed "program training of the special operating system used in our company" while doing their job. They stated they needed "information and document management automation training" (40.8%), and "document management training" (3.6%). 47.6% of them said they heard the Share Point program. The percentage of employees using Share Point program was determined as 15.5% and 84.5% stated that they did not use Share Point program. Statistical findings on the use of SP program is presented in Table 2.

Table 2. Some statistics about using the program

Variable	N	%			N	
Do you have a specific program that you use while doing your job?				**Have you heard about Share Point ?**		
Yes	71	68,9		Yes	49	7,6
No	32	31,1		No	54	2,4
Did you get the theoretical training of program and system that you use?				**Want to participate in in-service training for your professional development?**		
Yes	57	55,3		Yes	68	6,0
No	46	44,7		No	35	4,0
Do you use Share Point?						
Yes	16	15,5				
No	87	84,5				

The training you need the most to be helpful when doing your job?		
Document management training.	14	3,6
Information and document management automation training.	42	0,8
Program training of the private operating system used in our company	47	5,6

The average of all the items in the scale was found to be 3,347 ± 0,644 and the smallest average of 2,612 ± 0,92071 was obtained from the item "I need to learn a lot before entering the system". The highest mean score was obtained from the item "I thought there is too much inconsistency in the system" as 3,602 ± 0,7713. The reliability of the scale was investigated with Cronbach's Alpha statistic and Cronbach's Alpha statistic calculated as 0.813. It is thus determined that the scale is reliable. The results of reliability analysis are given in Table 3.

Table 3. The results of SUS' reliabilty analysis.

Items	Mean	SD	Corrected Item Total Corralation	Cronbach's Alpha when deleted
I think that I would like to use this system frequently	3,3204	,87687	,470	,800
I found the system unnecessarily complex	3,5922	,71998	,581	,788
I thought the system was easy to use	3,5340	,71147	,635	,783
I think that I would need the support of a technical person to be able to use this system	2,8155	1,03609	,207	,837
I found the various functions in this system were well integrated	3,5437	,69701	,564	,790
I thought there was too much inconsistency in this system	3,6019	,77130	,612	,784
I would imagine that most people would learn to use this system very quickly	3,5146	,72577	,552	,791
I found the system very cumbersome to use	3,5825	,72117	,700	,776
I felt very confident using the system	3,3495	,77597	,648	,780
I needed to learn a lot of things before I could get going with this system	2,6117	,92071	,212	,831

Relations or similarities according to the characteristics of employees or organizations were investigated by Multiple Correspondence Analysis. The main purpose of the correspondence analysis is to analyze the coexistence of two or more categorical variables by showing the variables' categorization in a low-dimensional space as dots (Clausen, 1998). The essence of the correspondence analysis which is recently used frequently in anlyzing categorical data is to present the results visually with the help of graphics called maps, by expressing the similarities or differences between the categories of variables as distances (Özdamar, 2002).

The graphical representation of the results from the multiple compliance analysis makes interpretation easier and the relationships between the categories of each variable are more understandable. Each category on the graph is indicated by a dot. The distance from any point to the origin expresses the importance of that point, that is, the category. When a line is drawn towards the dot of interest on the graph and another dot is drawn towards the dots other than the origin, the angle between the line of interested dots and the other lines indicates the relationship between the dots of interest and the other dots. The angle's being small refers to relationship's being big, while the angle's being big refers to relationship's being small (Palmer 1993, 74, Gümüş vd. 2008 45-50).

In this research, we examined how the employees' attitudes toward the usability of Share Point were formed by dimensions.. Accordingly, the variables of "the institution or organization you work", "the sector you work in", and "liaisoning with other departments frequently while working" are found to have large seperation characterestich in the second dimension, and have smaller seperation characterestich in the first dimension.

The variables of 'your institution or organization', 'company scale', 'liasioning', 'waste of time when using different programs', 'using a special program when doing the job', 'taken the program and system's theoretical training?', 'the most needed training', 'heard about Share Point?', 'do you use Share Point?' have been determined to have higher separating feature in the first dimension and less separating feature in the second dimension. At the same time, this shows the variable clusters that act together to account for the similarities or differences in the data matrix. However, the variables of 'liasioning', 'waste of time when using different programs', 'using a special program when doing the job' have almost the same separating

feature in both dimensions. When a variance of 29.388% unit in the data matrix's change is separeted in the first dimension, 26.8% of the total variance get seperated in the second dimension. Table 4 shows the separation measurements of the variables by demension.

Table 4. Separation measurements of variables by dimension.

Separation Measurements			
Variables	**Category Number**	**Dimensions**	
		1	**2**
Your institution or organization	3	,013	,251
Your department	7	,887	,914
Company scale	2	,171	,116
Liaisoning	2	,028	,031
Waste of time	4	,191	,184
Using a special program	2	,295	,000
Taken the program and system's theoretical training?	2	,056	,010
The most needed training	3	,132	,012
Heard about Share Point ?	2	,090	,020
Do you use Share Point?	2	,179	,014
Share Point Usability	2	,032	,003
Described Variance		29,388	26,800

Table 5 shows, as a result of multiple correspondence analysis, the relationships of each variable's category and central coordinates of the categories of the gatherings in both dimensions. Multiple Correspondance Analysis brings the relevant categories together.

Table 5. Central Coordination of Each Variable Category

Variable	Category	N	Center Coordinates. Dimensions	
			1	2
Your department	Ground	11	-1,089	-1,501
	Flight	7	,309	-1,501
	Training	22	-1,060	-,199
	Management	9	1,030	-,155
	Consultancy	6	-1,322	2,156
	IT	15	1,399	-,452
	Other	33	,327	,807
Your institution or organization	Private	33	,125	,054
	Public	55	-,108	-,342
	Other	15	,120	1,136
Company scale	Big-sized	77	,240	-,198
	Small-sized	26	-,712	,587
Liaisoning	Yes	97	,041	-,044
	No	6	-,667	,714
Waste of time (%)	25	46	-,309	,076
	50	39	,163	,118
	75	14	,851	,027
	100	4	-1,017	-2,127
Using a special program	Yes	71	,365	,002
	No	32	-,810	-,004
Taken the program and system's theoretical training?	Yes	57	,212	,088
	No	46	-,263	-,109
The most needed training	DMT *	14	-,423	-,268
	IDMAT **	42	-,300	,067
	POS ***	47	,394	,020
Heard about Share Point ?	Yes	49	,314	-,149
	No	54	-,285	,135
Do you use Share Point?	Yes	16	,986	-,274
	No	87	-,181	,050

| Share   Point | Can be used. | 21 | -,352 | ,107 |
| Usability | Can not be used. | 82 | ,090 | -,028 |

    *   Document management training*
    **   *Information and document management automation training*
    ***   *Program training of the private operating system used in our company*

According to multiple correspondence analysis; Employees who work in a large private company, and having POS as most needed extra training, saying yes to liasining, using a special program in doing the job, having theoretical education of the program and system, and having 50% waste of time in coordination are developing the attitude that the SP program is usable in their organizations. If the homogeneous structure in-cluster formed like this is reduced, in other words, if the heterogeneity in-cluster increases, employees working in public institution also indicate the SP program is usable.

Table 6 shows, as a result of multiple correspondence analysis, the relationships of each variable's category (according to employees' individual charactheristics) and central coordinates of the categories of the gatherings in both dimensions.

Table 6. Central Coordination of Categories for Each Personal Variable

Variable	Category	N	Center Coordinates. koordinatlar	
			Dimensions	
			1	
Gender	Female	66	-,370	-,202
	Male	37	,660	,361
Marital Status	Married	57	-,588	-,153
	Single	46	,729	,190
Education	High School	6	-,765	-1,346

	Vocational School	9	1,695	-1,408
	Bachelor	52	-,258	-,376
	Master +Ph.D.	36	,076	1,120
Foreign Language	English	85	,062	-,202
	Others	18	-,295	,953
Salary	<3000 TL	42	,765	-,048
	3000-5000 TL	44	-,287	,259
	6000-+ TL	17	-1,149	-,553
Age	21-30	36	1,000	-,324
	31-40	40	-,371	,621
	41+	27	-,783	-,488
Share Point Usability	Can be used.	21	-,408	-,199
	Can not be used.	82	,105	,051

When we examined the relations between the categories according to the findings in this table, we found that those who has english as foreign language think that SP programm is usable.

According to the general evaluation of the survey results, the most striking findings are:

✓   The need for automation training is 48%. 47.6% of the employees have information about the Share Point program, and 15.5% of them are using it. That 85% of the employees expressed they know english is important in terms of familarity to program language.
✓   The rate of those complaining about wasting time is quite high; The number of employees who has %50 time wasting

rate is 39, and those who has %25 time wasting rate is 46 people.

✓   The employees' working in large-scale institution percentage is found to be very high with 77%.

✓   We also found that the obligation of %97 employees' to be in contact with other units (liasioning) facilitates the disicion to use the program.

Conclusion

It was determined that The Share Point Platform in aviation training organizations can be successfully used for efficient planning, uninterrupted programming, effective budgeting, quality controlling, providing security, time management and global innovation improvement with using server base management. It is also possible urgent document creation and communication, digital version control with security and sharing the result in social media. Since the number of employees demanding document management system, information and document management, automation training and in-house special operating system program training, it has been determined that starting to use Share Point for the sample in which this research carried out will have very effective results for time management and motivation. 87% of the sample does not use this program but 82% wants to use.

For this reason, in the management of education, it is suggested the use of Share Point that is the most effective server document management system in order to use the electronic document information and document management effectively in big-scale institutions to get immediate results, to enable performance increase and effective time management, to ensure the digital communication and control which is the most important factor in aviation, and to share the documents in social media.

Disclosure statement

No potential conflict of interest was reported by the author.

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