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Help Center

CUNY ACADEMIC COMMONS

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Commons Support

Need help with the Academic Commons? Find help by selecting a category below

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III. Groups

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a. General (including sites vs personal blogs)

b. Plugins

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Reporting Problems

Issue Tracking

Help and Support

Getting Started

Take the Virtual Tour of the Commons!

Quick Answers

- **I forgot my password, how can I reset it?**
- **How can I edit my profile?**
- **How do I upload a photo of myself to appear on may profile and other areas?**
- **How can groups use the Commons?**
- **How do I create and maintain a group?**
- **What are the differences in permissions for the various group roles, i.e. Admit, Moderators, Members ?**
- **How can I create a Site?**
- **Does the Commons offer domain mapping?**

New to the Commons?

Register now to begin personalizing your profile!

Create an Accout

Send us a Message!

We care about your experience! Send us a message to let us know how we can help you!

Get Help

Help Center

Return to Commons

How can we help you?

CUNY ACADEMIC COMMONS

1

Help Center > My Account

Getting Started

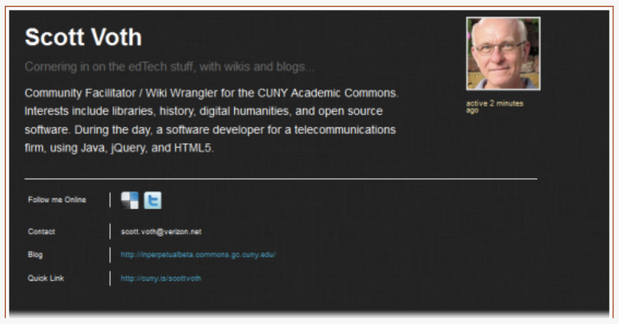
Join the CUNY Academic Commons and emerse yourself in our community! How you use the Commons is up to you our guide will help you set up your profile and account so you can begin exploring the site.

Set Up Your Profile

Lorem ipsum dolor sit amet, pellentesque sapien odio nulla platea nonummy ipsum, leo mus, vel etiam eget id, posuere et ullamcorper elit luctus. Nibh vitae, quis ad inceptos, fringilla porttitor nunc hendrerit, neque commodo id sem, litora integer magna turpis et. Aliquet mi pretium et eu vitae

2

Read our Profile Setup Guide



FAQs

Lorem ipsum dolor sit amet, pellentesque sapien odio nulla platea nonummy ipsum, leo mus, vel etiam eget id, posuere et ullamcorper elit luctus. Nibh vitae, quis ad inceptos, fringilla porttitor nunc hendrerit, neque commodo id sem, litora integer magna turpis et. Aliquet mi pretium et eu vitae

Account and Profile FAQ

3

I forgot my password, how can I reset it?

How can I change my password?

Can member profiles be made private? How can I prevent my profile from showing up in a google search?

How can I change email notification settings?

How do I change my email account where I receive email notifications through the Academic Commons?

How do I change my display profile name?

How do I upload a photo of myself to appear on my profile and other areas?

Not exactly what you're looking for? Get Help

1. Breadcrumb trail so users can navigate smoothly and know where they are at all times

2. We currenlty have a page that completely explains how to set up a profile to its entirety: http://codex.commons.gc.cuny.edu/commons-profile-enhancements/

3. We can use the same convention that is currently in place with our live FAQ.

Help Center

Return to Commons

How can we help you?

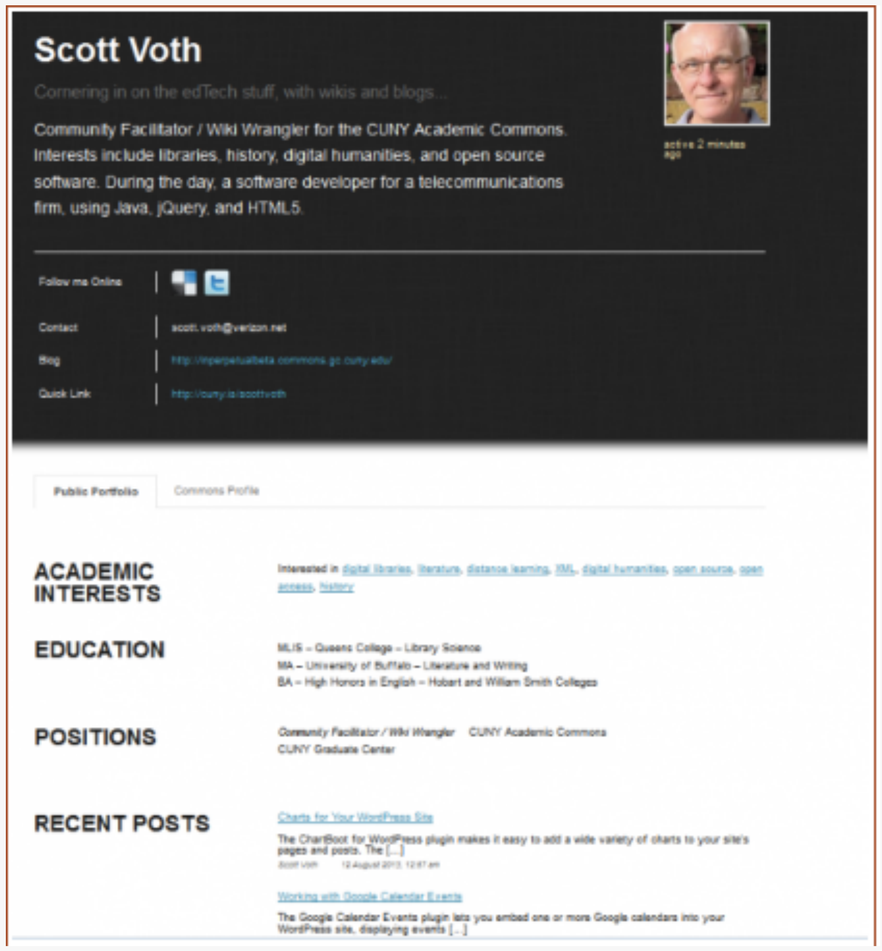
CUNY ACADEMIC COMMONS

1

Help Center > My Account > Managine Your Commons Profile

Managing Your Commons Profile

Join the CUNY Academic Commons and emerse yourself in our community! How you use the Commons is up to you our guide will help you set up your profile and account so you can begin exploring the site.



You'll notice as you scroll down on the page, the black header area will shrink up a bit, and just show your name and avatar. You can scroll back up again to see full header details.

Getting Started

To get started, log into the Commons and click on your avatar. Your profile is now divided into two tabs: "Public Portfolio" and "Commons Profile". (You'll see the "Edit" button only if you are logged into your account.)

Public Portfolio – This tab is designed to be shared outside the CUNY Academic Commons community. It is your online presence that can be configured to reflect your add friend3accomplishments, current projects, interests, positions, publications and RSS feeds. The new interface provides many ways to build your profile. You'll notice very little reference to the Commons on this tab.

When viewing other member's portfolios, logged-in members will see some options (pictured above) that are displayed immediately under a colleague's avatar. You can easily create a friendship (if you are not already friends), send a private message or mention that person.

Commons Profile – This tab is designed for working within the Commons. It has all the easy navigational links you'll remember from your old profile page. You can quickly access your sites, groups, and friends.

Not exactly what you're looking for? Get Help

1 I have found some of our help links are actually real time examples of CUNY sites. When encountering these, the reuslt should be opened on a new browser tab. (Following the Wordpress structure).

Help Center

Return to Commons

How can we help you?

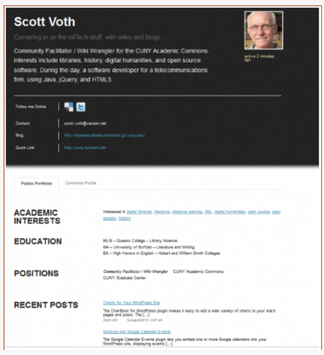
CUNY ACADEMIC COMMONS

Help Center > My Account > Managing Your Commons Profile

Managing Your Commons Profile

1 In this section, we will cover the following topics:

Getting Started Building a Profile Quick Links Profile Widgets



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Start Building Your Portfolio

who can seeClick on Edit (circled in red, above). There are a number of legacy fields that are essential to both profiles, and most of these can be configured to display, depending upon the status of the viewer. (See screenshot, right.)

So, for example, if you only want to display your phone number to your friends on the Commons, click on the "My Friends" radio button.

The fields are listed in two columns:

Full Name
Role(s) (only displayed on Commons Profile)
Phone
Email
Website
Blog
Social Media links (Twitter, Facebook, LinkedIn, Flickr, YouTube, Academia.com, Delicious) – these are automatically converted into icons.
Describe Yourself
A couple of important new fields, only displayed on the "Public Portfolio" tab, are now available:

Brief Descriptor – this field is a neat little tag line displayed underneath your name. It is displayed in a different color (grey) and highlights your profile. It is limited to only one line of text. This field is not required, and if not used, it absence will not be apparent.
About You – This field is much larger, but is still constrained to 350 characters. Once again, this text is not required.
Quick Links
Another great improvement rolled out with Commons 1.5 is the ability to create customized short URLs. For your Commons Portfolio, your quick link will automatically be populated with your username, but you can easily change it using the textbox shown in the screenshot below. Type in some text in the box, and the system will determine if it is available (i.e. already taken or not). When you save your changes, you will be able to more easily access and share the URL of your portfolio. Simply use http://cuny.is/yourQuickLink.

short URL 2

Profile Widgets
To customize your profile, use the widgets that are provided below the text boxes:

widgets3

All the widgets conform to the portfolio's basic layout – a section name, displayed in bold on the right, followed by a block of text, displayed on the right. You'll notice that some are grayed out. This indicates that they have already been used in your existing portfolio, and that the particular widget can appear only once. To change content for one of these widgets, you'll need to go into edit mode (described below), and click on the section's text area.

If the widget is not grayed out, you can simply click on the "plus" icon to add a new section. You will be taken directly to the widget data entry area.

Widget Edit Mode
Clicking on the "Edit" button automatically puts you into widget maintenance mode. Hovering your mouse over the text of each section will turn the text area yellow. Clicking on a yellow area will start the edit process. Clicking "OK" or "Cancel" will take you out of editing the section, but will not save your profile changes. To save your profile changes, please remember to click "Save Changes" button. This will save all the changes you've made to the text boxes, described previously, as well as to the widgets, and will take you out of edit mode.

If you want to remove a widget area, you can click on the "Remove" button while in Edit Mode. After saving, the widget will not appear in your portfolio.

publications

Re-Ordering Sections
In Edit Mode, you can drag and drop sections of your portfolio. Click on the grey stripped area of a section, and drag it up or down to find its best place. Make sure you save your changes once you've got it looking the way you want.

Below is a brief description of the widgets:

Free Entry Widget
This widget lets you add and customize text, images, lists, links, etc. It's great for adding a simple paragraph of text. You'll need some basic HTML and CSS skills to get fancy in this area. You can also copy a block of HTML that's already formatted the way you want and paste it in, if you want. You can use this widget more than once in your portfolio to create free text areas, with different names.

Academic Interests Widget
This widget is designed to be used only once. You cannot change its name. By default it is displayed on both your Commons Profile and Public Portfolio. When you enter comma delimited items into the text box, they are automatically turned into links. You can control this by using brackets around items you want to become links. So, for example, you can add some text like "I am interested in [Mark Twain], [Whitman], and [GPS]," and only the items in brackets will be turned into links.

You'll notice that the widget comes pre-populated with the data you entered on your Commons Profile.

The auto-generated hyperlinks are intended to aggregate members with similar interests. If one of your interests is "history", clicking on the hyperlink will provide a list of other Commons members who have also entered "history" as an interest.

Education Widget
This widget is also designed to be used only once and also has a fixed name. Use the editable text area to create a list of degrees and institutions.

Positions Widget
This widget is also designed to be used only once and also has a fixed name. Here you can create a list of positions. Three fields are available – College, Department, and Title. Use the text boxes to add each position you want to display on your profile. Use the "+ Add New" hyperlink to add another one. The widget will automatically create a list for you.

positions

Publications Widget
This widget provides an easy way to list your publications. Copy and paste content from a text editor and populate your publications section, or type your publications in directly. This widget accepts HTML and allows you to link to online publications.

RSS Feed Widget
This widget lets you create a section on your portfolio, give it a name and provide an RSS feed to populate it. You can use this widget more than once. If you have a blog, you might want to create a section called "Recent Posts" and provide your feed URL. The section will list the last five posts published.

IMPROVEMENTS

Edit Mode More Intuitive

Previously, when you clicked on your avatar in the upper left hand corner of the screen, you were taken right into "edit mode" for your member profile page. To improve usability, we've added an "Edit" buttons in each of the two sections of your profile page. To make changes to your profile, click one of these buttons to toggle into edit mode. Click on "Save Changes" after you have entered your changes, or alternatively "Cancel" to return to your previous version.

Quick Layout Review

Your member profile page is comprised of a top section (with a black background) and a bottom one (with a white background):

Not exactly what you're looking for? Get Help

1 Pages with heavy content could provide drop links at the top of the page for users who specifically know what they want to view.

Help Center

Return to Commons

How can we help you?

CUNY ACADEMIC COMMONS

forgotten password

Help Center > Search Results

Search Results for: **forgotten password**

Recovering a lost or forgotten password

Resetting your password is a two-step process. After you click “log in” on the top navigation bar, select the link that says “forgot password?” read more

How can I change my password?

After logging into the Commons, go to the top black navigation bar and hover over your avatar. Go to: My Settings» General. Enter your current password and your new password, then scroll down and select “Save Changes.” learn more

How can I password-protect my posts or make them private?

To make a particular post private, follow these steps when you are editing your post: 1.Navigate to the Publish module on the right side of the page. (The Publish module is used to set who can read your posts.) read more

Not exactly what you’re looking for?

Get Help

Help Center

Return to Commons

How can we help you?

CUNY ACADEMIC COMMONS

empty state

Help Center > Search Results

Search Results for: **empty state**

No Results Found

Sorry, we weren't able to find any results for your search. Please try another search or browse the topics listed in our help center. Or send us a message by clicking the "Get Help" button below.

Not exactly what you're looking for? Get Help