

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

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

Groups

visual representation

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

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

visual representation

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

visual representation

Groups and Sites can be connected, allowing users to link and 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 posts to the connected Site.

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

Mobile stacking


Get started creating on the Commons

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

Groups

visual representation

Groups offer a shared community space with discussion forums, document and file repositories, and email communication options. Groups can be public, private, or hidden.


[Learn More](#) 

CREATE A GROUP

Sites

visual representation

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.

[Learn More](#) 

CREATE A SITE

Connected Group + Site

GROUP CREATION FLOW

1. Details

Create a Group

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 (required)

Conditional field if 'Teaching' is selected

Select term

Year

Disciplinary Clusters (required)

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

Select discipline

2. Settings (unchanged)

Create a Group

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

Group Privacy

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

Group Email Frequency

When new users join this group, their default email notifications settings will be:

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

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

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

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

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

Cancel

Back to Previous Step

Next Step

3. Photo (unchanged)

Create a Group

1. Details

2. Settings

3. Photo

Add Group Avatar

In this step you can add an avatar to your group. Choose a unique image that will appear with your group name throughout the Commons. 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!

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

GROUP + SITE CREATION FLOW

1. Details

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

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. Details2. Settings3. Photo4. Add Site

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 (required) ⓘConditional field if 'Teaching' is selected

Select term

Year

Disciplinary Clusters (required) ⓘMulti-select: Conditional field if 'Teaching' is selected

Select discipline

2. Settings (option order changed)

Create a Group + Site

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. Details2. Settings3. Photo4. Add Site

Group Privacy

☒ 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

Group Email Frequency

When new users join this group, their default email notifications settings will be:

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

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

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

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

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

Cancel

Back to Previous Step

Next Step

3. Photo (some copy changes)

Create a Group + Site

1. Details2. Settings3. Photo4. Add Site

Add Group Avatar

UploadDelete

Drop your file here

or

Select your File

Select your File

In this step you can add an avatar to your group. Choose a unique image that will appear with your group name throughout the Commons. To skip the avatar upload process, click the "Next Step" button.

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

4. Add Site

Create a Group + Site

In this step, you will create a new site to connect to your group. Or, you can connect an existing site.

1. Details2. Settings3. Photo4. Add Site

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

If this option is selected, the section "New Site Details" won't display. These selectors are toggles.

☒ 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

Site License

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

Attribution-NonCommercial-ShareAlike 4.0 International

Choose Different License

Site Privacy

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

☒ I would like my site to be publicly 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 (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.

☐ Teaching Template

Teaching Template demo (link will open in a new window)

The Teaching Template launches a WordPress site with a default theme that is pre configured to meet common needs of those who teach courses. The preloaded menu links to a Home page, Syllabus page and Course Schedule page, as well as categories for Announcements, Resources, and other posts. It also has a set of widgets added to the sidebar and our Teaching Plugin Package preactivated. Learn more about the Teaching Plugins Package (link opens in new window).

You can change the theme of your site without losing content, but you may have to reconfigure the menu and widgets.

☐ Academic Portfolio Template

Academic Portfolio Template demo (link will open in a 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.

Group+Site User Roles

Would you like group members to be able to post on the site? If you choose "Yes" Group members will be added as "Authors" on the Site. If you choose "No", Group members will be added as "Subscribers" on the Site.

☒ Yes

☐ No

*Answer maps to member Wordpress roles (see tooltip)

Click [here](#) for more about Wordpress member roles.

Cancel

Back to Previous Step

Next Step

NEW: Confirmation and next steps for Group + Site

Congratulations!

Your group 'Add group name here' and connected site 'Site name here' have been created.

What would you like to do next?

Invite Others to Join this Group + Site

Go to Group

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

Members 1

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

Disciplinary Clusters

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 (required)

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
- ☐ 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.

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Create Site

Campus (required) ⓘ

Multi-selector (incl. options ‘CUNY

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 + condition

Teaching

Academic Term (required) ⓘ

Conditional field if ‘Teach

Select term

▼

Year

Disciplinary Clusters (required) ⓘ

Multi-select: Con

if ‘Teaching’ is sel

Select discipline

NEW: Confirmation and next steps

Congratulations!

Sites Directory

Your site ‘[Site name here](#)’ has been created.

What would you like to do next?

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

Disciplinary Clusters

Social Sciences

Save Changes

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

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.](#)