

Purpose: Educate users on whether to use a group or a site or a combination and then funnel them into creating it.

Get started creating on the Commons

A sentence explaining that there are two main ways of creating content on the Commons, sites and groups.

Groups

visual representation

Groups pull people together into a shared community space. Groups offer a forum for discussion, repositories for documents and files, and the ability to email all group members. Groups can be public, private, or hidden.

Key features:

- Host Forum discussions
- Post and share files
- Email all users at once and receive notifications of group activity

Frequent uses for Groups include connecting people across CUNY campuses based on shared research interests, collaborating with colleagues, hosting a course with private file-sharing features and discussion forums, and using a discussion forum to replace a listserv.

CREATE A GROUP

Sites

visual representation

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.

Key features:

- Host a WordPress site with a customizable theme 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, building an online academic portfolio, and more.

CREATE A SITE

Connected Group + Site

visual representation

Groups and Sites can be connected, allowing users to take advantage of both spaces. Sites might host public-facing materials, while Groups can be used for private discussions and file sharing. When Groups are connected to Sites, members of the group receive email notifications of new Site posts.

Key features:

- Allows users to connect and integrate public and private spaces
- Syncs membership across connected Groups and Sites
- Facilitates email notification of Site posts
- Allows users to 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 stacking

Get started creating on the Commons

A sentence explaining that there are two main ways of creating content on the Commons, sites and groups.

Groups

visual representation

Groups pull people together into a shared community space. Groups offer a forum for discussion, repositories for documents and files, and the ability to email all group members. Groups can be public, private, or hidden.

[See more to select](#) ▾

Sites

visual representation

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.

[See more to select](#) ▾

Connected Group + Site

GROUP CREATION FLOW

1. Details

Create a Group

Groups Directory

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

Campus (required)

Multi-selector (incl. options 'CUNY wide' and 'n/a')

CUNY wide

Baruch College

Bronx Community College

Brooklyn College

College of Staten Island

College of Technology

Select one or multiple

Graduate Center

Brooklyn College

Primary Purpose (required)

Single select + conditional options

Teaching

Academic Term

Conditional field if 'Teaching' is selected

Select term

Year

Discipline

Multi-select: Conditional field if 'Teaching' is selected

Select discipline

2. Settings (unchanged)

Create a Group

Groups Directory

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

Privacy Options

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 notifications settings will be:

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

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

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

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

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

Cancel

Back to Previous Step

Next Step

3. Photo (unchanged)

Create a Group

Groups Directory

Customize your group with an avatar. In this step you can add an image to your group.

1. Details

2. Settings

3. Photo

Add Group Avatar

Upload an image to use as an avatar for this group. The image will be shown on the main group page, and in search results.

To skip the avatar upload process, click the "Next Step" button.

Upload

Delete

Drop your file here

or

Select your File

Select your File

If you'd like to delete the existing profile photo but not upload a new one, please use the delete tab.

Cancel

Back to Previous Step

Next Step

NEW: Confirmation and next steps for Group only

Congratulations!

Groups Directory

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

Configure Group Settings

GROUP + SITE CREATION FLOW

1. Details

Sections in green are specific to the “Group + Site” flow

Create a Group + Site

Groups Directory

Please add your group details to get started.

1. Details

2. Settings

3. Group Site

4. 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

Campus (required)

Multi-selector (incl. options 'CUNY wide' and 'n/a')

CUNY wide

Baruch College

Bronx Community College

Brooklyn College

College of Staten Island

College of Technology

Select one or multiple

× Graduate Center

× Brooklyn College

Primary Purpose (required)

Single select + conditional options

Teaching

Academic Term

Conditional field if 'Teaching' is selected

Select term

Year

Discipline

Multi-select: Conditional field if 'Teaching' is selected

Select discipline

2. Settings (unchanged)

Create a Group + Site

Groups Directory

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. Group Site

4. Photo

Privacy Options

☒ This is a public group

☐ This is a private group

☐ This is a hidden 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

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.

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 notifications settings will be:

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

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

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

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

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

Cancel

Back to Previous Step

Next Step

3. Group Site

Create a Group + Site

In this step you are connecting an existing site to your new group, or optionally you can create a new site for your group.

1. Details

2. Settings

3. Group Site

4. Photo

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

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 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.

Note: To open demo sites in a new tab without disrupting the site creation process, right-click the URLs.

☒ Default Template

Demo: <https://default-template-demo.commonsgc.cuny.edu>

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

Demo: <https://teaching-template-demo.commonsgc.cuny.edu>

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: <https://academic-portfolio-template-demo.commonsgc.cuny.edu>

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.

Member Options

When ‘Enable member posting’ is checked, new group members will automatically be assigned a role on the group site.

☒ Enable member posting

Default Administrator Role:

☒ Administrator

☐ Editor

☐ Author

☐ Contributor

☐ Subscriber

Default Moderator Role:

☐ Administrator

☒ Editor

☐ Author

☐ Contributor

☐ Subscriber

Default Member Role:

☐ Administrator

☐ Editor

☒ Author

☐ Contributor

☐ Subscriber

Note: These settings only affect new group members. To sync existing group member roles to your site, click ‘Sync Roles’.

Sync roles

A bit about WordPress member roles:

Administrator – Somebody who has access to all the administration features.

Editor – Somebody who can publish posts, manage posts as well as manage other people’s posts, etc.

Author – Somebody who can publish and manage their own posts.

Contributor – Somebody who can write and manage their posts but not publish posts.

Subscriber – Somebody who can read comments/comment/receive newsletters, etc.

Cancel

Back to Previous Step

Next Step

4. Photo (unchanged)

Create a Group + Site

Groups Directory

Customize your group with an avatar. In this step you can add an image to your group.

1. Details

2. Settings

3. Group Site

4. Photo

Add Group Avatar

Upload an image to use as an avatar for this group. The image will be shown on the main group page, and in search results.

To skip the avatar upload process, click the “Next Step” button.

Upload

Delete

Drop your file here

or

Select your File

Select your File

If you’d like to delete the existing profile photo but not upload a new one, please use the delete tab.

Cancel

Back to Previous Step

Next Step

NEW: Confirmation and next steps for Group + Site

Congratulations!

Groups Directory

Your group ‘Add group name here’ hand connected site have been created.

What would you like to do next?

Invite Others to Join this Group

Go to Group

Configure Group Settings

Your site details

<https://uxtesting1.commonsgc.cuny.edu> is your new site. Log in as “[sonjaleix](#)” using your existing password to start publishing content.

Go to Site

GROUP CREATION ADMINISTRATION

Manage Group

My Commons

People

Groups

Sites

Papers

Courses

Events

News

About

Testing UX for Groups

Home

Forum

Events

Site

Papers

Files

Please complete your group setup by [configure your group settings](#).

Testing UX for Groups

Hidden Group

active 25 days ago

Group Admins

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc non tellus vitae tellus accumsan pulvinar. Aliquam a enim sagittis, tristique nisl id, sollicitudin est. Mauris dignissim vel orci id placerat. Sed fringilla ante at diam efficitur, quis sollicitudin velit suscipit.

Email the Group:

testing-ux-for-groups@groups.commonsgc.cuny.edu

?

Quick Link:

http://cuny.is/group-testing-ux-for-groups

Your email status is

All Email

(change)

My Commons

People

Groups

Sites

Papers

Courses

Events

News

About

Testing UX for Groups

Home

Forum

Events

Site

Papers

Files

Docs

Members1

Send Invites

Digital Research Tools

Email Options

Manage

Testing UX for Groups

Hidden Group

active 25 days ago

Email the Group:

testing-ux-for-groups@groups.commonsgc.cuny.edu

?

Quick Link:

http://cuny.is/group-testing-ux-for-groups

Your email status is

All Email

(change)

Details

Settings

Photo

Members

Files

Group Site

Events

Digital Research Tools

Forum

Social Media Accounts

External Blogs

Delete

* Group Name

Testing UX for Groups

* Group Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc non tellus vitae tellus accumsan pulvinar. Aliquam a enim sagittis, tristique nisl id, sollicitudin est. Mauris dignissim vel orci id placerat. Sed fringilla ante at diam efficitur, quis sollicitudin velit suscipit.

New Topic Email Address

Customize the new topic email address for your group.

testing-ux-for-groups@groups.commonsgc.cuny.edu

Quick Link

http://cuny.is/group-testing-ux-for-groups

Campus

× Baruch College

× Graduate Center

Primary Purpose

Teaching

Academic Term

Winter

2018

Discipline

Select discipline

Notify group members of changes via email

Yes

No

Save Changes

Highlight these fields if the info is missing:

Campus

Please select

Primary Purpose

Please select

Conditional fields when 'Teaching' is selected as Primary purpose

SITE CREATION FLOW

Site creation page

Create a Site

Sites Directory

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

- ☒ 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
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Create Site

Campus (required) ⓘ

Multi-select

|

CUNY wide

Baruch College

Bronx Community College

Brooklyn College

College of Staten Island

College of Technology



× Graduate Center

× Brooklyn College

Primary Purpose (required) ⓘ

Teaching

Academic Term ⓘ

Select term

▼

Year

Discipline ⓘ Conditional option for ‘Teaching’

Select discipline

NEW: Confirmation and next steps

Congratulations!

Sites Directory

You have successfully registered a new site.

Your site details

<https://uxtesting1.commonsgc.cuny.edu> is your new site. Log in as “[sonjaleix](#)” using your existing password to start publishing content.

Invite Others to join this Site

Go to Site

SITE CREATION ADMINISTRATION

Dashboard settings

CUNY Academic Commons

Log Out

Testing UX for Sites

0

New

Help

0

Dashboard

Posts

Media

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

General

Writing

Reading

Discussion

Media

Permalinks

Akismet Anti-Spam

Auto-Close

Cookies for Comments

Simple TB Validation

Hypothesis

Insanity

WP Accessibility

2019-01-15

Y-m-d

01/15/2019

m/d/Y

15/01/2019

d/m/Y

Custom:

F j, Y

Preview: January 15, 2019

Time Format

9:12 am

g:i a

9:12 AM

g:i A

09:12

H:i

Custom:

g:i a

Preview: 9:12 am

[Documentation on date and time formatting.](#)

Week Starts On

Monday

Campus

Graduate Center

Primary Purpose

Teaching

Academic Term

Winter

2018

Discipline

Social Sciences

Save Changes

These fields are conditional and only show display if 'Teaching' is selected for the primary purpose.

Dashboard notification about missing meta data for old sites

We could add a dashboard notice for old sites to add the metadata.

CUNY Academic Commons

Log Out

Testing UX for Sites

0

New

Help

0

Dashboard

Posts

Media

Pages

Dashboard

Meta Data: We're now collecting meta data on all sites and groups to help you... purpose and goals of this initiative. Please [add your meta data here.](#)