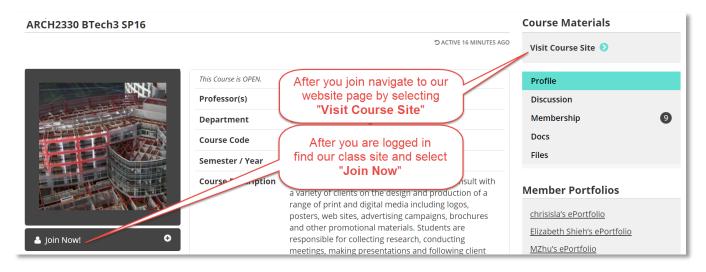
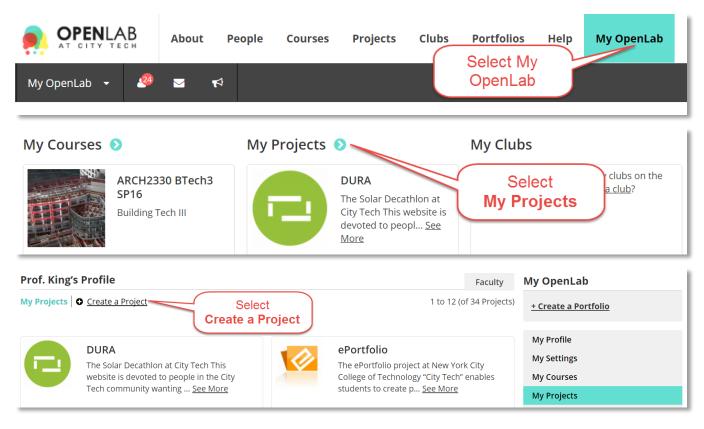
Join our class site:

Navigate to the class site & select "Join Now" to become a member. When you create your team sites you will repeat this for the team "Project Website". You will only see "Join Me" if you are logged in and if you are not already a member of the site. For your own sites you will not see "Join Me".



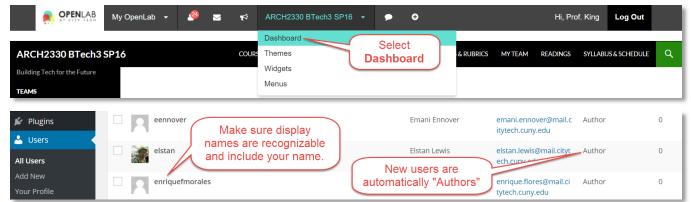
**Create a team site:** After you login select "**My OpenLab**" from the top of the webpage. On the net page select "**My Projects**" and then select "**Create a Project**". Fill out the form and create you team site.



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## Join the Site:

The Team member who created the site is the first administrator of the site. All other teammates must join the site and then the first team member will change their status to Administrator. All team members are to be Administrators.



Change Role to ...:

After all team members have joined the site – the first team member who is the site administrator should make all team members "Administrators". The Dashboard to modify the site will now show additional options after this is done.

Users Add Existing		Screen Options	пер
All (33)   Administrator (1)   /	Author (32)		Search User
Bulk Actions 🔻 Apply	Change role to 🔻	Change 33 items « < 1	of 2 >
Username	Change role to Subscriber	Select Users from the list and then Role	Posts
abdoulnikiema	Contributor Author Editor	select "Change Role to' and then select Administrator from the drop down then select "Change"	0
amysene07	Administrator 🦰	ech.cuny.edu	0

## Promote to Admin: Under Course Profile > Membership > Select Promote to Admin

Members Viewing 1 - 15 of 35 members			Member Portfolios
123→ Under Course Profile Select Membership Them Promote to Admin Promote to Admin Remove from group	Prof. Jieun Yang Kick & Ban Promote to Mod Promote to Admin Remove from group	Victor Nkama Kick & Ban Promote to Mod Promote to Admin Remove from group	<u>Chimdiebube's ePortfolio</u> <u>Dawid Miazga's ePortfolio</u> <u>Emani Ennover's ePortfolio</u> <u>Francesco's ePortfolio</u> Joel's ePortfolio

**Roles:** 

User Roles determine what someone can and cannot do

Subscriber	Can only manage their own profile
Contributor	Can write and edit their own posts – but cannot publish them
Author	Can publish and manage their own posts
Editor	Can edit and publish both their own posts and the posts of others
Administrator	Has access to all functions within a given site.

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