CUNY Academic Commons ▼

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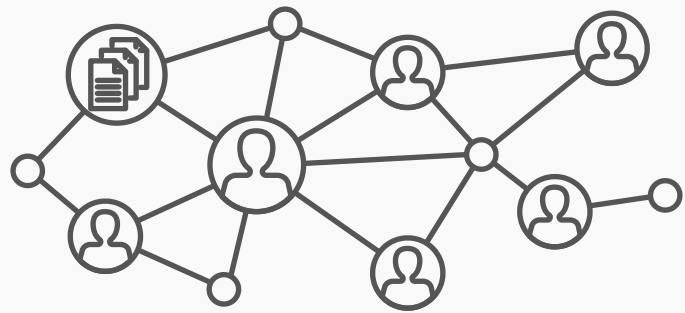
Start creating on the Commons

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.
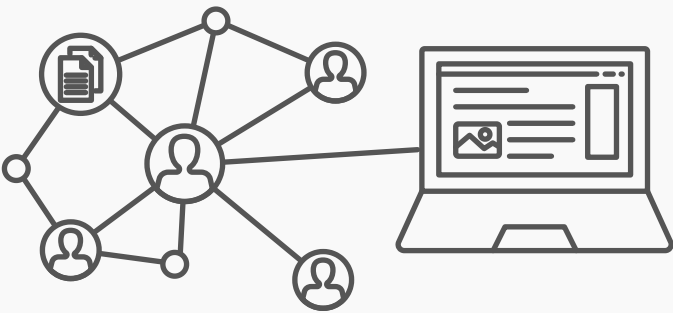
Key Benefits:

▪ 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.

Admin Site Cloning Capability ⓘ

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.

Admin Site Cloning Capability ⓘ

Create a Group + Site

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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**

Create New, Choose or Clone Existing?

You can either create a new site, connect one of your existing sites or clone a site you are an admin of, to connect to your new Group.

○ Create a New Site

○ Connect an Existing Site

● Clone an Existing Site   [Please select a site   ⌄]

Note: For cloned sites, scroll down to adjust License and Privacy settings and see what elements will be copied over.

License

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

CC BY
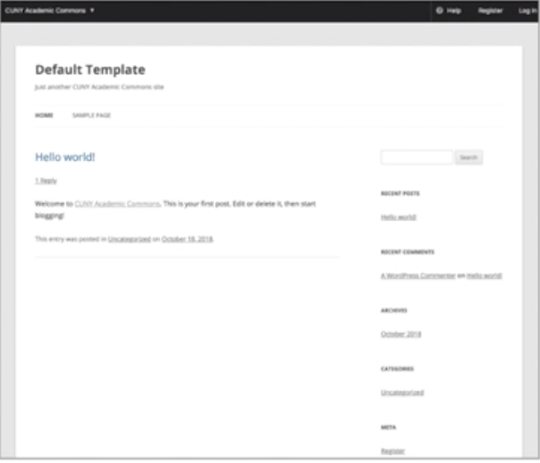[Attribution 4.0 International](#)

[Choose Different License]

Privacy Options

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

● I would like my site to be completely 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

By default, the cloned site will retain the theme/layout of the chosen parent/existing site. These settings can be changed later.

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.

Site Content

The cloned site will contain all content (posts, pages, media, etc) **attributed only to an admin** of the parent/existing site, to avoid permissions issues. Admins may want to change attributions of content before cloning or copy content manually after cloning.

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]

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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!

Create New or Clone Existing?

You can either start fresh with your Site or clone an existing Site (if you are an admin of it) to use as the basis for another site.

○ Create a New Site

● Clone an Existing Site   [Please select a site ▼]

Note: For cloned sites, scroll down to adjust License and Privacy settings and see what elements will be copied over.

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.

[CC BY NC SA]
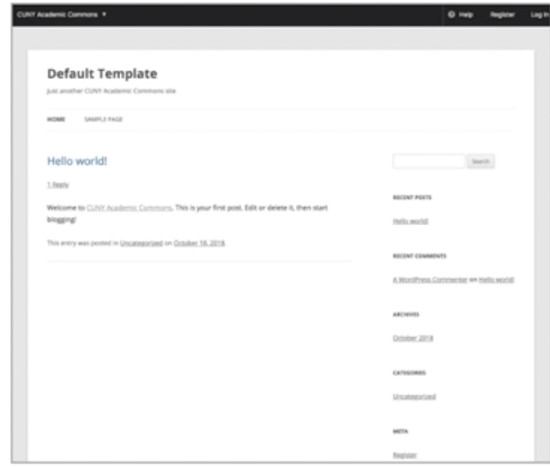Attribution-NonCommercial-ShareAlike 4.0 International

[Choose Different License]

Privacy Options

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[Clone Site]

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Congratulations!

Your site '*Site name here*' has been created, cloned from '*Cloned site name*'.

What would you like to do next?

[Invite Others to Join this Site] [Go to Site]