



Get started creating on the Commons

You can use the Commons to create Groups, Sites, or a Group + Site linked together.

Groups



Groups offer a shared community space with discussion forums, document and file repositories, and email communication options. Groups can be public, private, or hidden.

Key Benefits:

- Host forum discussions
- Post and share files
- Email all members and receive notifications of group activity
- Create shared documents
- Share an internal calendar

Frequent uses for Groups include connecting people across CUNY based on shared interests, collaborating with colleagues, hosting private files, and using a discussion forum as a listserv.

Create a Group

Sites



Sites are flexible, extensible websites that can be tailored to specific needs. Sites can be private, visible to Commons members only, or public on the open web.

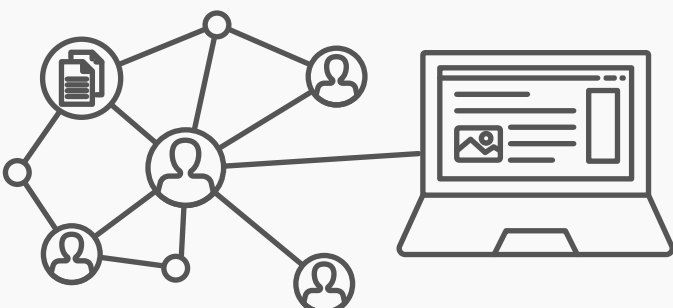
Key Benefits:

- Host a WordPress site with a customizable interface
- Create dynamic blog posts with links, images, and video
- Extend site features through a range of available plugins

Frequent uses for sites include teaching a class that integrates student writing, creating a public-facing website for an event or program, developing an open educational resource, and building an online portfolio.

Create a Site

Connected Group + Site



Groups and Sites can be connected, allowing users to match the communication options of a group with the flexibility offered through a site. Privacy options for each space can be set separately.

Key Benefits:

- Connect and integrate public and private spaces
- Sync membership across connected Groups and Sites
- Send email notification of Site posts
- Email all members at once

Frequent uses of connected Groups + Sites include courses with Sites that feature public writing and connected Groups that support private discussion, or public Sites for conferences and connected public Groups to build community around the event.

Create a Group + Site



Mobile design: Portal

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[Learn More](#)



CREATE A GROUP

Sites



Sites are flexible, extensible websites that can be tailored to specific needs. Sites can be private, visible to Commons members only, or public on the open web.

[Learn More](#)



CREATE A SITE

Connected Group + Site



Sites provide a flexible, extensible websites that can be tailored to specific needs. Sites can be private to site users, public to Commons members only, or public to the open web.

[Learn More](#)



CREATE A GROUP + SITE



Create a Group

Please add your group details to get started.

1. Details 2. Settings 3. Photo

Group Name (required)

Group Description (required)

Quick Link

http://cuny.is/

Campus (required)

Please select

Primary Purpose (required)

Please select

Create Group and Continue



Create a Group

In this step you are defining the settings of your new group. You will be able to adjust these settings later on if you need to.

1. Details 2. Settings 3. Photo

Group Privacy

☒ This is a public group

- Any site member can join this group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will be visible to any site member

☐ This is a private group

- Only users who request membership and are accepted can join this group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to members of the group.

☐ This is a hidden group

- Only users who are invited can join the group.
- This group will not be listed in the groups directory or search results.
- Group content and activity will only be visible to members of the group.

Group Invitations

Which members of this group are allowed to invite others?

☒ All group members

☐ Group admins and mods only

☐ Group admins only

Email Subscription Defaults

When new users join this group, their default email notification settings will be:

☒ All Email (send emails about everything – recommended only for working groups)

☐ New Topics Email (new topics are sent as they arrive, but not replies – good for small groups)

☐ Daily Digest Email (all daily activity bundles in one email – good for medium-size groups)

☐ Weekly Summary Email (the week's topics – good for large groups)

☐ No Email (users will read this group on the web – good for any group)

Cancel

Back to Previous Step

Next Step



Create a Group

1. Details 2. Settings 3. Photo

Add Group Avatar



Upload Delete

In this step you can add an avatar to your group. Choose a unique image that will appear with your group name throughout the Commons. To skip the avatar upload process, click the "Next Step" button.

Drop your file here
or

Select your File

Select your File

Cancel

Back to Previous Step

Next Step



Congratulations!

Your group 'Add group name here' has been created.

What would you like to do next?

Invite Others to Join this Group

Go to Group



The tooltip style looks like this.



Create a Group + Site

You are creating a connected Group + Site. First, you'll enter your group details, settings, and photo. Then, you'll add your connected Site.

1. Details 2. Settings 3. Photo 4. Add Site

Choose one of your existing sites, or create a new one using the details displayed below.

☒ Use one of your own available sites: Choose a site

☐ Or, create a new site

License

Choose a suitable license for your site's created content.



[Attribution 4.0 International](#)

Choose Different License

Privacy Options

Reminder: Your Group is set to [pull privacy setting from group setup].

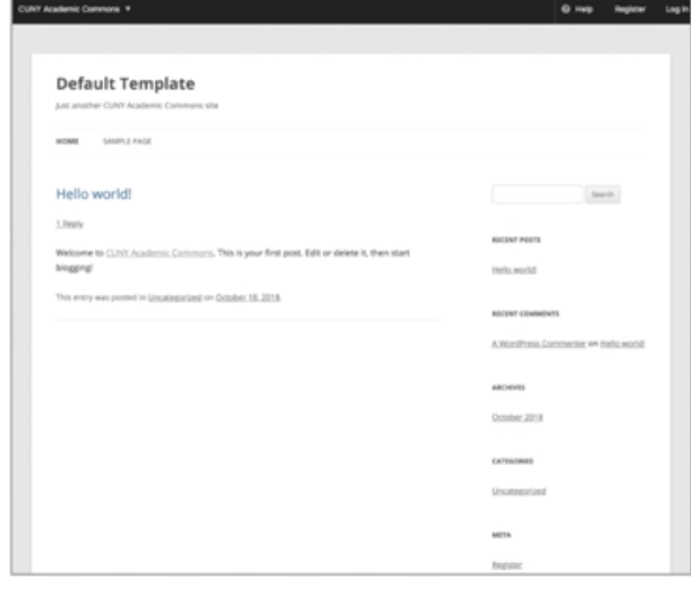
- ☒ I would like my site to be totally public.
- ☐ I would like my site to be publicly accessible, but hidden from search engine results.
- ☐ I would like my site to be visible only to registered users of the CUNY Academic Commons
- ☐ I would like my site to be visible only to users I add to it.
- ☐ I would like my site to be visible only to its Admins.

Site Layout

The Site Layout tool is designed to make the process of creating a Commons site a little easier by helping you choose a design and a collection of plugins that correspond to the purpose of your new site. The following layouts have been suggested by previous Commons users based on their experience.

Your new site will be configured to match the layout you choose below. These configurations are defaults only; they can be changed after your site has been created.

Default Template

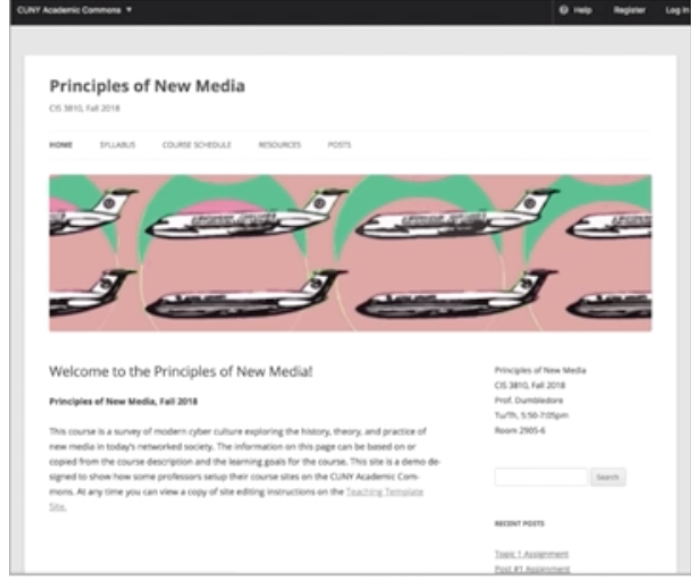


[Default Template demo](#) (link will open in a new window)

The Blog layout is the default and provides a basic design for getting started with a website that features regular posts and content updates. It's a popular design for blogging, reflecting on scholarly work, or sharing regular news updates.

No plugin packages are included.

Teaching Template

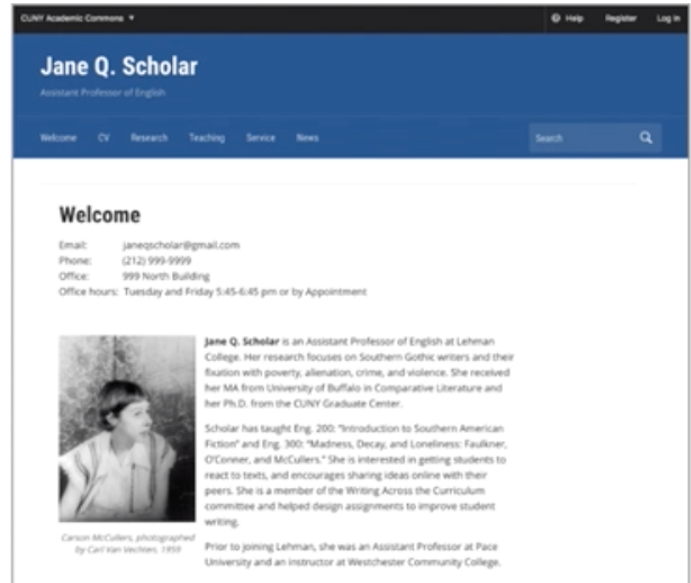


[Teaching Template demo](#) (link will open in a new window)

The Teaching Template launches a WordPress site with a default theme that is preconfigured to meet common needs of those who teach courses. The preloaded menu links to a Home page, Syllabus page and Course Schedule page, as well as categories for Announcements, Resources, and other posts. It also has a set of widgets added to the sidebar and our Teaching Plugin Package preactivated. Learn more about the [Teaching Plugins Package](#) (link opens in new window).

You can change the theme of your site without losing content, but you may have to reconfigure the menu and widgets.

Academic Portfolio Template



[Academic Portfolio Template demo](#) (link will open in a new window)

The Academic Portfolio Template launches a WordPress site pre-configured to present the work of a scholar and teacher. It contains an editable Home Page, CV Page, Research Page(s), Teaching Page, Service Page, and default blog category of "News." Select this template if you want to show off your work.

Group + Site User Roles

Would you like group members to be able to post on the site? ⓘ

- ☒ Yes ☐ No

[Click here for more about Wordpress member roles](#) (link will open in a new window).

Cancel

Back to Previous Step

Next Step



Choose one of your existing sites, or create a new one using the details displayed below.

☐ Use one of your own available sites: Choose a site

☒ Or, create a new site

New Site Details

Site Domain:

Note: The domain cannot be changed once created

.commons.gc.cuny.edu/

Site Title:

Campus (required) ⓘ

Please select

Primary Purpose (required) ⓘ

Please select



Congratulations!

Your group 'Add group name here' and connected site 'Site name here' have been created.

What would you like to do next?

Invite Others to Join this Group

Go to Group

Go to Site





Google Custom Search

Search

- My Commons
- People
- Groups
- Sites
- Papers
- Courses
- Events
- News
- About



Create a Site

By filling out the form below, you can add a site to your account. There is no limit to the number of sites you can have, so create to your heart's content — but please blog responsibly!

Site Details

Site Domain

Note: The domain cannot be changed once created

.commons.gc.cuny.edu/

Site Title

Campus (required)

Please select

Primary Purpose (required)

Please select

License

Choose a suitable license for your site's created content.



Attribution-NonCommercial-ShareAlike 4.0 International

Choose Different License

Privacy Options

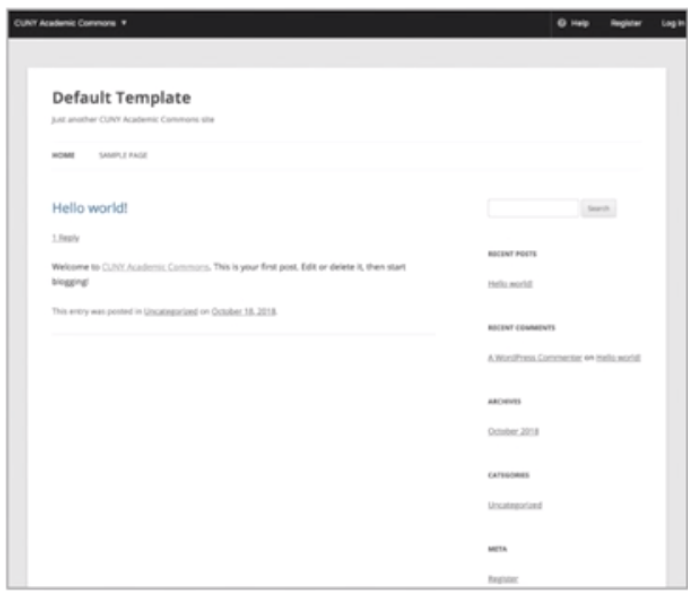
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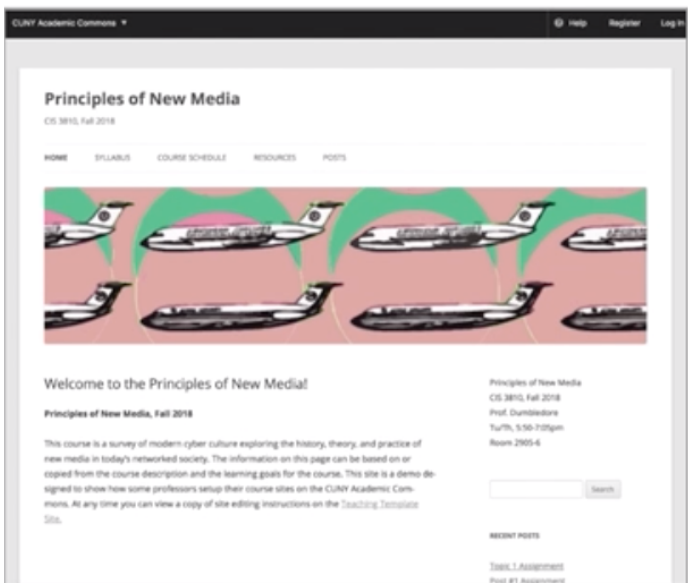


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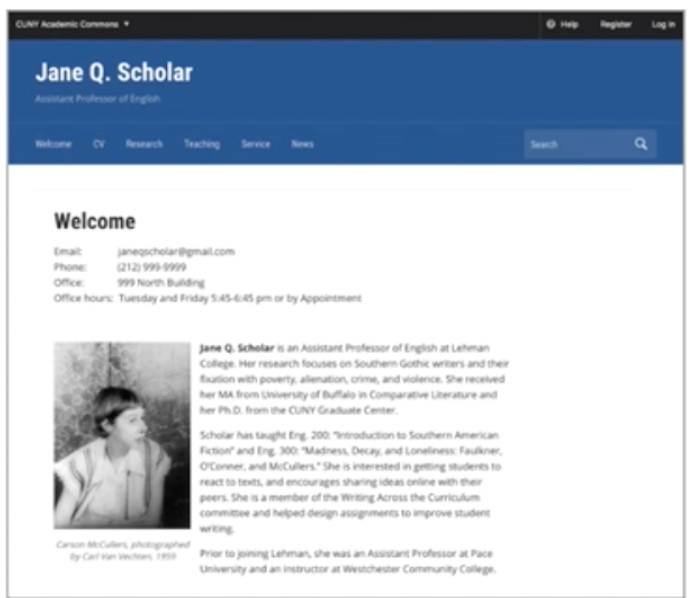


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Create Site



Google Custom Search

Search

- My Commons
- People
- Groups
- Sites
- Papers
- Courses
- Events
- News
- About



Congratulations!

Your site 'Site_name_here' has been created.

What would you like to do next?

Invite Others to Join this Site

Go to Site

