CUNY ACADEMIC COMMONS

My Commons | People | **Groups** | Sites | Papers | Courses | Events | News | About

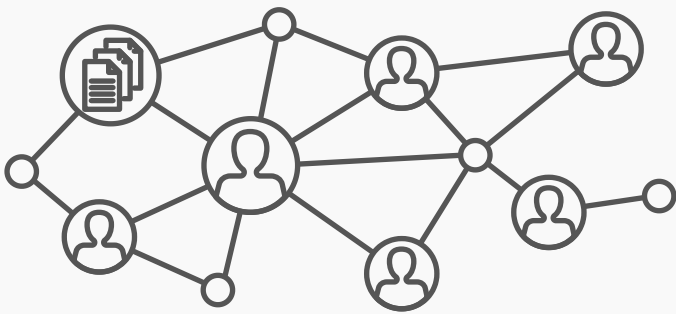## Start creating on the Commons

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

NEW: CLONE A SITE   Dismiss ⊗

We added a new feature for signed in admins. You can now clone one of your existing sites (whether paired with a Group or not) after clicking the "Create a Site" or "Create a Group + Site" buttons below.

Groups	Sites	Connected Group + Site

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.
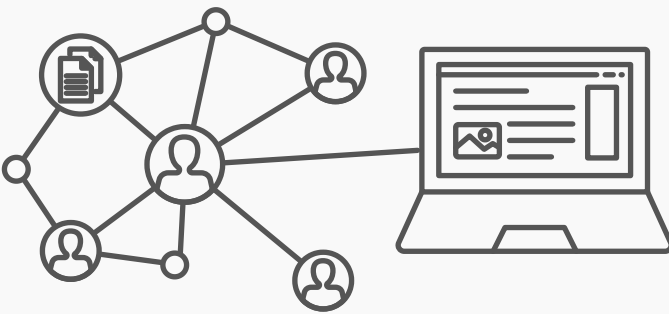
Key Benefits:

- 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

CUNY ACADEMIC COMMONS
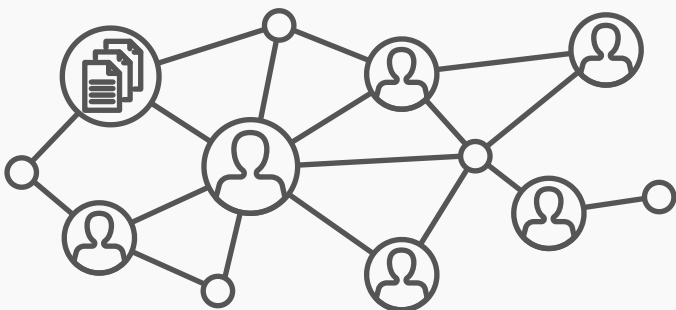
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CUNY ACADEMIC COMMONS

Google Custom Search | Search

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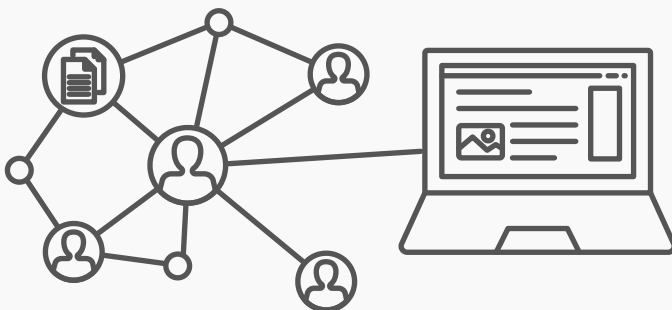
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Create a Group + Site

CUNY ACADEMIC COMMONS

CUNY

Create a Site flow

with new site cloning feature

Google Custom Searc   Search

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

Create a Site

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

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.

[CC BY NC SA]

[Attribution-NonCommercial-ShareAlike 4.0 International](#)

[Choose license]

Privacy Options

◉ 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

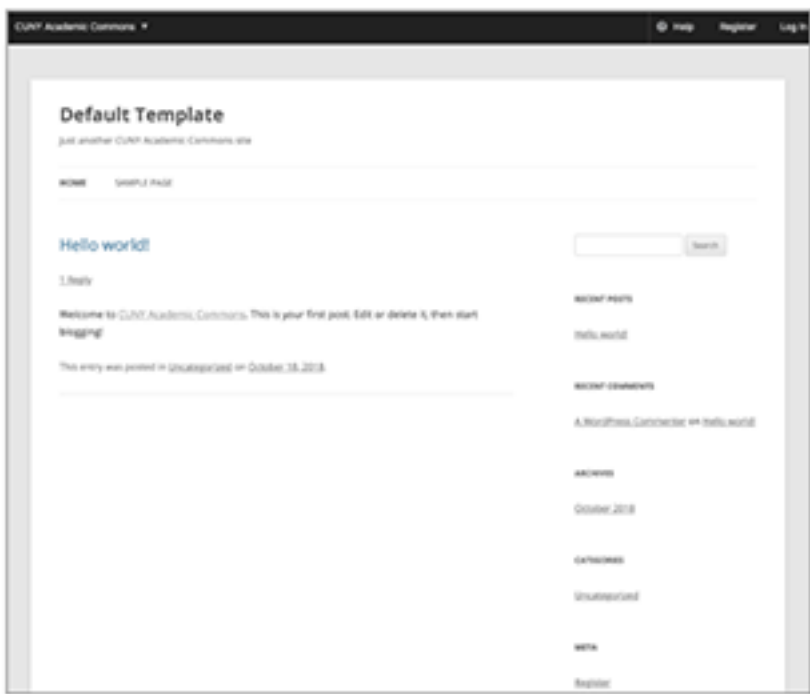○ I would like my site to be visible only to users I add to it.

○ 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.
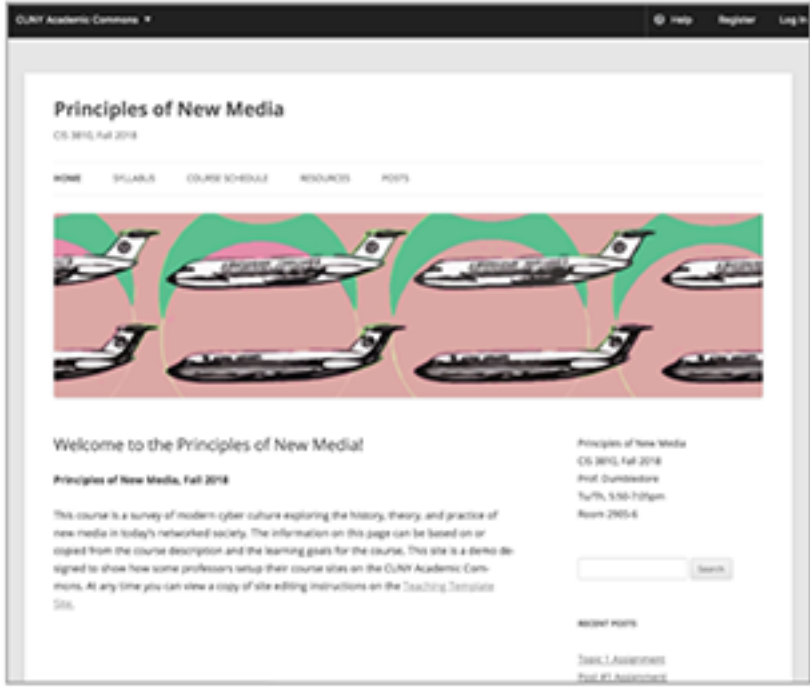
◉ **Default Template**

[Default Template Demo (opens in 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 (opens in new window)](#)

The Teaching Template launches a WordPress site that is pre-configured to meet common needs of those who teach courses using the CUNY Academic Commons. It has editable pre-set Home Page, Syllabus page, Course Schedule page, and a menu with links to pre-configured blog post category archives for Announcements, Resources, and all of your Posts. It also has a set of common widgets added by default to the sidebar, as well as our Teaching Plugin Package pre-activated.

All of these options are editable, but should you select the Teaching Template, we recommend that you do not then select a different theme, as the pre-configured options will no longer be in effect. Select this template if you plan to teach on the Commons, and want to save time in setting up your course site.

○ **Academic Portfolio Template**

[Academic Portfolio Template Demo (opens in 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.

[Create Site]

CUNY ACADEMIC COMMONS

My Commons | People | Groups | **Sites** | Papers | Courses | Events | News | About

Create a Site

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: You can clone any Site of which you're an admin. Use the existing Site link above to ensure you're cloning the right one.

Clone Site

CUNY ACADEMIC COMMONS

Google Custom Searc   Search

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

Create a Site

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

Quantitative Analysis of Sociological Data ▼   https://quantspring20.commons.gc.cuny.edu/

Note: As an admin of a Site, you can choose this option to clone it as the basis for a new one.

By filling out the form below, you can clone the selected existing site above to your account.

Site Details

Site Domain

Note: The domain cannot be changed once created

[   ] .commons.gc.cuny.edu/

Domain of Site being cloned: *quantspring20.commons.gc.cuny.edu*

Site Title

[   ]

Title of Site being cloned: *Quantitative Analysis of Sociological Data*

Campus (required) ⓘ

[✕ Graduate Center] [✕ Brooklyn College]   ▼

Primary Purpose (required) ⓘ

Teaching   ▼

Academic Term (required) ⓘ

Please select ▼   Please select ▼ | **Conditional field**
                                                | if 'Teaching' is selected

Disciplinary Clusters (required) ⓘ

Social Sciences   ▼

License

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

Attribution-NonCommercial-ShareAlike 4.0 International

[Choose Different License]

Privacy Options

● 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 Content

⚠ Only existing site content (posts, pages, media, etc.) authored by any admin-level user will be copied over to the cloned site, to avoid permissions issues.

[Clone Site]

Help | Contact Us | Privacy Policy | Terms of Service | Image Credits | Creative Commons (CC) license   Built with WordPress | Protected by Akismet | Powered by CUNY

Group flow – Cloned site confirmation

CUNY ACADEMIC COMMONS

Google Custom Searc   Search

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

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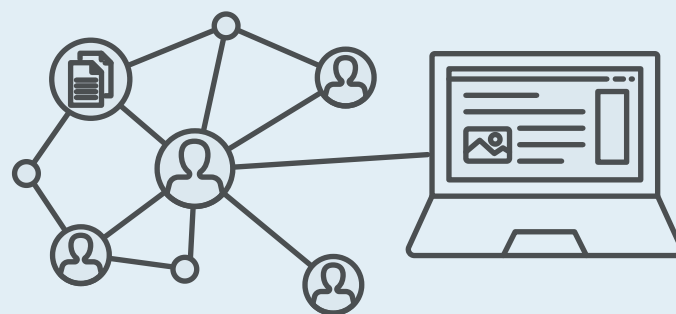
Your site 'Site name here' has been created, cloned from 'Cloned site name'.

What would you like to do next?

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

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Group + Site flow

with new site cloning feature

CUNY ACADEMIC COMMONS

Google Custom Search   Search

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

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 |

Select Type of Site to Connect to Group

◉ Create a New Site

○ Connect an Existing Site

○ Clone an Existing Site

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[   ] .commons.gc.cuny.edu/

Site Title:

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Campus (required) ⓘ

[Please select   ]

Primary Purpose (required) ⓘ

[Please select   ▾]

License

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[CC logo]

Attribution-NonCommercial-ShareAlike 4.0 International
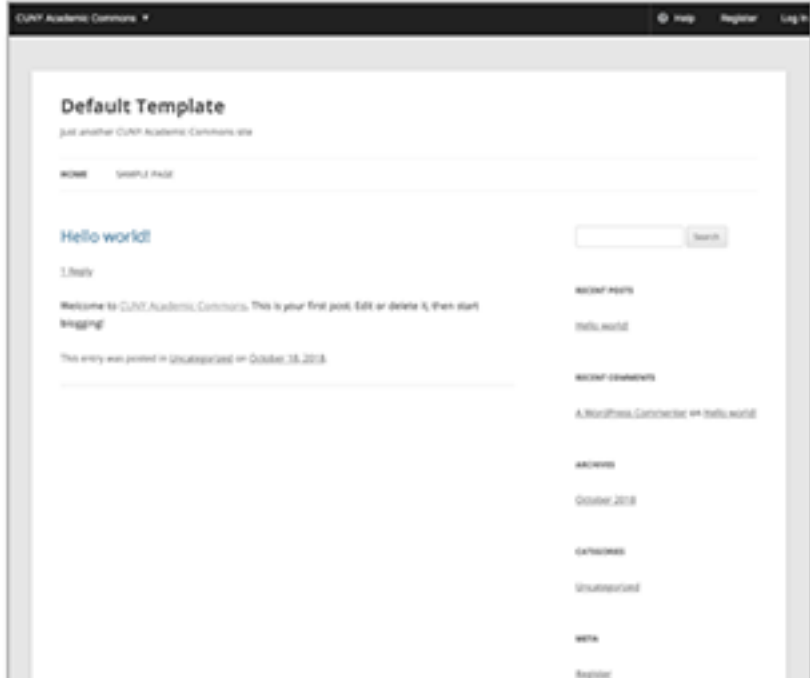
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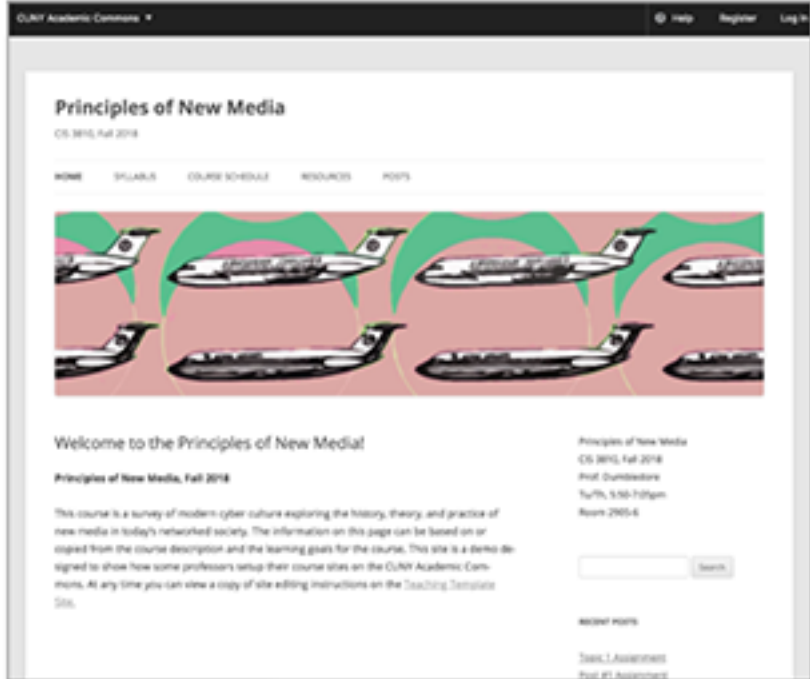
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Default Template Demo (opens in new window)

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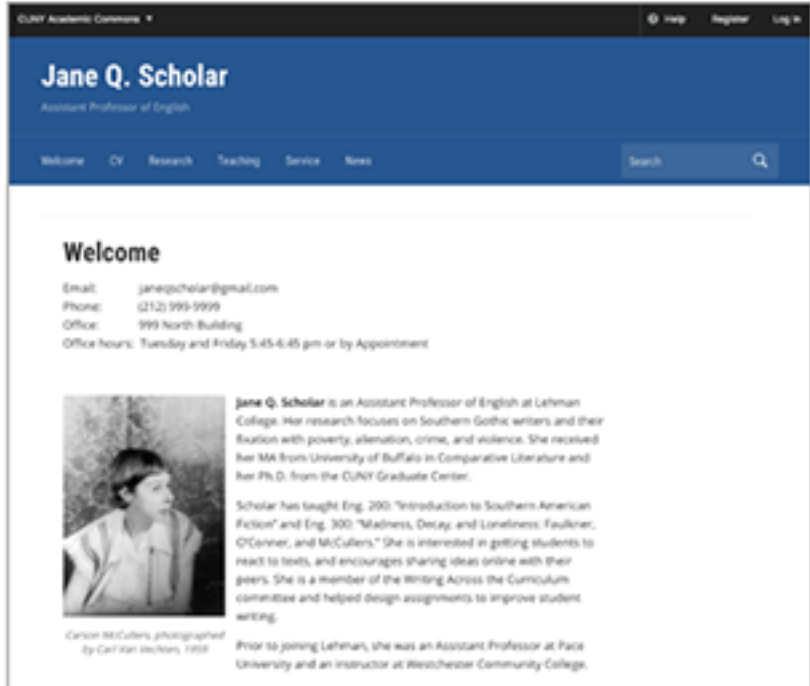No plugin packages are included.

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

Select Type of Site to Connect to Group

○ Create a New Site

● Connect an Existing Site

  [Quantitative Analysis of Sociological Data ⌄]   https://quantspring20.commons.gc.cuny.edu/

  Note: You can connect to any existing Site of which you're an admin, and only if the Site isn't already connected to a Group.

○ Clone an Existing Site

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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[Please select   ▼]   [Please select   ▼] | **Conditional field**
                                                  if 'Teaching' is selected

Disciplinary Clusters (required) ⓘ

[Social Sciences   ▼]

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].

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