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| 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**

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



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



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

# **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 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.

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

Create a Site

**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

## Create a Group

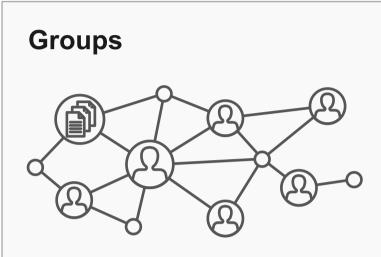




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| My Commons | People | Groups | Sites | Papers | Courses | Events | News | About                  | <b>[</b> ] |

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Create a Group + Site







# Create a Site flow with new site cloning feature

| CUNY                 | ACA         | DEM            |              | COMM           | IONS             |                |               | Q Google Custom Search           | Search |
|----------------------|-------------|----------------|--------------|----------------|------------------|----------------|---------------|----------------------------------|--------|
| My Commons           | People      | Groups         | Sites        | Papers         | Courses          | Events         | News          | About                            | 7      |
| • Create             | v or Clone  | with your Site | e or clone   | an existing Si | te (if you are a | n admin of it, | ) to use as t | he basis for another site.       |        |
| By filling out the f | form below. | you can add a  | a site to vo | our account Th | nere is no limit | to the numbe   | er of sites v | ou can have, so create to your h | eart'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) 0

Please select

## Primary Purpose (required) 0

Please select

# License

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



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

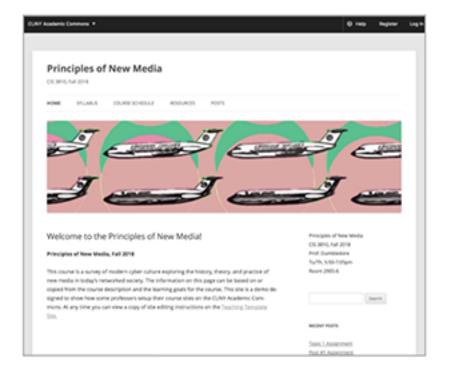
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|  | Register   |

### 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



#### Academic Portfolio 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 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.



| CUN        | IY AC             | ADEN                 |                     | OMM              | IONS                  |                  |                           | Q Go              | ogle Custom Searc | Search |
|------------|-------------------|----------------------|---------------------|------------------|-----------------------|------------------|---------------------------|-------------------|-------------------|--------|
| My Commo   | ons Peop          | le Groups            | Sites               | Papers           | Courses               | Events           | News                      | About             |                   | 2      |
| Create     | a Site            |                      |                     |                  |                       |                  |                           |                   |                   |        |
| Creat      | e New or Cl       | one Existing         | l?                  |                  |                       |                  |                           |                   |                   |        |
|            |                   | -                    |                     | n existing Si    | ite (if you are a     | n admin of it    | :) to use as <sup>-</sup> | the basis for and | other site.       |        |
| $\bigcirc$ | Create a New S    | ite                  |                     |                  |                       |                  |                           |                   |                   |        |
| 0          | Clone an Existi   |                      |                     |                  |                       |                  |                           |                   |                   |        |
|            | Please selec      | t a site             |                     |                  |                       |                  |                           |                   |                   |        |
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| Clone Site |                   |                      |                     |                  |                       |                  |                           |                   |                   |        |
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| Ay Common                    | s People           | Groups                                    | Sites            | Papers          | Courses                | Events         | News           | About             |                  | <b>y</b> 5 |
| Create                       | a Site             |   |                  |                 |                        |                |                |                   |                  |            |
|                              |                    |   |                  |                 |                        |                |                |                   |                  |            |
| Create                       | New or Clor        | ne Existing?                              |                  |                 |                        |                |                |                   |                  |            |
| You can                      | either start fres  | sh with your Site                         | e or clone ai    | n existing Site | e (if you are a        | n admin of it) | to use as t    | he basis for anot | ther site.       |            |
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| y filling out th             | ie form below, you | u can clone the se                        | elected existing | g site above to | your account.          |                |                |                   |                  |            |
| Site Deta                    | ils                |   |                  |                 |                        |                |                |                   |                  |            |
| Site Domain<br>Note: The dom |                    | anged once creat                          | ed               |                 |                        |                |                |                   |                  |            |
|                              |                    |   |                  |                 |                        |                |                | .commons          | s.gc.cuny.edu/   |            |
| Domain of Site               | e being cloned: qu | antspring20.com                           | mons.gc.cuny.    | edu             |                        |                |                |                   |                  |            |
| Site Title                   |                    |   |                  |                 |                        |                |                | ]                 |                  |            |
| Title of Site be             | ing cloned: Quan   | titative Analysis of                      | f Sociological I | Data            |                        |                |                |                   |                  |            |
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 $\checkmark$ 

#### Campus (required) 1

| × Graduate Center | × Brooklyn College |
|-------------------|--------------------|
|                   |                    |

| Teaching                     |        |               |              |   |
|------------------------------|--------|---------------|--------------|---|
| Academic Term (required)     | i      |               |              |   |
| Please select                | $\sim$ | Please select | $\checkmark$ | <b>Conditional field</b><br>if 'Teaching' is selected |
| isciplinary Clusters (requir | ed) i  |               |              |   |
| Social Sciences              |        |               | $\sim$       |   |

# 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. 0
- 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  $\bigcirc$
- 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

<u>/i/</u>

# **CUNY ACADEMIC** COMMONS



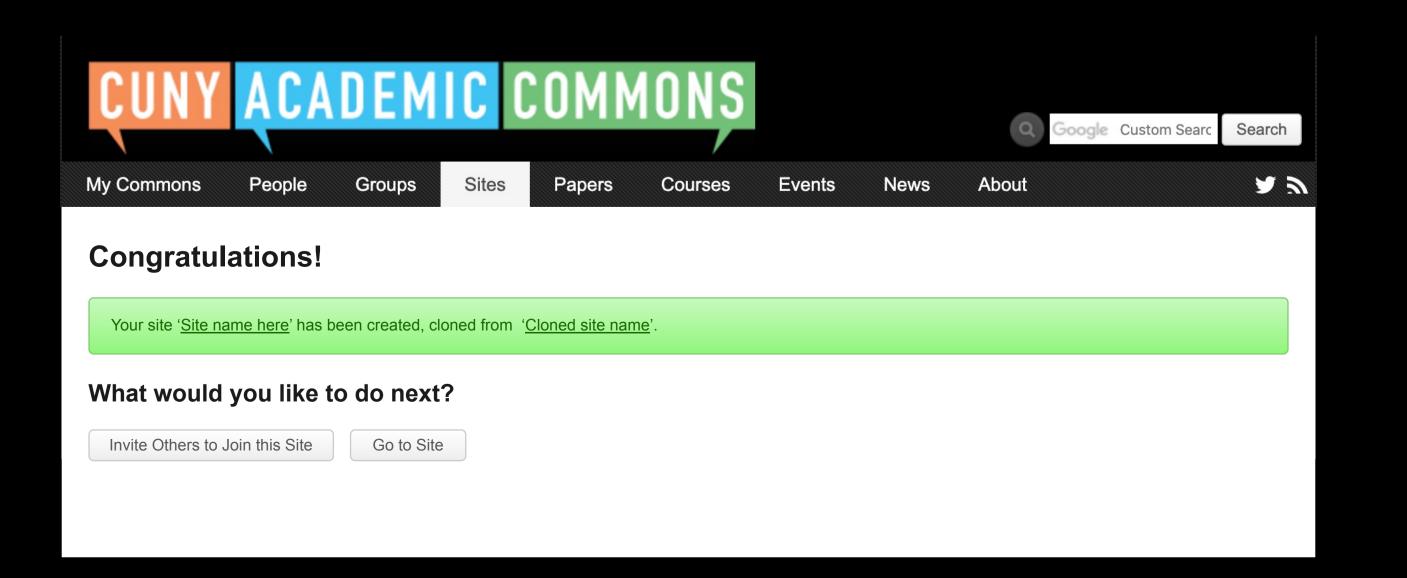


Help | Contact Us | Privacy Policy | Terms of Service | Image Credits | Creative Commons (CC) license Built with WordPress | Protected by Akismet | Powered by CUNY

## Group flow – Cloned site confirmation

CUNY Academic Commons **v** 

Help 0









# Group + Site flow with new site cloning feature

| CUNY             | ACA               | DEM            |                  | OMM            | IONS             |              |             | Q Google Custom Search          | Search     |
|------------------|-------------------|----------------|------------------|----------------|------------------|--------------|-------------|---------------------------------|------------|
| My Commons       | People            | Groups         | Sites            | Papers         | Courses          | Events       | News        | About                           | <b>E N</b> |
| Create a         | Group +           | Site           |                  |                |                  |              |             |                                 |            |
| You are creating | g a connected     | I Group + Site | ∍. First, you'll | l enter your ( | group details, s | ettings, and | photo. Ther | n, you'll add your connected Si | ite.       |
| 1. Details       | 2. Settings       | 3. Photo       | 4. Add Site      |                |                  |              |             |                                 |            |
| Select T         | ype of Site       | e to Conne     | ect to Gro       | oup            |                  |              |             |                                 |            |
| • Crea           | ate a New Site    |                |                  |                |                  |              |             |                                 |            |
| O Conr           | nect an Existing  | Site           |                  |                |                  |              |             |                                 |            |
|                  | e an Existing Sit | ie             |                  |                |                  |              |             |                                 |            |

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/

v

Site Title:

Campus (required) 🛈

Please select

## Primary Purpose (required) 1

Please select

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Choose license

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## Default Template

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| Default Template   |                                    |
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| Principles of New Media   |  |
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| Principles of New Media, Full 2018<br>This course is a survey of modern cyber solver exploring the Mesory, theory, and practice of<br>new media in today's networked society. The information on this page can be based on or<br>soperif from the course description and the lawning gains for the source. This shis is a term de-<br>signed to show here some professors setting there course situ on the CUAP Audernic Com-<br>mons. At any time pice can show a coapy of site editing instructions on the Tracking Termitate | OS 3810, Fail 2018<br>Intel Dumbledore<br>Turlih, 5:50-728pm                 |
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|------------------|----------------------|----------------------|--------------------------|-------------------|----------------------|----------------------|----------------|----------------------------|-----------|-------|
| My Commons       | People               | Groups               | Sites                    | Papers            | Courses              | Events               | News           | About                      |           |       |
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| Select           | ype of Site to       | Connect              | lo Group                 |                   |                      |                      |                |                            |           |       |
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| O Co             | nnect an Existing    | Site                 |                          |                   |                      |                      |                |                            |           |       |
|                  | Quantitative Analys  | sis of Sociologi     | cal Data                 | ► <u>https:</u>   | //quantspring20.     | <u>commons.gc.cu</u> | <u>ny.edu/</u> |                            |           |       |
| No               | te: You can connect  | to any existing S    | Site of which yo         | ou're an admin, a | and only if the Site | isn't already con    | nected to a Gr | oup.                       |           |       |
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| Cancel           |                      |                      |                          |                   |                      |                      |                | Back to Previous Step      | Next Step | ρ     |
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| My Commo     | ns People                                       | Groups             | Sites              | Papers           | Courses              | Events                    | News             | About                        | <b>E</b> 2 |
| Create       | a Group +                                       | Site               |                    |                  |                      |                           |                  |                              |            |
| You are crea | ating a connected                               | Group + Site       | e. First, you'll o | enter your g     | roup details, s      | ettings, and <sub>l</sub> | ohoto. Ther      | n, you'll add your connected | Site.      |
| 1. Detail    | s 2. Settings                                   | 3. Photo           | 4. Add Site        |                  |                      |                           |                  |                              |            |
| Select       | Type of Site to                                 | o Connect t        | o Group            |                  |                      |                           |                  |                              |            |
|              | Create a New Site                               |                    |                    |                  |                      |                           |                  |                              |            |
|              | Connect an Existing S<br>Clone an Existing Site |                    |                    |                  |                      |                           |                  |                              |            |
|              | Please select a site                            |                    | $\sim$             | •                |                      |                           |                  |                              |            |
|              | Note: You can clone an                          | ny Site of which y | rou're an admin. I | Use the existing | g Site link above to | ensure you're c           | cloning the righ | it one.                      |            |
|              |   |                    |                    |                  |                      |                           |                  |                              |            |
| Cancel       |   |                    |                    |                  |                      |                           |                  | Back to Previous Step        | Next Step  |
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| CUNY         | ACADE   | MIC C              | COMMO              | DNS              |                      |                           |                  |                              | CU<br>Ny   |

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| Create                                    | a Group +                       | Site            |                |                |                    |               |                |                                   |            |
| You are crea                              | ing a connected                 | Group + Site    | . First, you'l | l enter your g | group details, s   | settings, and | photo. Ther    | n, you'll add your connected Site | <b>)</b> . |
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| 1. Details                                | 2. Settings                     | 3. Photo        | 4. Add Site    |                |                    |               |                |                                   |            |
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|   | Quantitative Analy              | -               |                |                | //quantspring20.c  |               | <u>ny.edu/</u> |                                   |            |
| N   | ote: As an admin of             | a Site, you can | choose this o  | ption to clone | it as the basis fo | r a new one.  |                |                                   |            |
| Site Deta<br>Site Domain<br>Note: The dom | <b>IS</b><br>ain cannot be chan | ged once create | əd             |                |                    |               |                |                                   |            |
|   |                                 |                 |                |                |                    |               |                | .commons.gc.cuny.edu/             |            |
| Domain of Site                            | being cloned: quan              | ntspring20.com  | nons.gc.cuny.  | edu            |                    |               |                |                                   |            |
|   |                                 |                 |                |                |                    |               |                |                                   |            |

Site Title

Title of Site being cloned: Quantitative Analysis of Sociological Data

### Campus (required) 🚹

| × Graduate Center                | $\checkmark$  |  |              |        |
|----------------------------------|---------------|--|--------------|--------|
| Primary Purpose (required) 🚯     |               |  |              |        |
| Teaching                         |               |  |              | $\sim$ |
| Academic Term (required) i       |               |  |              |        |
| Please select                    | Please select | Conditional field<br>if 'Teaching' is selected |              |        |
| Disciplinary Clusters (required) | i             |  |              |        |
| Social Sciences                  |               |  | $\checkmark$ |        |

# License

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



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 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.

# Group + Site User Roles

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



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

