



Search

My Commons

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Groups

Sites

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Courses

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News

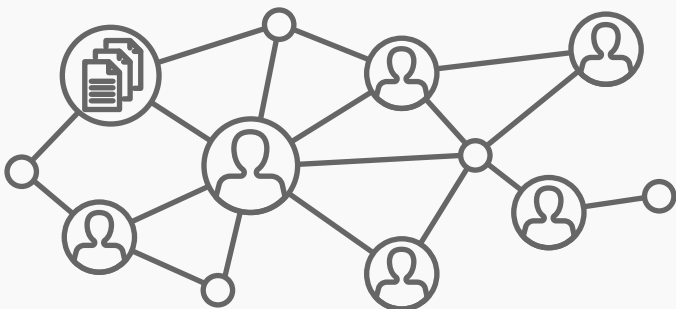
About



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



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



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.

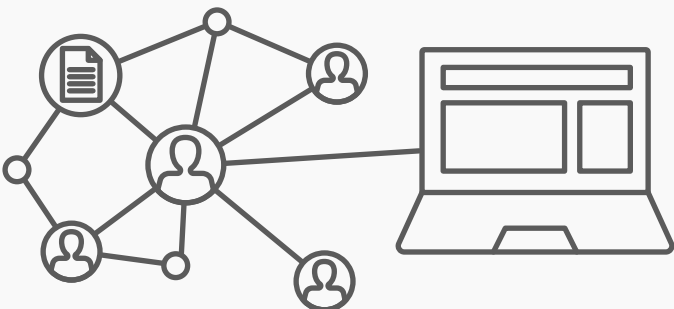
Key features:

- 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



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



CUNY Academic Commons

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Create a Group

Group 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

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Create a Group

Group 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

☐ 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 the 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 notification 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

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Create a Group

Group 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

Delete

Drop your file here

or

Select your File

Select your File

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, hit 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

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Congratulations!

Group 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

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TOOLTIP

The tooltip style looks like this.

Campus (required)

BUTTON HOVER

Invite Others to Join this Group

→

Invite Others to Join this Group



Create a Group + Site

[Group Directory](#)

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

License

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



[Attribution 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.

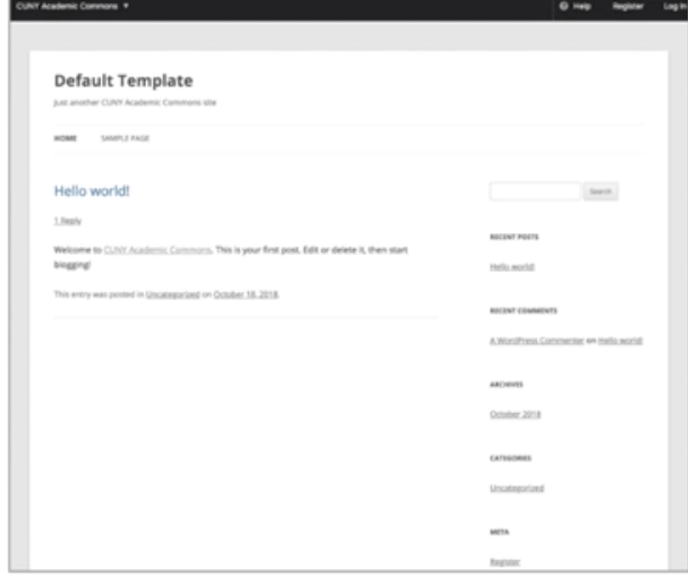
Site Layout

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

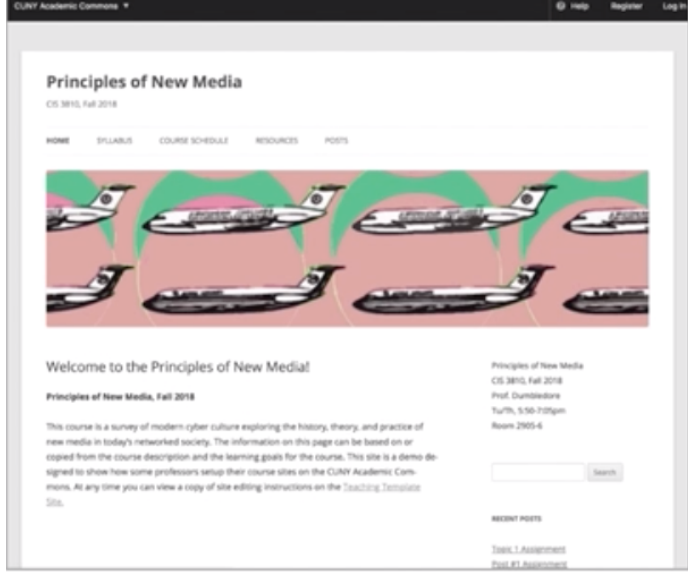


Demo: <https://default-template-demo.commons.gc.cuny.edu>

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

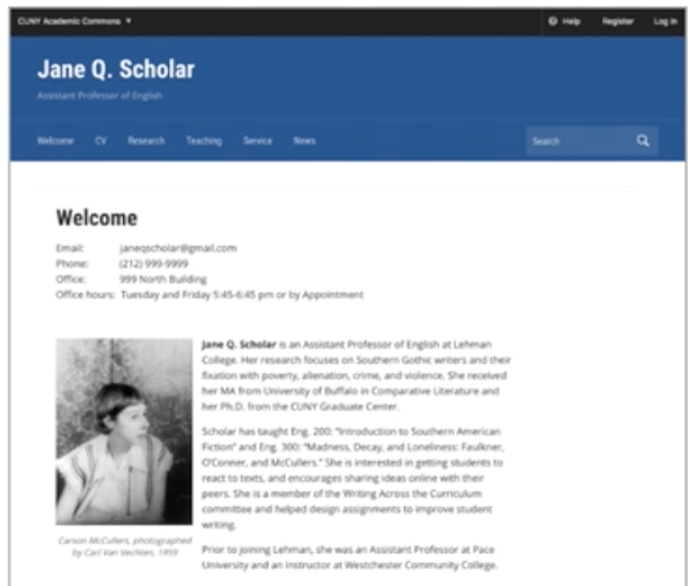


Demo: <https://teaching-template-demo.commons.gc.cuny.edu>

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.commons.gc.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.

Default Member Settings

These are the default settings for your members. You can change these settings ... copy TBD.

Default Administrator Role: Administrator
An Administrator has access to all the administration features.

Default Moderator Role: Editor
An Editor can publish posts, manage posts as well as manage other people's posts, etc.

Default Member Role: Author
An Author can publish and manage their own posts.

[Cancel](#)

[Back to Previous Step](#)

[Next Step](#)



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



Congratulations!

[Group Directory](#)

Congrats your group '[Add group name here](#)' and connected site '[Site name here](#)' have been created.

You can visit the group or begin designing and adding content to the site. You can also invite others to join your group/site.

[Invite Others to Join this Group + Site](#)

[Go to Group](#)

[Go to Site](#)





Google Custom Search

Search

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



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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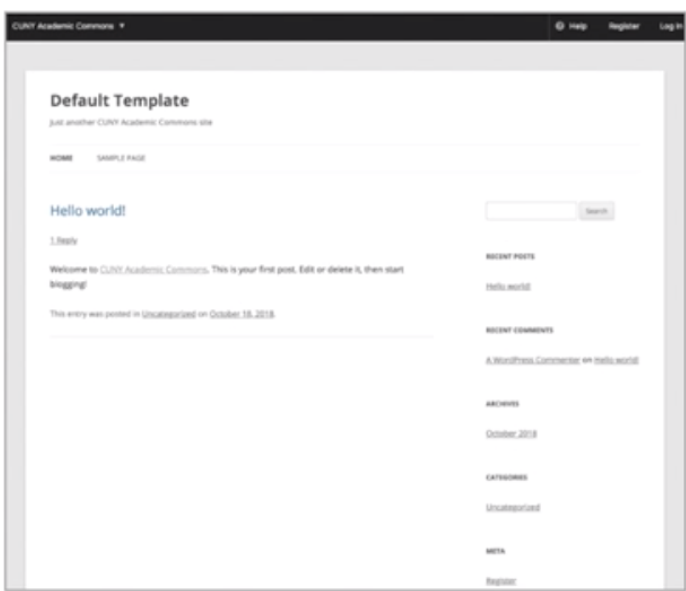
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Default Template

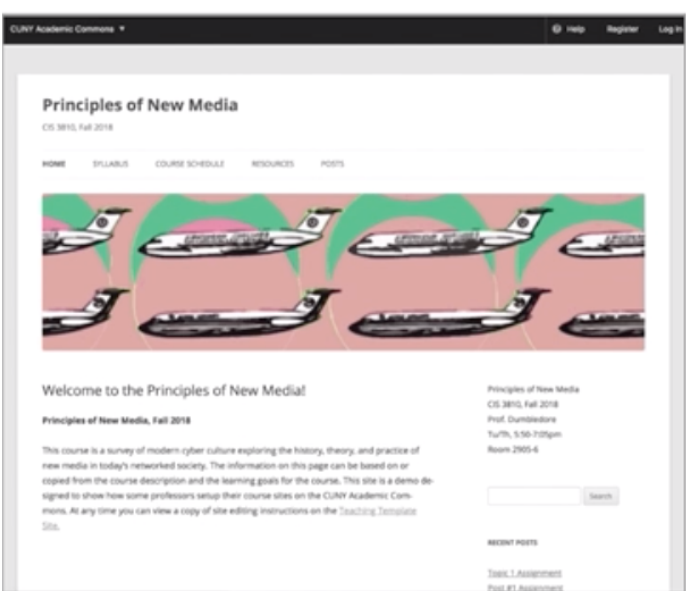


Demo: <https://default-template-demo.commons.gc.cuny.edu>

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.

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Teaching Template

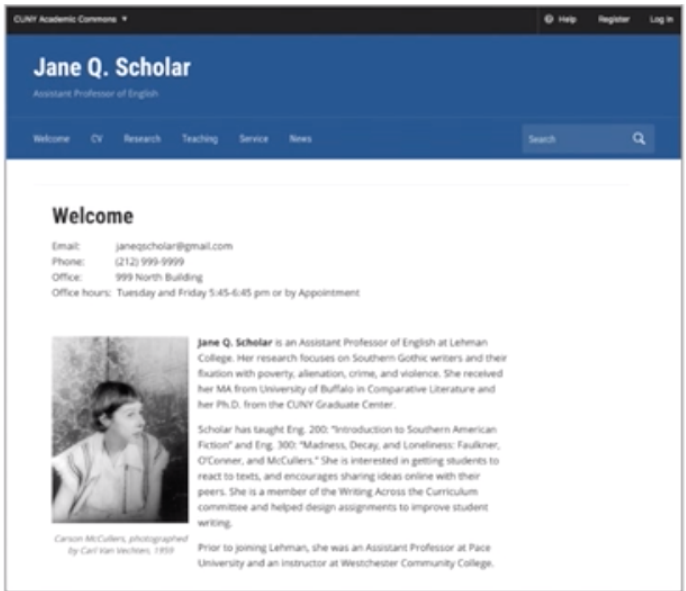


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Create Site



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Google Custom Search

Search

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



Congratulations!

Sites Directory

You have successfully registered a new site '[Add site name here](#)'.

What would you like to do next?

- Invite Others to Join this Site
- Go to Site



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