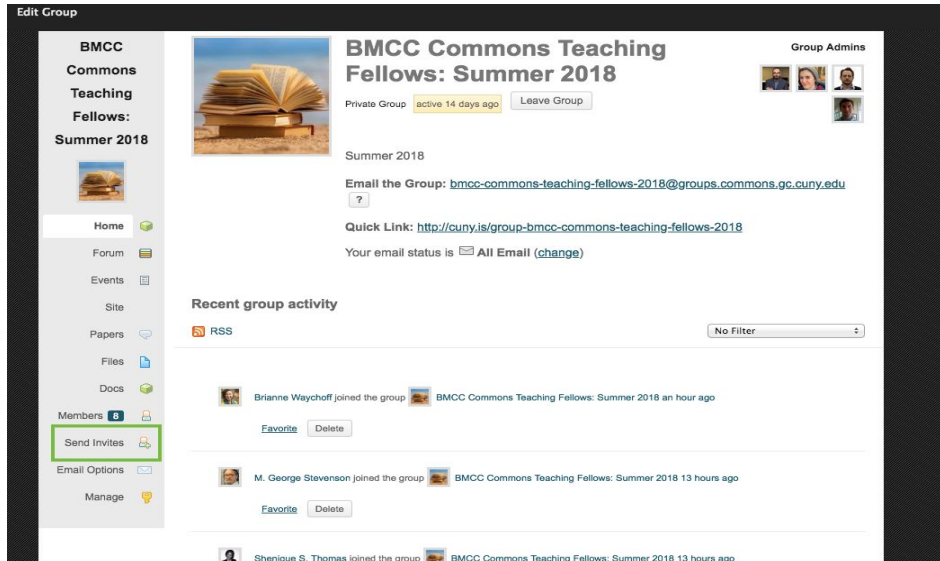


# Inviting Students to the Commons CUNY Academic Commons Quick Guide

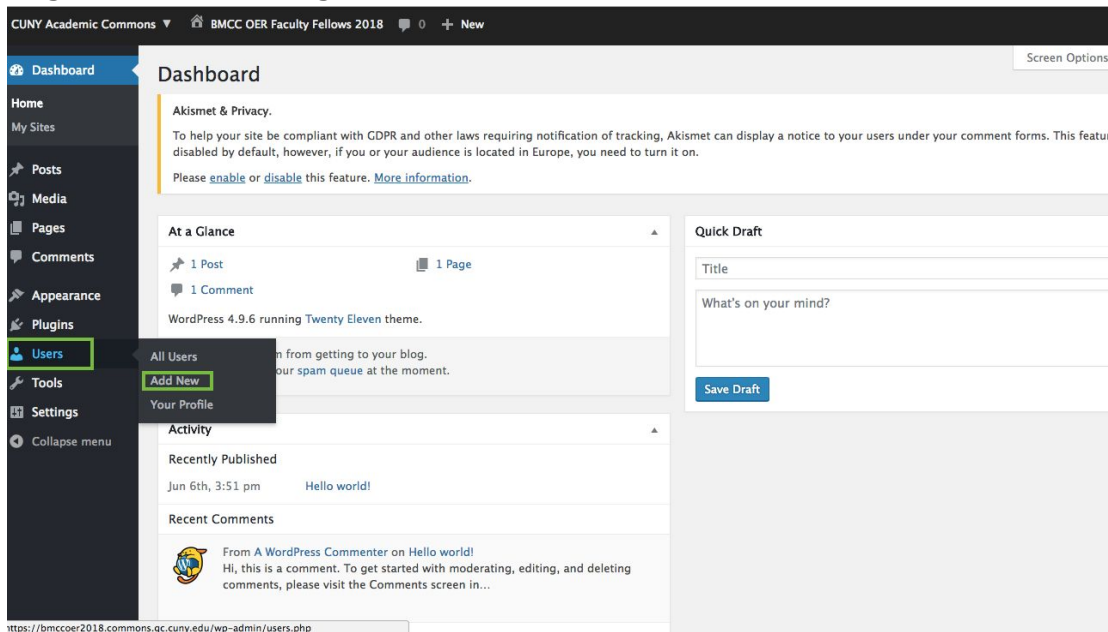


Students can be added through the group or site interface. From a Group click “Send Invites” in the gray menu column on the Left:



When students are added to Group that has a linked Site, if students are added as Member of the Group, they will automatically be added as Authors on the Site. More on User Roles here.

If adding students to a Site, go to the Dashboard > Users> Add New.



Students added to a site will not automatically be added to a linked Group.

Both methods for adding students detailed above will trigger the **Commons Invitation System**. The Invite System has three modules, “Module 1: Select”, is below.

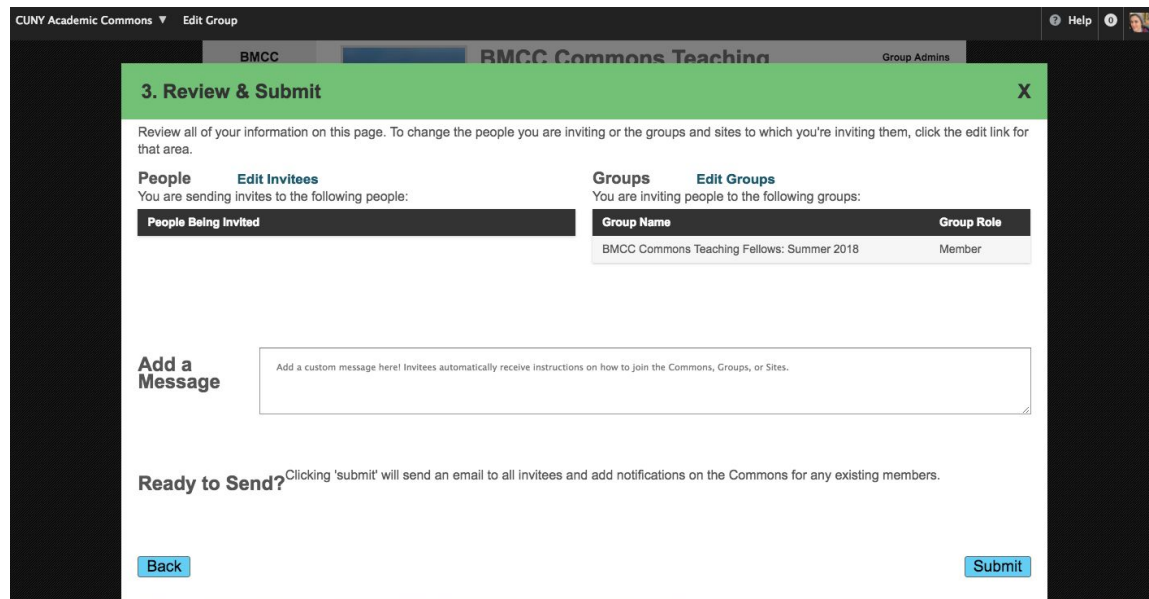
In the First Module you can invite Commons users by their username **or, you can invite new members to the Commons using their CUNY email address**. You can invite up to 50 people at one time.

The screenshot shows the '1. Select People to Invite' module. It has a green header with the title and a close button (X). Below the header, there is a text block: 'There are two ways to invite people to the Commons: 1. You can invite existing Commons members by name 2. You can invite new members by their CUNY email address'. There are two main sections: 'Invite by Name' and 'Invite by Email'. 'Invite by Name' has a text input field with the placeholder 'Type a name to invite'. 'Invite by Email' has a larger text area with instructions: 'Separate email addresses with a comma or semicolon, or put them on separate lines. The following email domains are allowed: cuny . tv, cuny .edu.' At the bottom right of the main content area is a blue 'Next' button. At the bottom of the module is a progress bar with three steps: '1. Select People' (highlighted in green), '2. Membership', and '3. Review & Submit'.

In “Module 2: Membership”, you select the Groups or Sites you would like student to join. If the group you are inviting students to has a linked site, you do not need to add them to the site, they will be automatically added.

The screenshot shows the '2. Membership' module. It has a green header with the title and a close button (X). Below the header, there is a sub-header 'Commons Membership' and a note: 'All invitees will be asked to join the CUNY Academic Commons if they aren't already a member.' There are two tabs: 'Invite to Groups' (active) and 'Invite to Sites'. Below the tabs, there is a text block: 'Groups only appear in this list if you have permission to invite members to them.' There is a list of groups with checkboxes and dropdown menus for membership level. The groups listed are: 'BMCC Commons Teaching Fellows: Summer 2018' (checked), 'Anderst Fall 2017 Course Group', 'CAC Faculty Fellows', 'CAC OER Faculty Fellows', 'CUNY Academic Commons Team', and 'CUNY Technology Group'. Each group has a dropdown menu set to 'Member'. At the bottom left of the main content area is a blue 'Back' button. At the bottom right is a blue 'Next' button. At the bottom of the module is a progress bar with three steps: '1. Select People', '2. Membership' (highlighted in green), and '3. Review & Submit'.

In “Module 3: Review” you can finalize the students and group/sites invitations and add a personal message so students know they are being invited to join your course.



Students do not need to join the Commons before you add/invite them to your Group or Site. However, if you want to provide them with directions for joining, (and then you can add them by username) directions for students are below.

### Directions for Students Joining the Commons

1. Either click the link in your email to join the Commons or go to the CUNY Academic Commons at <https://commons.gc.cuny.edu/>
2. Click “Register” in the top right corner.
3. Create a username that is suitable for your course (Your Professor may specify how to structure your user name.)
4. Use a CUNY email address to register. This can be changed later through “My profile.” (see next section)
5. In Blog Details (do NOT need to create a blog to join)
  - a. If students want a site to play with, check this box. If checked:
    1. The URL is the site address and cannot be changed.
    2. The site title can be changed later.
    3. Set the site a public or private. This can also be changed later.
6. Enter your full name. You can make this private later.
7. Some other fields are optional but please DO indicate your College.
8. Indicate your Role as an Undergraduate Student
9. Other fields can be filled in later in your profile.
10. Agree to the Terms of Service (You own your own data!)
11. Navigate to your course group (Groups > Search) and request membership.

For screenshots showing this process, see the [Getting Started with the Commons](#) Commons support page.

### *Editing the Commons Profile*

Students can change, hide, and add information in their Commons Profile. This is an important step because students may want to **change the email that is stored in the system from the CUNY email to one they actually check** so they receive information about site/group postings, etc.

To edit a Commons profile:

1. Sign in to the Commons with your newly created username and password
2. Click the arrow in the upper right-hand corner of the page
3. Select "My Profile." This takes you to your public profile
4. Use the "Edit Profile" button to make changes.
5. [Change the contact email](#), picture, and other information here.

For screenshots showing this process, see the [Changing Your Commons Email Address](#) Commons support page.