

SITE / GROUP CREATION PORTAL

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

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 are Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc non tellus vitae tellus accumsan pulvinar. Aliquam a enim sagittis, tristique id, sollicitudin est.

visual representation

Key features of a group:

- Collaboration tools
- Easy setup
- Focus on connection with other Commons members

Common uses for groups include committee work, project workspaces...

CREATE A GROUP

Sites

Sites are Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc non tellus vitae tellus accumsan pulvinar. Aliquam a enim sagittis, tristique nisl id, sollicitudin est.

visual representation

Key features of a site:

- Traditional WordPress
- Highly customizable and flexible
- Can be public or private, but especially good for public work

Common uses for sites include teaching a class, leading a program, research platform...

CREATE A SITE

_____ or _____

Group with associated Site

Get all the features of groups and sites and use them together to power your curriculum, course, etc.

Example:
Use a public course site to host materials and use a private group to send out emails to the class and to share files.

LEARN MORE

visual representation

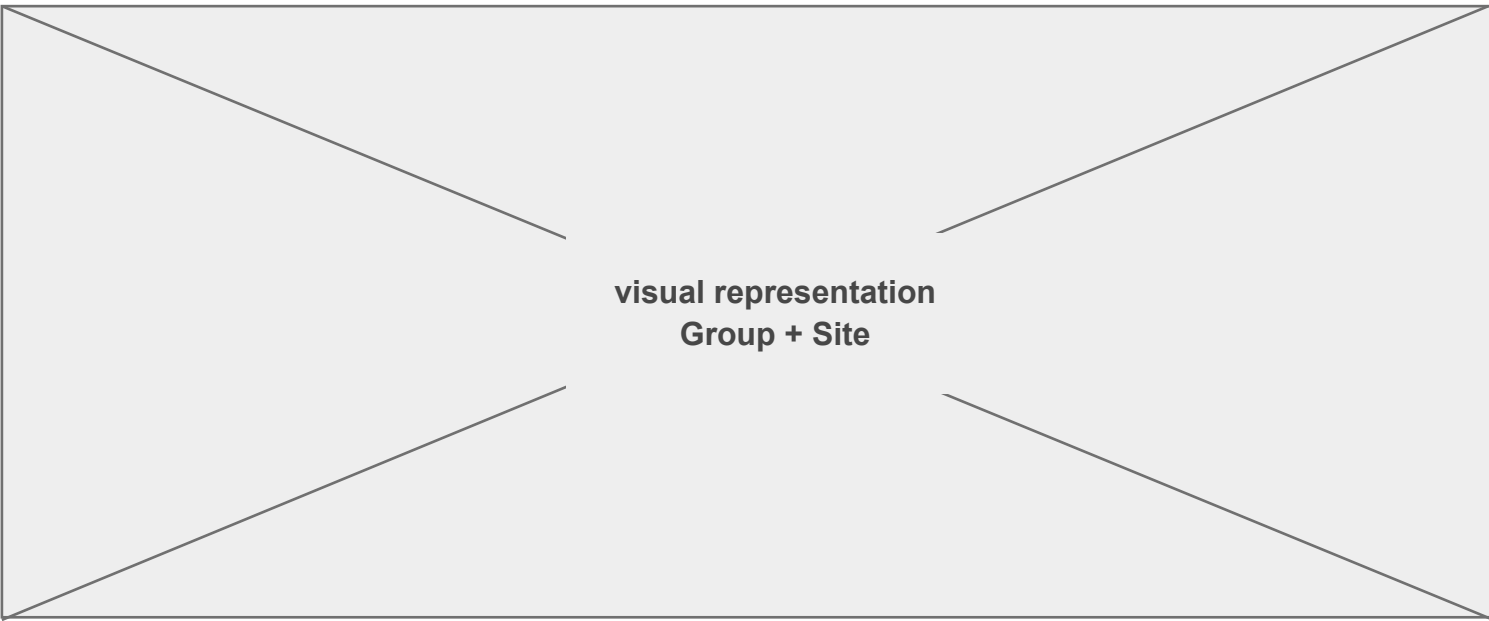
GROUP + SITE INTERMITTEN SCREEN

Purpose: Educate user on what’s about to happen: they will create a group and a site in this flow. This could in effect be where “Learn more” could link to.

Creating a Group and Site

You’re about to create a CUNY Group and associate a new or existing Site with the group. What does this mean?

It means you’ll get all the features of groups and sites and you can use them together to power your curriculums, courses, etc. See below the key features of groups and sites individually and how CUNY members utilize both together.



The features of Commons Groups and Sites

Group

Groups are Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc non tellus vitae tellus accumsan pulvinar. Aliquam a enim sagittis, tristique id, sollicitudin est.

Key features of a group:

- Collaboration tools
- Easy setup
- Focus on connection with other Commons members

Common uses for groups include committee work, project workspaces...

Site

Sites are Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc non tellus vitae tellus accumsan pulvinar. Aliquam a enim sagittis, tristique nisl id, sollicitudin est.

Key features of a site:

- Traditional WordPress
- Highly customizable and flexible
- Can be public or private, but especially good for public work

Common uses for sites include teaching a class, leading a program, research platform...

The power of associating a Group with a Site

Here we can help users better understand the power of combining those two entities together, maybe share some examples of how CUNY members use Groups + Sites (common use cases), list features that is unique to this combination, etc.

CREATE A GROUP + SITE

GROUP CREATION FLOW

1. Details

Sections and elements in green only display if "CREATE A GROUP + SITE" has been selected on portal screen

Create a Group

Groups Directory

A short intro to creating groups...

1. Details

2. Settings

3. Group Site

3/4. Photo

Group Name (required)

Group Description (required)

Quick Link

Note: This link cannot be changed once created

http://cuny.is/

Campus (required) ⓘ

Please select

Primary Purpose (required) ⓘ

Please select

Create Group and Continue

Campus selector (include options 'CUNY wide' and 'n/a')

CUNY wide

Baruch College

Bronx Community College

Brooklyn College

College of Staten Island

College of Technology

×

Graduate Center

Primary purpose selector > additional options

Primary Purpose (required) ⓘ

Teaching a course

Academic Term ⓘ (This conditional field appears if 'Teaching a course' is selected)

Select term

Year

Options: [Winter | Spring | Summer | Fall]
Would users select one option or multiple terms?

2. Settings (unchanged)

Create a Group

Groups Directory

A short intro to creating groups...

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. Group Site

Group Site

☒ Enable group site *Let's discuss: Will we still need this option if someone deliberately picked the Group + Site option?*

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

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 match the layout you choose below. These configurations are defaults only; they can be changed after your site has been created.

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.

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

Conditional field for academic term:

Primary Purpose (required) ⓘ

Teaching a course

Academic Term

Select term

Year

Options: [Winter | Spring | Summer | Fall]
Would users select one option or multiple terms?

3./4. Photo (unchanged)

Create a Group

Groups Directory

A short intro to creating groups...

1. Details

2. Settings

3. Photo

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

Create a Group

Groups Directory

Congratulations! Your group has been created.

What would you like to do next?

Invite Others to Join this Group

Go to Group

Configure Group Settings

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 a course

Academic Term

Winter

2018

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

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

▼



Conditional field for academic term:

Primary Purpose (required) ⓘ

Teaching a course

Academic Term

Select term

▼

Year

Options: [Winter | Spring | Summer | Fall]
Would users select one option or multiple terms?

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.

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

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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.

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Create Site

NEW: Confirmation and next steps

Create a Site

Sites Directory

Congratulations! 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

Help0

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

Imsanity

WP Accessibility

Collapse menu

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 a course

Academic Term

Winter

2018

Save Changes

Thank you for creating with [WordPress.](#)

Version 4.9.9

This field should be required. Once an old site user is on this page They can't save changes unless they provide this info.

These fields are conditional and only show display if 'Teaching a course' 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

Help0

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.](#)