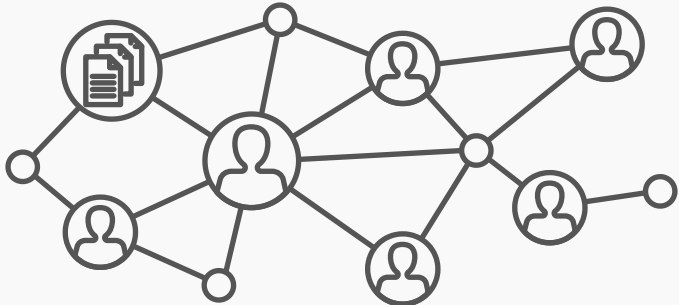




## Start creating on the Commons

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.

 Admins can clone their sites 

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.

 Admins can clone their sites 

Create a Group + Site



If you are **signed in as an admin** of an existing Site (whether paired with a Group or not), you can clone it after clicking the Create a Site or Create a Group + Site button below.

 Admins can clone their sites 



Custom Search

Search

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



## 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. Details
2. Settings
3. Photo
4. Add Site

### Create New, Connect or Clone Existing?

You can either create a new site, connect one of your existing sites or clone a site you are an admin of, to connect to your new Group.

- ☐ Create a New Site
- ☒ Connect or Clone an Existing Site

Quantitative Analysis of Sociological Data

▼

☒ Clone this Site

*Note: An admin of a Site can choose to clone it here to use as the basis for a new Site. Scroll down to adjust the clone's License and Privacy settings and see what elements will be copied over.*

### 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.



Choose Different License

### 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 Layout + Content



The cloned site will retain the theme/layout of the chosen parent/existing site. These settings can be changed later. Only existing Site content authored by admins (posts, pages, media, etc.) will be copied over to the cloned Site, to avoid permissions issues.

### 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

Next Step





Google Custom Search Search

- My Commons
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Create a Site

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!

Create New or Clone Existing?

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

- ☐ Create a New Site
- ☒ Clone an Existing Site

Please select a site

Note: For cloned sites, scroll down to adjust License and Privacy settings and see what elements will be copied over.

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 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.
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Site Layout + Content



The cloned site will retain the theme/layout of the chosen parent/existing site. These settings can be changed later. Only existing Site content authored by admins (posts, pages, media, etc.) will be copied over to the cloned Site, to avoid permissions issues.

Clone Site



Google Custom Search Search

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Congratulations!

Your site '[Site name here](#)' has been created, cloned from '[Cloned site name](#)'.

What would you like to do next?

Invite Others to Join this Site

Go to Site

