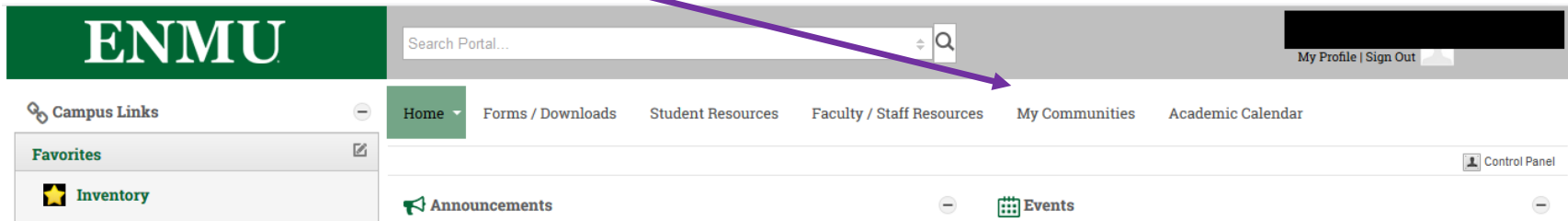


Portal Community Management: Getting Started Tutorial

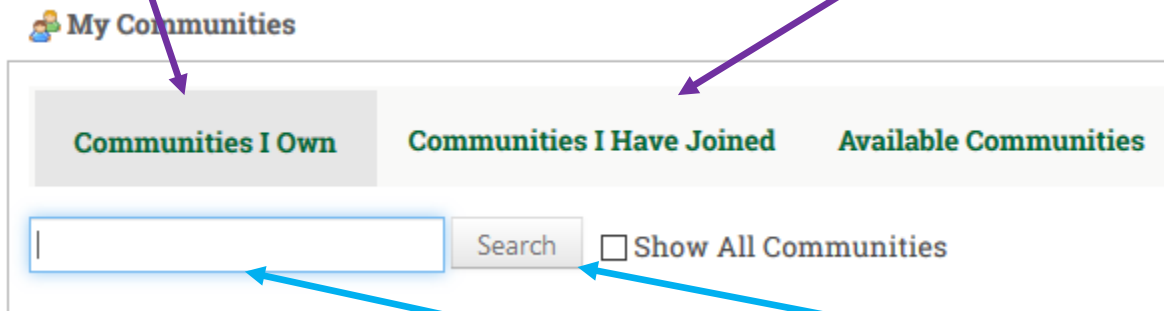
Note: The instructions found on the following pages are constructed to be followed sequentially from top of page to bottom of page, from first page to last page.



Log in to portal, then at the home page **click** here:



Click on This tab if you are the Owner of your Community, or on This one if you have been given administrative permissions:



Search for your Portal community by **typing** its name here, and **clicking** Search

Find your community among the Search results. Technical Trainer will be used for the rest of the tutorial as an example.

ENMU Technical Trainer
Public Pages - Live (20)
Private Pages - Live (4)

Open

10

0

Yes

Section 3

Section 1

Section 2

Section 1: A community can be Open, Restricted, or Private

Open - anyone has the ability to enter, whether or not they are a member of the ENMU Community, and can click JOIN at will when viewing from Available Communities tab

Veterans Information	Open	3	0	
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Restricted – individuals entering have to be part of the ENMU Community, and have to request Membership when viewing from Available Communities tab

Title V PACT Team	Restricted	31	0	
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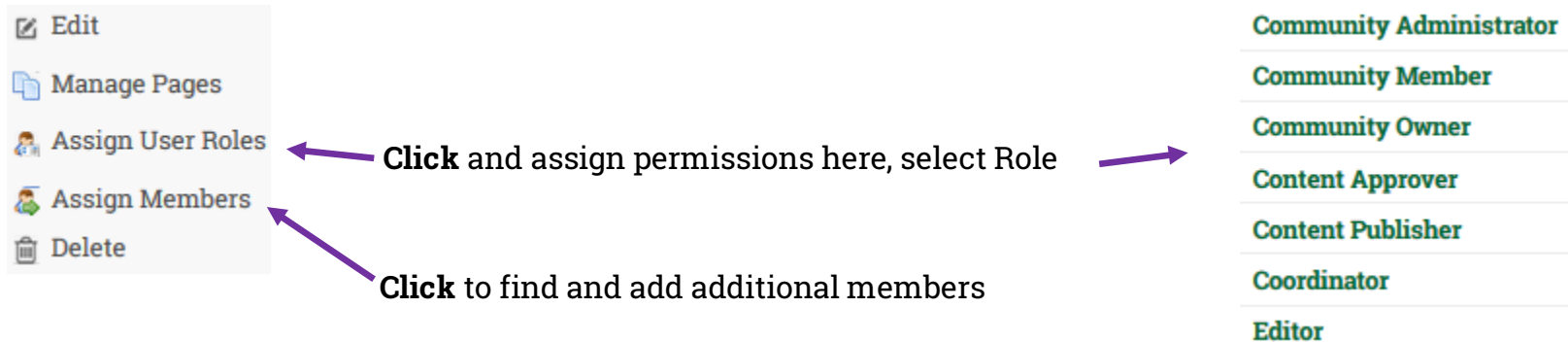
Private – Owners or administrators have to add community members on an individual basis, is not visible from the Available Communities tab. Such a community is only visible to those that have been added to the community by Owners or administrators.

	Private	2	0	Yes
Public Pages - Live (2)				
Private Pages (0)				

Section 2:

Everywhere there are  (Gears), settings can be changed.

From one of the Community Selection Tabs (...Own, ...Join, Availabe...), **Clicking** will bring up the below selection:

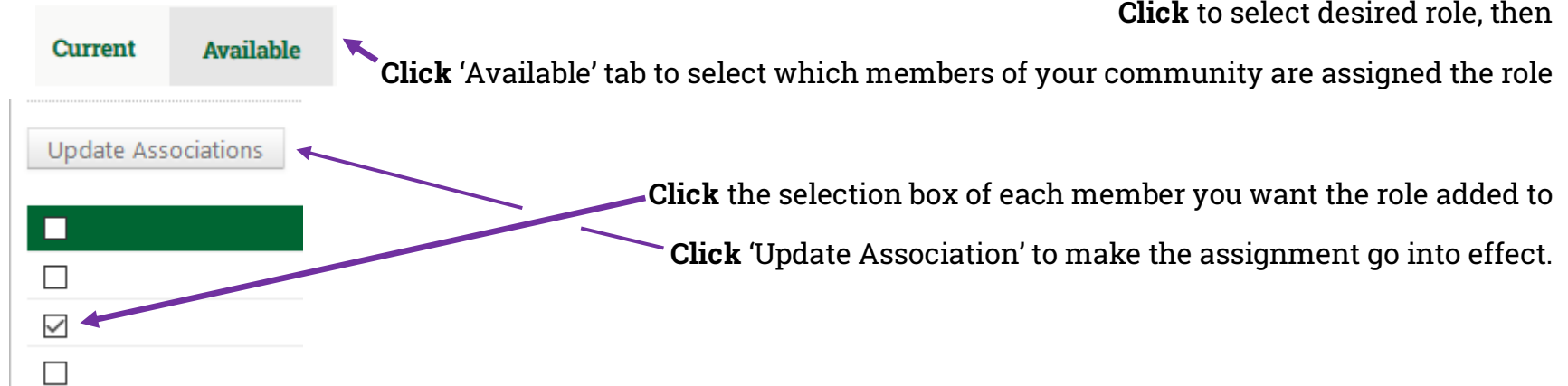


The image shows a menu on the left with the following items: Edit, Manage Pages, Assign User Roles, Assign Members, and Delete. To the right is a list of roles: Community Administrator, Community Member, Community Owner, Content Approver, Content Publisher, Coordinator, and Editor. Purple arrows point from the 'Assign User Roles' menu item to the role list, and from the 'Assign Members' menu item to the role list.

Click and assign permissions here, select Role

Click to find and add additional members

Click to select desired role, then



The image shows a tab labeled 'Available' and a button labeled 'Update Associations'. Below the button is a list of checkboxes. Purple arrows point from the 'Update Associations' button to the checkboxes, and from the 'Available' tab to the checkboxes.

Click 'Available' tab to select which members of your community are assigned the role

Click the selection box of each member you want the role added to

Click 'Update Association' to make the assignment go into effect.

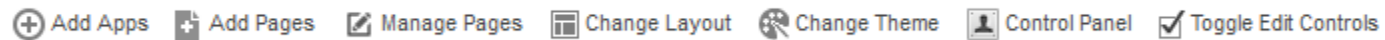
Section 3:

Access Your Portal Community by clicking Public or Private from the Community Search results from Part 1

Public Pages -
Private Pages -

Important Control Areas:

Top Right of Portal Community Page hosts the **Control Bar**:



Top Right of every App:



Bottom Left of every App:

New, no content:



Contains content:

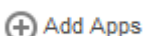


Note: Clicking the Gear in this context will allow you to reference an 'App' that already exists, allowing a user to update multiple displays at once if all those displays reference the same 'App'

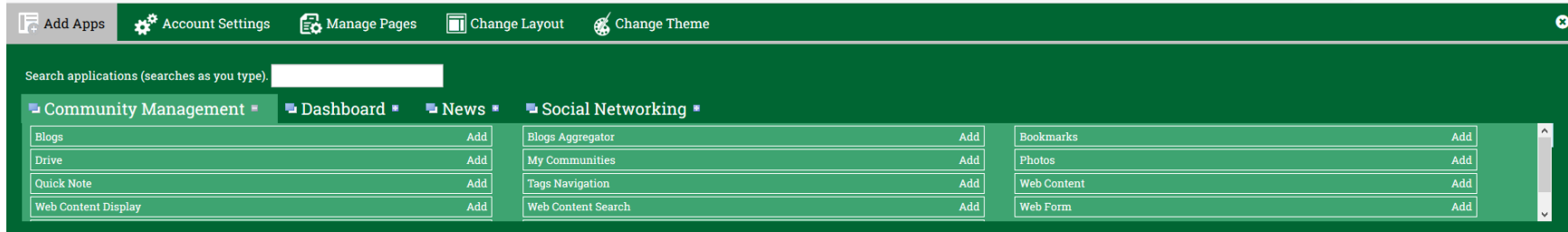
Just **Click** the gear and then **Click** the desired 'App' From the list that appears at the bottom of the page to reference that 'App'

-Continues next Page

Usage:

Clicking  will allow you to add new 'App' by selecting them from the menu that then opens.

example --

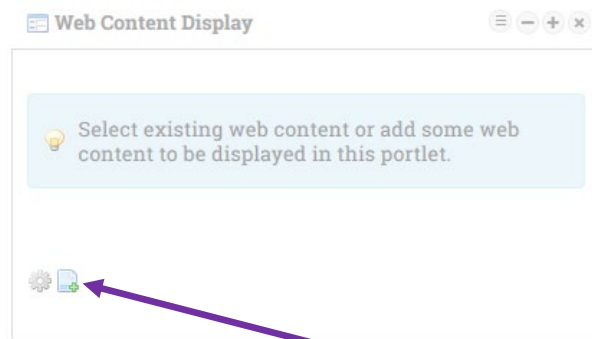


Add them by clicking Add:



The above 'App', Web Content Display, is the most commonly added and used.

After Clicking Add for Web Content Display, that App will be added below the **Control Bar** like so:



Once your 'App' is added, click **HERE** to add new content.

-Continued Next Page

Once Clicked, you will be located inside the below editing window:

Web Content Back

ID Name

Language Default Language

Rich Text Editor

Form and Presentation Basic

Structure

Template

Workflow

Categorization

Type

Categories

Tags Or

Searchable

Schedule

Display Date

Expiration Date

Never Auto Expire

Review Date

Never Review

Permissions Public

Abstract

Description

Small Image URL

--on-- Small Image No file selected.

Use Small Image

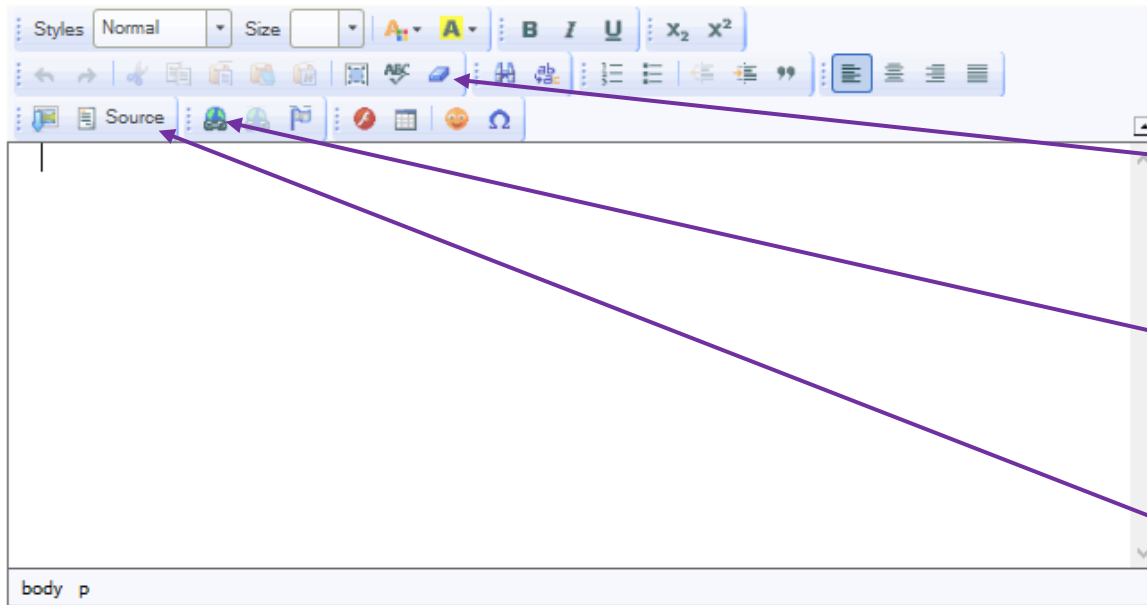
Add name of your 'App' here (This is a required field):

ID Name

Language Default Language

-Continued next page

Add, Remove, and Modify content here (Similar to MS Word):



Tools are activated by **Click**

Erase Formatting

(Use if copying from elsewhere)

Add Hyperlink


(Must comply with enmu.edu/section508)

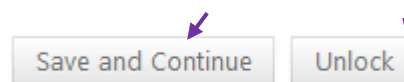
Edit Source HTML

When done adding or modifying content, **Click**

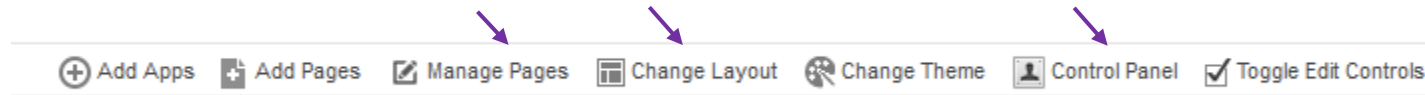
This:



Or if you accessed the Editor via  button, Click 'Save and Continue', then 'Unlock':



Revisiting the **Control Bar**, there are a few other significant managing functions

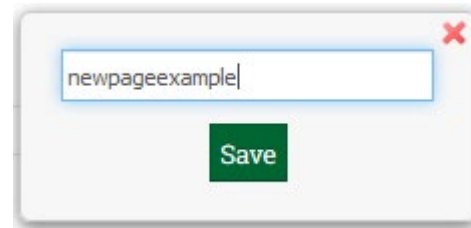


Clicking 'Add Pages' will bring up this

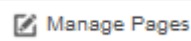
Enter the desired name for the new page,

Then click save to have the new page

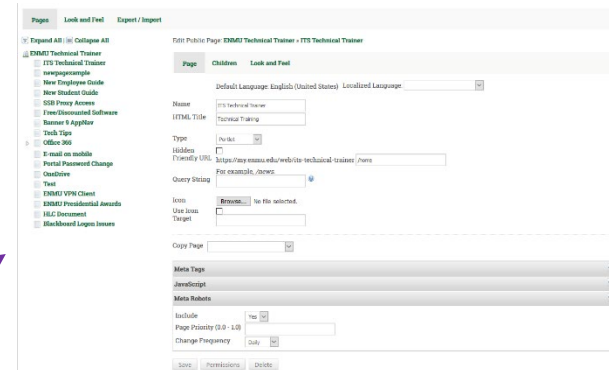
added as a new **Clickable** tab below ENMU as can be seen below:



Pages can be managed here ->



which goes here ->

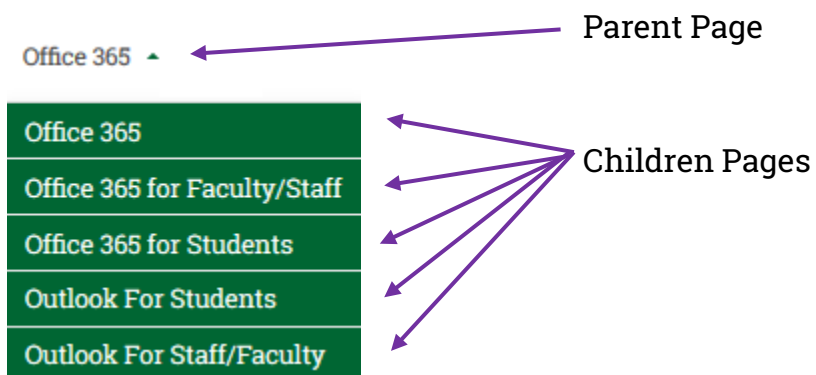


This includes :

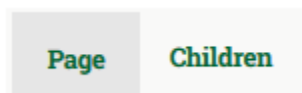
Making pages 'children' of other pages via the **Left** by dragging and dropping them

-Continued Next Page

Making a page a 'Child' of another will make it appear under the **Clickable** 'Parent' pages tab like seen below:



'Children' display order can be controlled by clicking the 'Children' Tab of a page

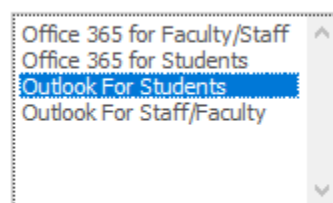


Then **Clicking** 'Display Order'



Which will then bring up the this menu →

Set the display order of child pages.

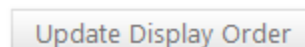


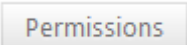
Click on page name to select it

once selected It will become highlighted as seen in the image

Use these arrows to change the Order

Lastly **'Click'** this button to save the modifications





'Permissions', such as who can view (See) a page, as well as permissions such as who can modify it, can be controlled via the button at the bottom of a page in Manage Page view as seen here -> 

Click the button, then click the boxes of the permissions you want to give to a group such as Staff:

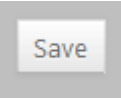


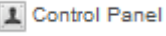
Clicked boxes will become checked

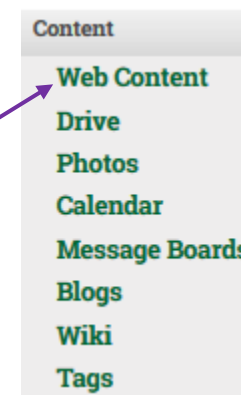
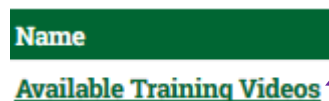
Click  to finalize and save the modifications made to permissions

Going back to the **Control Bar**,  will allow customization of the layout and proportionality of 'Apps' on a page as can be seen below:



Click the desired layout and then **Click**  to apply it.

Also on the **Control Bar**,  is a central location from which a user can view (by **Click**) lists of all Existing 'Apps' by type, and modify their content and permissions, **Click** to access either

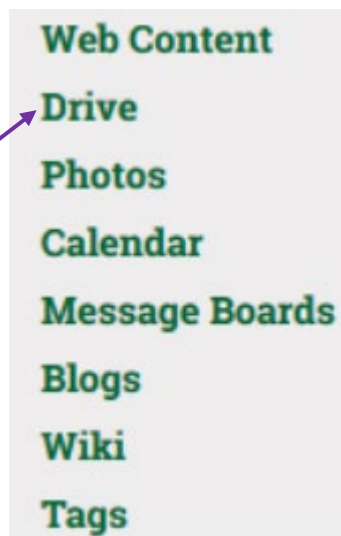


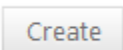

Section 4: adding content to Drive

Click Control Panel in top right :



Click 'Drive' located on the left column



To Create a Folder in Drive **Click** the 'Create'   button, which is located on the right side above the green bar to create new folders, naming them to fit whatever the need may be.

Click into a Folder of your choice and then **Click** the up pointing arrow to the located to the Right:



Past this location, Standard document selection method works, similar to opening a document in word.