

HELP SHEET

Web and Administrative Systems

PilotsUP: Building Communities

PilotsUP is a valuable tool for accessing the many online resources provided by the University – checking your email and grades, finding University events and announcements, and conducting various tasks to get through your daily business. But you can also customize your PilotsUP experience through personal webspaces, called **communities**, created for your particular needs and interests.

Communities are built from a collection of **applications**, also called **portlets**, through a simple “drag-and-drop” interface. There are dozens of portlets currently available, covering everything from Google Mail integration and document management to social networking features like blogs and message boards.

You may also customize the look of your community through the **layout template**, which allows you to alter the arrangement, colors, and banner in your community.

Benefits of Custom Communities

You might want to create a community if you:

- Want to get the most out of PilotsUP
- Like to complete many different tasks in one place
- Frequently use the portal for personal business
- Manage workgroups with other members of the University
- Want to create a personal homepage or blog

The Communities Button

The **Communities button**, located in the top-right corner of PilotsUP, is your gateway to accessing and building communities.



We will refer to this button throughout this helpsheet, as it is the key menu from which you will access, build, and edit communities.

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Accessing Communities

Everyone can access at least 2 communities in PilotsUP: **University**, the community for all University students, faculty, and staff, and **My Community**, a personal web space where you can build your own pages. When you login to PilotsUP, you are automatically taken to the University Home community. Hover your mouse above the Communities button, then move over My Communities to see these options:



This list shows the communities available to you. Hover over an individual community to see the pages you may access within it.



There are two types of pages in a community: **public pages**, which are available to outside that community (and can be seen over the web and found by Google); and **private pages**, which are available only to members of that community. In the case of My Community, for instance, public pages you create can be accessed by anyone on the Web, and private pages can only be accessed by you (as your community only has one member – yourself).

Building Your Community

Building a community can be a simple process if you choose to just add a few applications to a page, or a sophisticated website tailored to your specific needs. You can build on and edit any community which you are an administrator for; in this example, we'll use My Community (which everyone can edit).

To get started, we'll create a private page, so no one else can see our tinkering. Hover over the Communities button, then over My Communities, then My Community, then click "Private Pages," like this:

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If you have never built a page before, you should see a page like this:



Adding Applications

Applications are the best way to add functionality to your page, quickly and easily. Your first page will have the Help1 application visible to help you get started using applications. Follow these steps:

- Hover over the Communities button, and then click on **Add Application**.
- The Add Application window will appear on the left hand side of the window. Applications are split into groups which broadly cover the type of function they have on a page.
 - *CMS*: Content Management System applications are the basic building blocks of webpages. This category includes applications to add content to your pages, such as text (through Journals), images (using the Image Gallery), or documents (through the Document Library). You may also use these portlets to add standard webpage functionality, such as navigation, sitemaps, and breadcrumbs to your page.
 - *Collaboration*: These social networking tools are best used in workgroups or for publishing information you wish to share with others. Most noteworthy are blogs (web logs – like a diary or news tool), calendars, message boards (for hosting discussions between individuals), or wikis (for developing collaborative documents).
 - *Community*: Features which let community members sound off on your page, by adding bookmarks or rating pages, are found here.

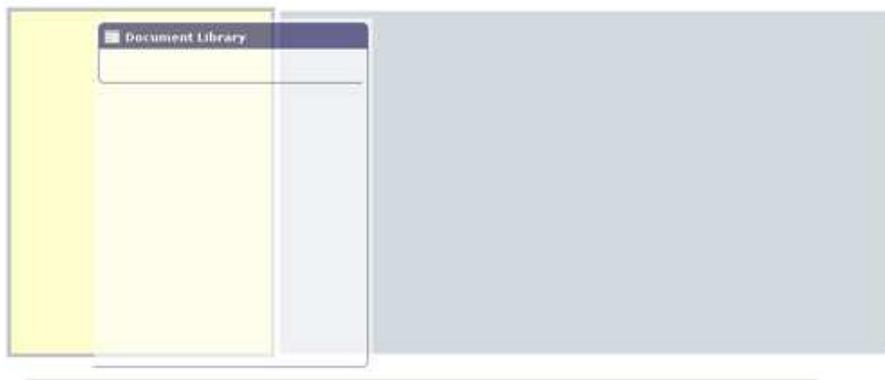
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- *Finance*: Add financial tools to your page like stock trackers, currency converters, and calculators to your pages.
 - *Google*: If you have a Google account, these portlets let you access Google Mail, Documents, and Calendar, as well as add any widgets posted on www.google.com/gadgets in your page.
 - *News*: Get alerts, announcements and weather from news sources you like, or subscribe to news feeds using the RSS portlet.
 - *Polls*: Get the take of visitors to your community using these polling options.
 - *Tools*: Tools are general purpose applications, like search and dictionaries, which are good for many different tasks. Of note is Web Form, which allows visitors to answer questionnaires you design.
 - *UPPortlets*: UPPortlets are custom applications which let you access University tools through the portal, such as My Announcements, the UP directory, and Outlook mail and calendars.
- When you find a portlet to add to your page, click **Add** next to its name, or click and drag it into your page.

Once added to a page, you configure your application by clicking on the Configuration icon  in the application's header bar. Click on the application's name in the header bar to edit it.

Once you have added an application to your page, you can easily reorder or move them by clicking and dragging the application by the header bar (purple in the default). The application will become translucent, the space where it currently sits turns yellow, and empty spaces turn blue, like this.



When you've moved your application where you want to place it, release the button and the application will appear in the new location, ready to use.

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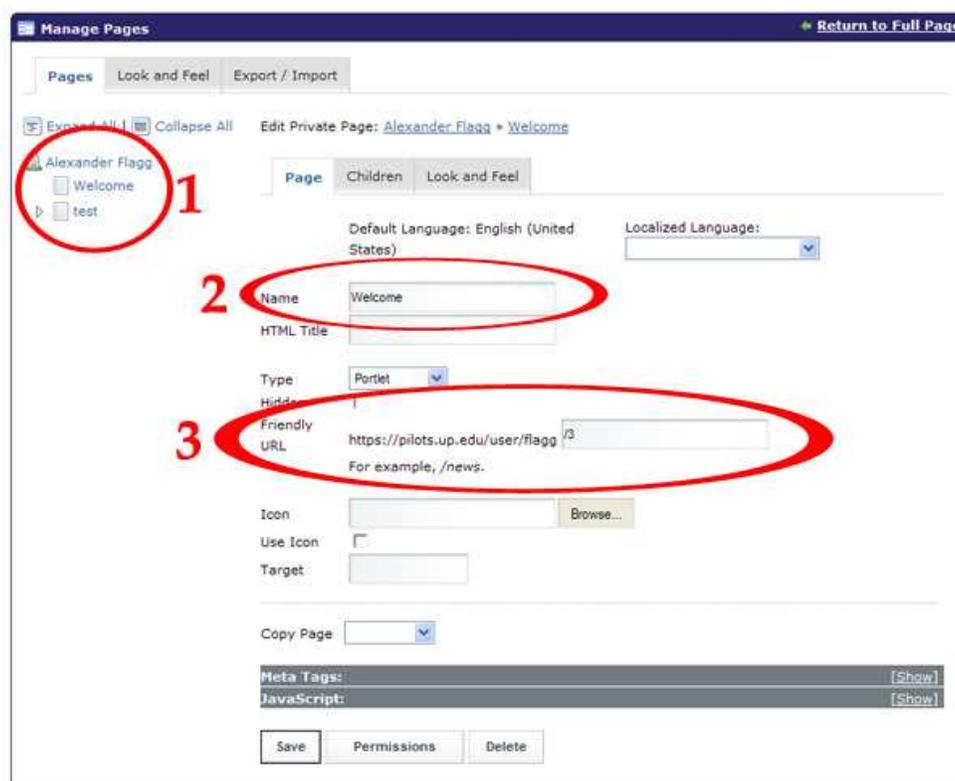
Managing Your Community

Adding Pages

You can add new pages by clicking the  **Add Page** button in your community's navigation bar. Enter the new page's name, then click **Save**.

Configuring Pages

You can change page names or create custom URLs using the Manage Pages menu. To access it, hover over the Communities button, then click **Manage Pages**.



- 1) First, click on the page you wish to change the name and/or the URL of in the left hand page list.
- 2) In the "Name" field, you can change the name displayed in your community's top-level navigation.
- 3) "Friendly URL" lets you change the address typed into a web browser to visit your page. Enter a name you like here, preceded by a "?". A URL will not work if it contains any of the following words: *c*, *group*, *web*, *Image*, *wsrp*, *page*, *public*, *private*, *rss*, *tags*.

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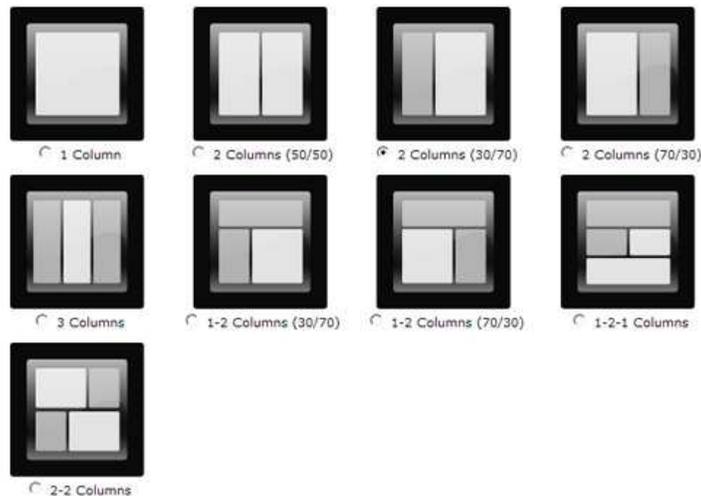
The full URL's appearance depends on what type of page it is:

- If a private page – [https://pilots.up.edu/user/\[your login name\]/\[your page name\]](https://pilots.up.edu/user/[your login name]/[your page name]) (where the brackets contain your University login and the page name you selected).
- If a public page – [https://pilots.up.edu/web/\[your login name\]/\[your page name\]](https://pilots.up.edu/web/[your login name]/[your page name]) (where the brackets contain your University login and the page name you selected).

4) Click **Save** when finished to enact your changes.

Changing Community Layout

You may also change the general framework of your page using the Layout Template. To access the Layout template, hover over the Communities button, and then click **Layout Template**.



Click the radio button next to the layout you want to use, then click **Save**. The page will be changed to match that template.

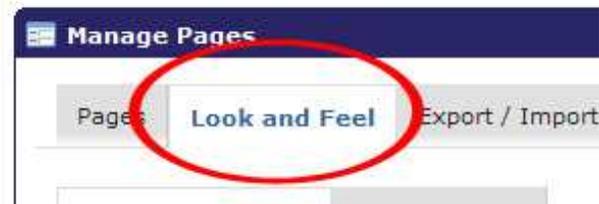
Changing Page Appearance

You may select from a number of custom themes to match your personal taste or theme.

- 1) Hover over the Communities button, then click **Manage Pages**.
- 2) In the Manage Pages window, click the **Look and Feel** tab.

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- 3) Click the radio button next to the design you'd like to apply to your site. The design will immediately be applied.