

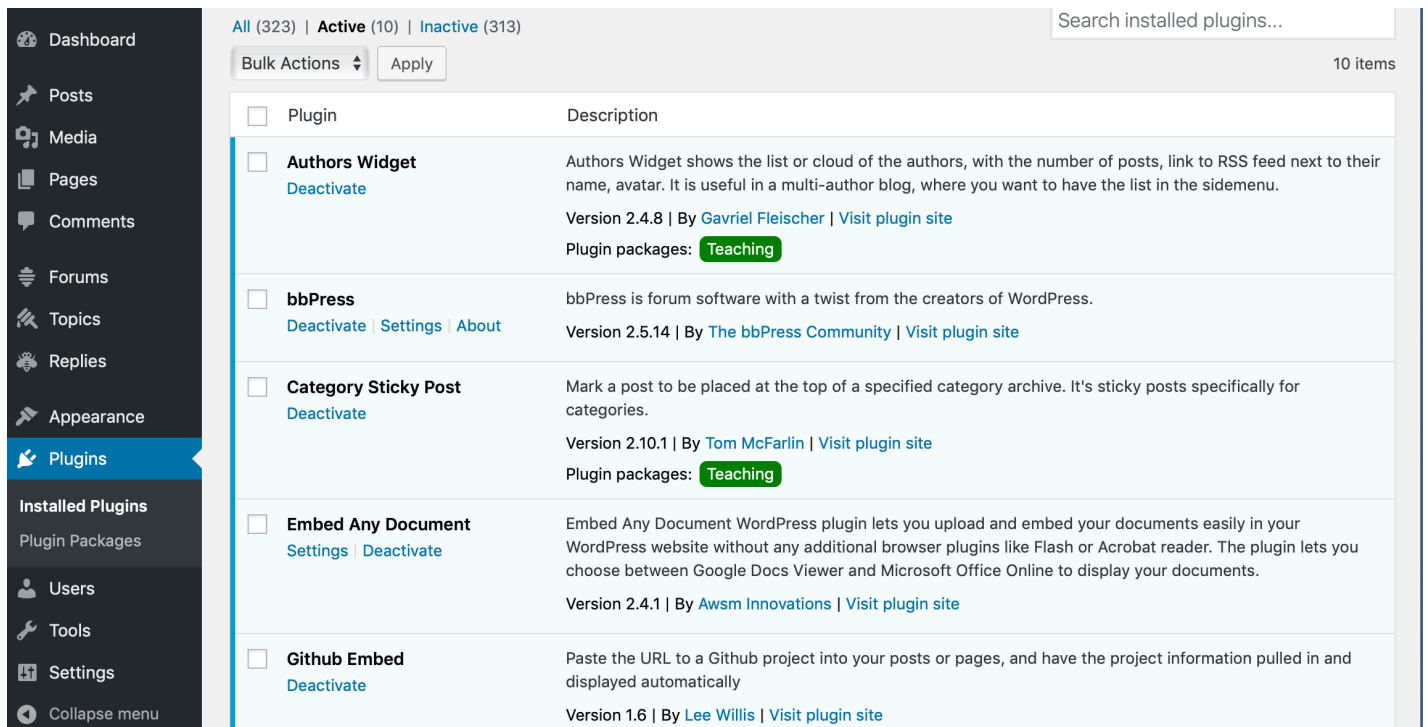
Instructions for Creating and Altering CAC Site Pages

Creating CAC Sites

- I. 1. From **CAC Homepage**: go to “**Sites**,” which is under the CUNY Academic Banner near the top.
2. From the “**Sites**” tab, under “**Site Directory**,” there should be a “**Create Site**” button. Click the “**Create Site**,” button.
3. On the next page, there are **Three columns**. One for “Create A Blog,” one for “**Create A Site**” and one for “Group+Site” creation. Click on the middle column with the “**Create A Site**,” button.
4. On this new page, fill out the information asked of you: your site domain, site title, and **under “Primary Purpose**,” select “**Portfolio**.” Under “**Privacy Options**,” select “I would like my site to be visible only to registered users of the CUNY Academic Commons.”
5. Find the “**choose your license**” tab and go through the question process to decide on your attributions.
6. Use the “**Academic Portfolio**” Template, near the bottom of the page.
7. With your site, created. You are free to fiddle around with personal changes—banner changes, etc—in order to be come more familiar.
8. At the top of **your created Site’s Homepage**, there should be an “**Edit Page**” Button. Click it.
9. From there, on your left will be the “**Dashboard tab**.” Towards the bottom there should be a “**settings**” tab. Go from “**settings**” to “**Reading**” and click the “**Reading**” button.
10. On the “**Reading**” page make sure your “**Homepage Display**” is on “**Static Page**.”
- II. Post a link to your site to Blackboard under the appropriate post.

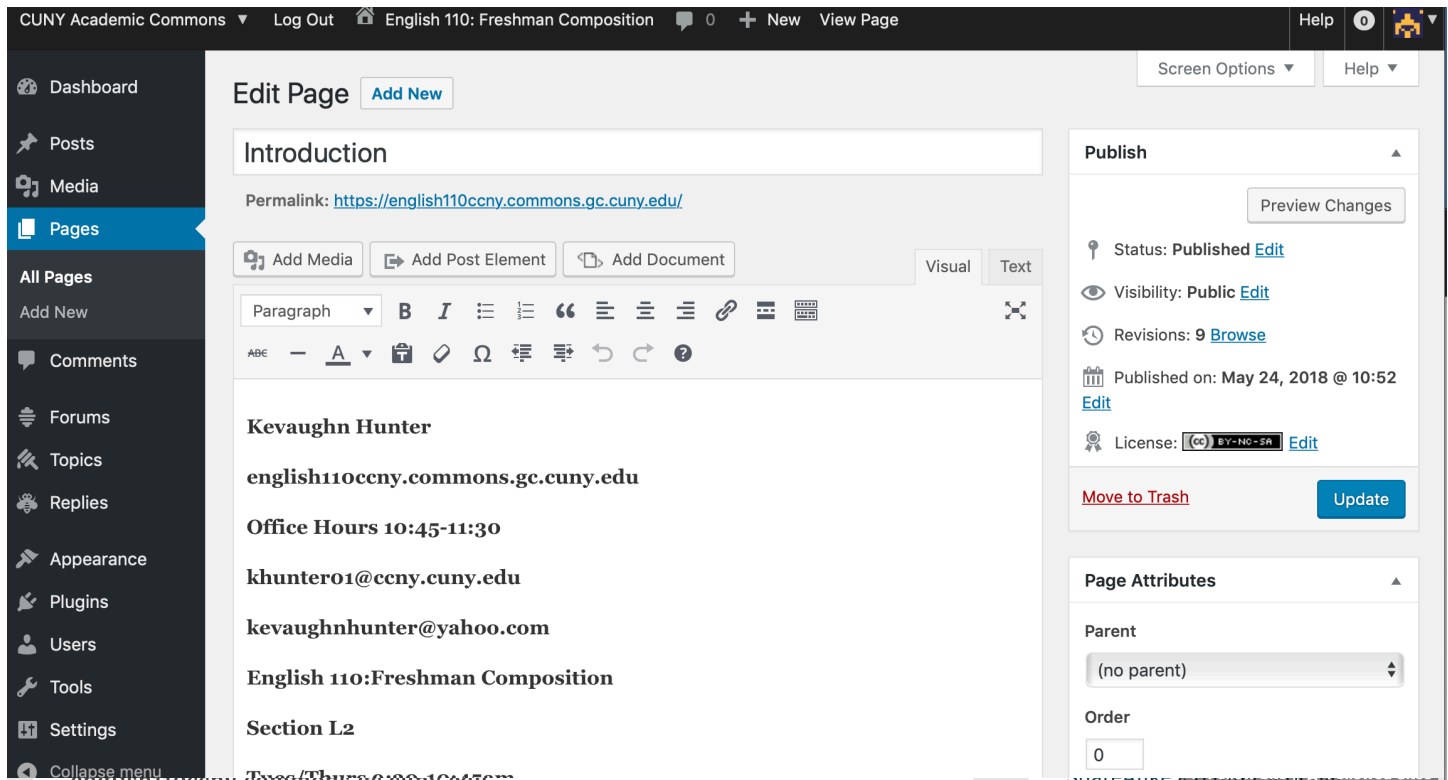
Instructions for Creating and Altering CAC Site Pages

Instructions for adding Documents to CAC Site Pages



1. Go to your site's **Dashboard**.
2. From the dashboard go to the **Plugins** link on the lower left side (shown in image).
3. Search for and **Activate** these **3** plugins: “**bbPress**”, “**Embed Any Document**,” and “**Github Embed**.” These are shown on the image as well.
4. Then go back to your website's **Homepage**.
5. On the top of your **Homepage**, should be the black bar signifying your **Dashboard Shortcuts Bar**.
6. Click to whichever page you intend to add to or edit. In the above image we are on the **Introduction Page** (as shown by the blue highlighted header).
7. From the **Dashboard Shortcuts Bar**, click the **Edit Page** button, which has a miniature pencil by its left side.
8. You will now be back to the **Dashboard** but directly on the *Edit Page* of the last page you were on (as shown by the example image).
9. **From here you can do Multiple things** by clicking **Buttons** under Edit Page:
 - You can click the “**Add Media**” button: for video etc.
 - You can click the “**Add Post Element**” button: (shouldn't have to worry about this)

Instructions for Creating and Altering CAC Site Pages



- You can click the "**Add Document**" button: If you have a **PDF**, this is how you can embed it to your site, like how our class site is set up. (After having set up the proper "**Plugins**", this should now work.). Continued on next page.....

A. When you add a **PDF** in this way, the **PDF file will present itself as a Location**, like this example:

```
[embeddoc url="https://  
english110ccny.commons.gc.cuny.edu/wp-content/blogs.dir/  
8174/files/2019/10/Khunter-Syllabus-F2019-2.pdf"  
download="all"]Kevaughn Hunter.
```

B. **This is Fine! and how the PDF is supposed to look on this screen!**
The program will turn this into a proper PDF when you Publish the page after you're finished editing.

- You can also **Change The Name** of your selected **Page**, by entering the desired name in the content field under the Edit Page/ add new heading.

Instructions for Creating and Altering CAC Site Pages

- You can also simply **Copy & Paste** your entire document's contents into the **Content Field**, which is the area where my name and class etc, are typed (this operates like any google docs, or Blackboard content field).
10. After making your desired changes, on the upper right side of this same screen is the **Preview Changes** button. Click this button to be sent to a temporary screen, showing what the results of your changes would look like.
 11. You can exit this screen and return to the **"Edit Page" Screen**, in which case you would either make further changes or finish your process by clicking the **Blue "Update" Button** on the right side.