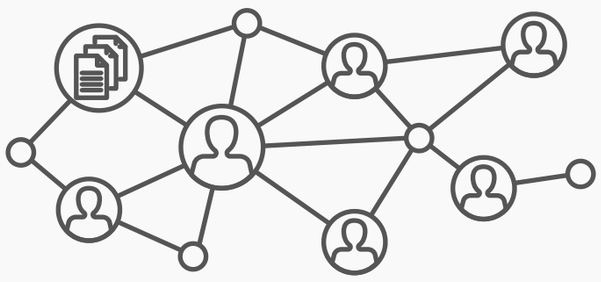
CUNY ACADEMIC COMMONS

Google Custom Search Search

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.

Create a Site

Connected Group + Site

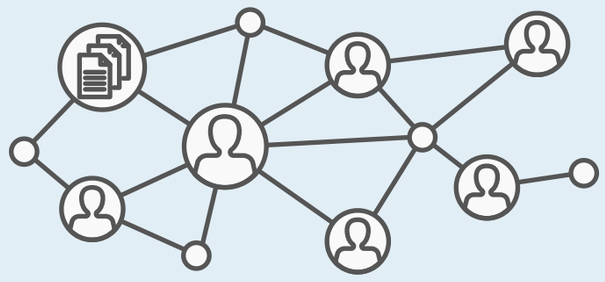
Groups and Sites can be connected, allowing users to match the communication options of a group with the flexibility offered through a site. Privacy options for each space can be set separately.

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



Create a Group flow
with new site cloning feature

Create a Group

Create New or Clone Existing?

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

- (•) Create a New Group
- ( ) Clone an Existing Group

Please add your group details to get started.

1. Details 2. Settings 3. Photo

BODY CONTENT UNCHANGED

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

Create New or Clone Existing?

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

- ○ Create a New Group
- ◉ Clone an Existing Group

Please select a group

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

Create a Group

Create New or Clone Existing?

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

- ○ Create a New Group
- ◉ Clone an Existing Group

CUNY Technology Group ⌄ https://commons.gc.cuny.edu/groups/cuny-technology-group/

Note: As an admin of a Group, 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 group above to your account.

Group Details

Group Name (required)

Group Description (required)

Quick Link

http://cuny.is/

The quick links of the Group being cloned: *http://cuny.is/group-cuny-technology-group*

Campus (required) ⓘ

Baruch College

Primary Purpose (required) ⓘ

Departement/Program/Center ⌄

Campus and Primary Purpose will be auto-populated (leave Term/ Year blank if Teaching, but retain Disciplinary Cluster)

Clone Group

Cloned group confirmation

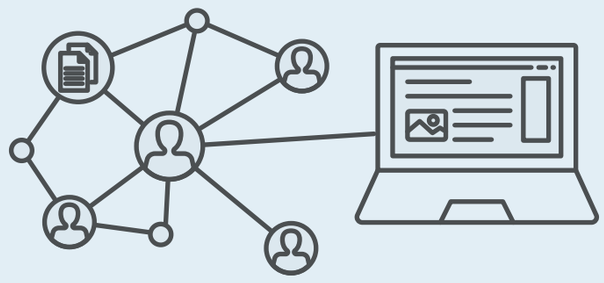
Congratulations!

Your group ‘New Group Name’ has been created, cloned from ‘CUNY Technology Group’.

You’re almost done.

Please click below for steps to make sure your cloned group is ready to use.

Clean up your cloned Group



When cloning a Group with Associated Site

This is how it changes the UI

> > >

Create a Group

Create New or Clone Existing?

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

- ○ Create a New Group
- ◉ Clone an Existing Group

Digital Humanities Initiative ▼ https://commons.gc.cuny.edu/groups/cunydhi/

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

This Group has an associated Site. Would you like to clone the associated site?

- ◉ Yes, clone the Group's associated Site
- ○ Create a new site
- ○ No, don't create a site (I want a stand-alone Group)

GROUP WITH CONNECTED SITE

If a user selects a group with associated site this screen will be the next step

1. Group details 2. Site details

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

Group Details

Group Name (required)

Group Description (required)

Quick Link

http://cuny.is/

The quick links of the Group being cloned: *http://cuny.is/cunydhi-group*

Campus (required) ⓘ

CUNY-wide

Primary Purpose (required) ⓘ

Committee ▼

Campus and Primary Purpose will be auto-populated (leave Term/ Year blank if Teaching, but retain Disciplinary Cluster)

Clone Group

Create a Group

Create New or Clone Existing?

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

- ○ Create a New Group
- ◉ Clone an Existing Group

Digital Humanities Initiative https://commons.gc.cuny.edu/groups/cunydhi/

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

This Group has an associated Site. Would you like to clone the associated site?

- ◉ Yes, clone the Group's associated Site
- ○ Create a new site
- ○ No, don't create a site (I want a stand-alone Group)

GROUP WITH CONNECTED SITE

If a user selects a group with associated site this screen will be the next step

1. Group details **2. Site details**

Site Details

Site Domain

Note: The domain cannot be changed once created

.commons.gc.cuny.edu/

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

Site Title

Title of Site being cloned: *CUNY Digital Humanities Initiative*

Campus (required)

× Graduate Center × Brooklyn College

Primary Purpose (required)

Committee

License

Attribution-NonCommercial-ShareAlike 4.0 International

The existing site's license is carried over to the cloned site. This can be changed later via the Dashboard.

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. By default, the only user account on the cloned site will be the admin creating the clone (more users can be added later). Other admins of the existing site will be notified that it has been cloned, and content authored by other admins on the existing site will still be attributed to them on the cloned 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 Clone Site

Confirmation when cloning a Group + Site

CUNY ACADEMIC COMMONS

Congratulations!

Your group ‘Add group name here’ and connected site ’Site name here’ have been cloned.

You’re almost done.

Please click below for steps to make sure your cloned group is ready to use.

Clean up your cloned Group + Site