

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”.

ARCH2330 BTech3 SP16

ACTIVE 16 MINUTES AGO

This Course is OPEN.

Professor(s)

Department

Course Code

Semester / Year

Course Description

Join Now!

Visit Course Site

Profile

Discussion

Membership 9

Docs

Files

Member Portfolios

chrisla's ePortfolio

Elizabeth Shieh's ePortfolio

MZhu's ePortfolio

After you join navigate to our website page by selecting "Visit Course Site"

After you are logged in find our class site and select "Join Now"

Create a team site: After you login select “My OpenLab” from the top of the webpage. On the next page select “My Projects” and then select “Create a Project”. Fill out the form and create your team site.

OPENLAB AT CITY TECH

About People Courses Projects Clubs Portfolios Help My OpenLab

My OpenLab 24

My Courses

ARCH2330 BTech3 SP16 Building Tech III

My Projects

DURA The Solar Decathlon at City Tech This website is devoted to people... See More

My Clubs

Select My OpenLab

Select My Projects

clubs on the a club?

Prof. King's Profile Faculty My OpenLab

My Projects Create a Project

1 to 12 (of 34 Projects)

+ Create a Portfolio

My Profile

My Settings

My Courses

My Projects

DURA The Solar Decathlon at City Tech This website is devoted to people in the City Tech community wanting ... See More

ePortfolio The ePortfolio project at New York City College of Technology "City Tech" enables students to create p... See More

Select Create a Project

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.

Select Dashboard

Make sure display names are recognizable and include your name.

New users are automatically "Authors"

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.

Select Users from the list and then select "Change Role to..." and then select Administrator from the drop down then select "Change"

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

Under Course Profile Select Membership Them Promote to Admin

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.