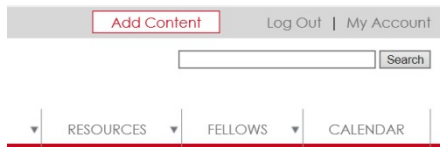


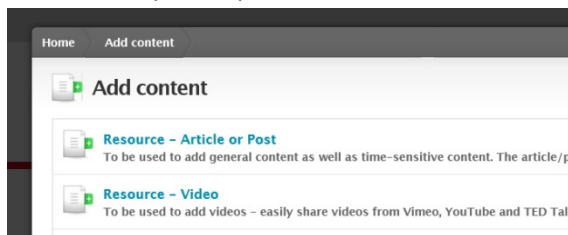
Group or Topic Page

Creating a Group page allows for specific sets of users to share and view content. Content attached to a group can be restricted or available to everyone.

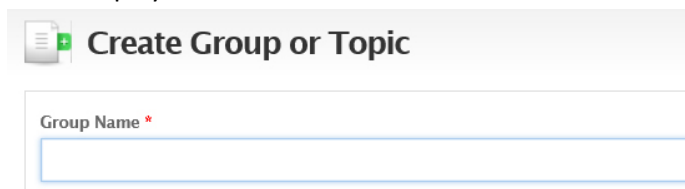
1. Click the 'Add Content' button in the User Bar (at the top of the screen).



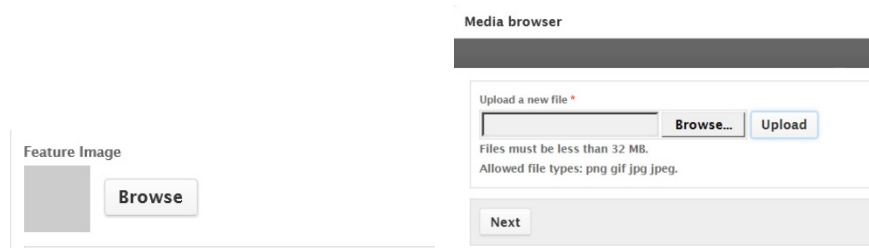
2. Select 'Group or Topic'.



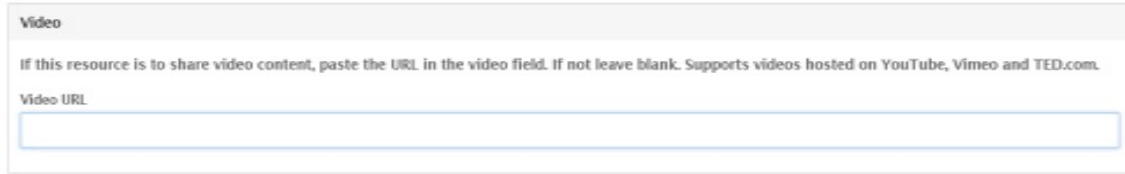
3. Add a short descriptive Name for your Group or Topic. The title appears at the top of the page when displayed on the site and in the teaser.



4. Add an optional feature image by clicking on the 'Browse' button. The feature image appears at the top of the page under the title and above the content and will be auto cropped to a horizontal format. A thumbnail is also displayed in the teaser.

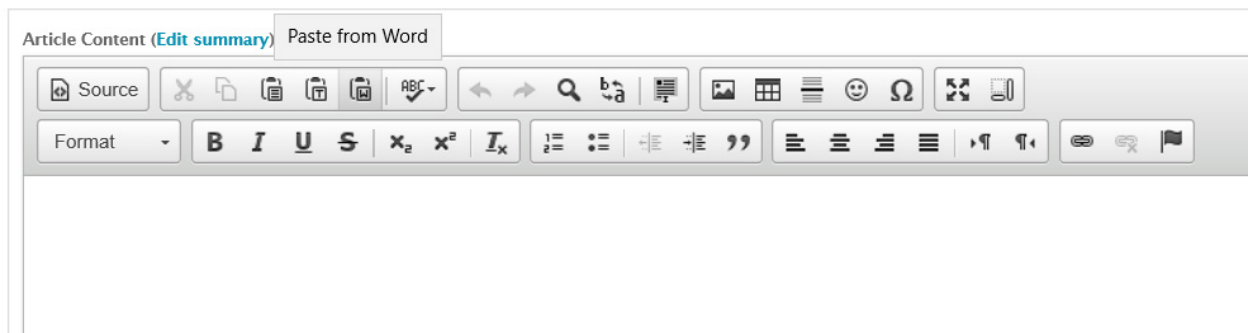


5. Upload an optional feature video for this Group or Topic Page. The feature video will be displayed at the top of the Group or Topic Page. If not leave blank. NOTE: Choose either a Feature Video or Feature Image, Not both. Supports videos hosted on YouTube, Vimeo and TED.com.



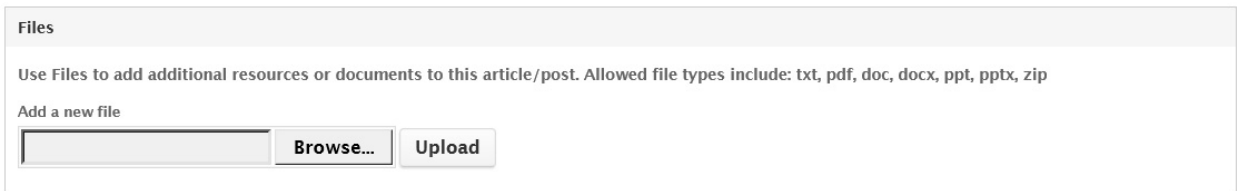
The screenshot shows a form field titled "Video". Below the title is a text box containing the instruction: "If this resource is to share video content, paste the URL in the video field. If not leave blank. Supports videos hosted on YouTube, Vimeo and TED.com." Below this instruction is a label "Video URL" and an empty text input field.

6. Provide a description for your group/topic in the 'Description' field. Content can be added/edited using the WYSIWYG web editor. When copy/pasting text from other files (MS Word, Pages, PDF) be sure to use the 'Paste as plain text' or 'Paste from Word' buttons. The web editor allows for basic text formatting, inserting tables, images and weblinks.




The screenshot shows the WYSIWYG web editor interface. At the top, there are tabs for "Article Content" and "Edit summary", and a "Paste from Word" button. Below these are two rows of icons for various editing functions such as source, copy, paste, undo, redo, search, and text alignment. A "Format" dropdown menu is also visible. The main editing area is currently empty.

7. Optional – Add files that will be saved as attachments to the page. A link(s) for users with access to the page will be displayed.



The screenshot shows a form field titled "Files". Below the title is a text box containing the instruction: "Use Files to add additional resources or documents to this article/post. Allowed file types include: txt, pdf, doc, docx, ppt, pptx, zip". Below this instruction is a label "Add a new file" and a text input field. To the right of the input field are two buttons: "Browse..." and "Upload".

8. Optional – Add weblinks to external sites or pages.



The screenshot shows a form field titled "Links". Below the title is a table with two columns: "Title" and "URL". The "Title" column has a text input field with a note below it: "The link title is limited to 128 characters maximum." The "URL" column has a text input field. There are plus and minus icons on the left and right sides of the table header.

9. Required – Choose the most appropriate categories for your article/post. Select at least one. The category determines which resource pages your content will be listed on.

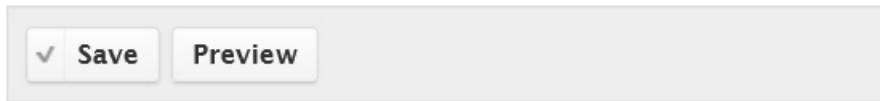
Category

- Advising
- Disciplinary Councils
- High Impact Practice
- Humanizing Online Learning
- Newsletters

10. Optional – Add ‘Tags’ to group your content with other like content on the site. As you type the field will list similar tags already in the system. Separate multiple tags with a comma.

Tags

11. Click the ‘Save’ button to publish your article/post.

A horizontal bar containing two buttons. The first button is labeled 'Save' and has a checkmark icon to its left. The second button is labeled 'Preview'.

End