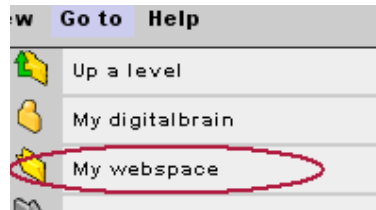


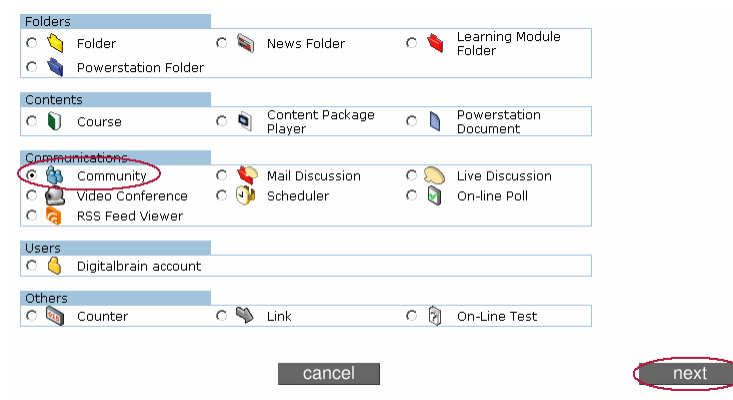
Creating a Community

Setting Up the Community

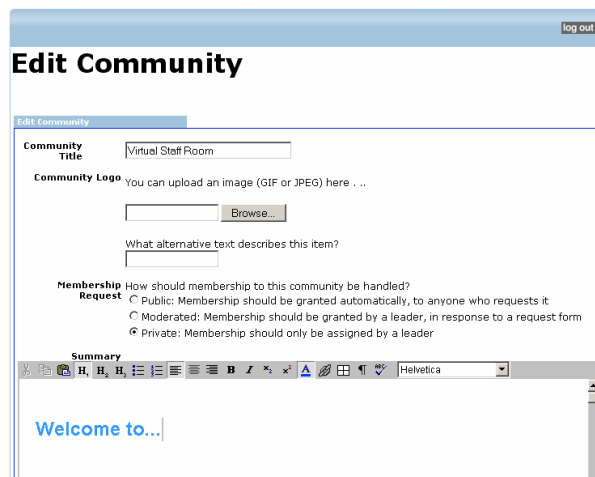
1. **Login** with your Digitalbrain username and password.
2. Hover your mouse over the **Go to** menu in the Digitalbrain toolbar and select 'My Webspaces':



3. Click **new**
4. Select 'Community', click **next**

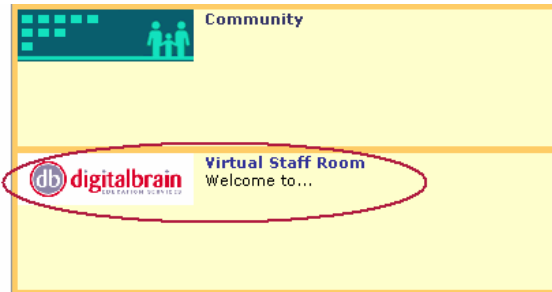


5. Give the community a name (e.g. 'Virtual Staff Room') and click **edit**.
6. Use the template to edit your community homepage.




Creating a Community

7. If you wish to add a logo, click on **Browse...** and navigate to an image for your community. The image must be in GIF or JPEG format. The image will be scaled down when you upload it (width between 1 and 129 pixels, height between 1 and 85 pixels: **Tip** - if you have an image that is much larger than these pixel sizes, resize it before uploading). The logo will appear in your communities listing:

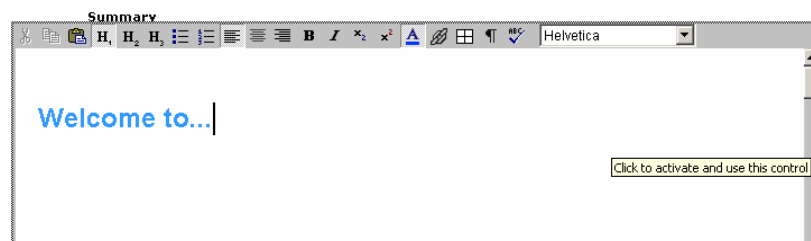


8. Set the membership request depending on your preference. For example, if you have created a community to be accessible by a wider group of users, and would like others to request a membership to the community, select 'Public' or 'Moderated' and be sure you've made a link to the community from a tab or homepage. Alternatively, if you have created a community for staff only, select 'Private'

<p>Membership Request</p>	<p>How should membership to this community be handled?</p> <p><input type="radio"/> Public: Membership should be granted automatically, to anyone who requests it</p> <p><input type="radio"/> Moderated: Membership should be granted by a leader, in response to a request form</p> <p><input checked="" type="radio"/> Private: Membership should only be assigned by a leader</p>
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If users navigate to the community homepage and have the option to request membership they can join the community simply by clicking on , which appears on the bottom right hand side of the community homepage.



9. In the 'Summary' box, use the editor toolbar to enter the details that you want to appear on the community homepage once saved.

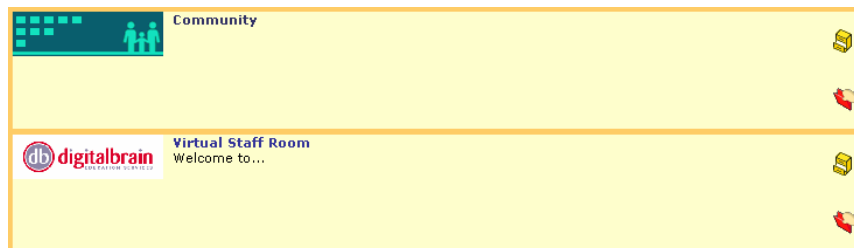


Creating a Community

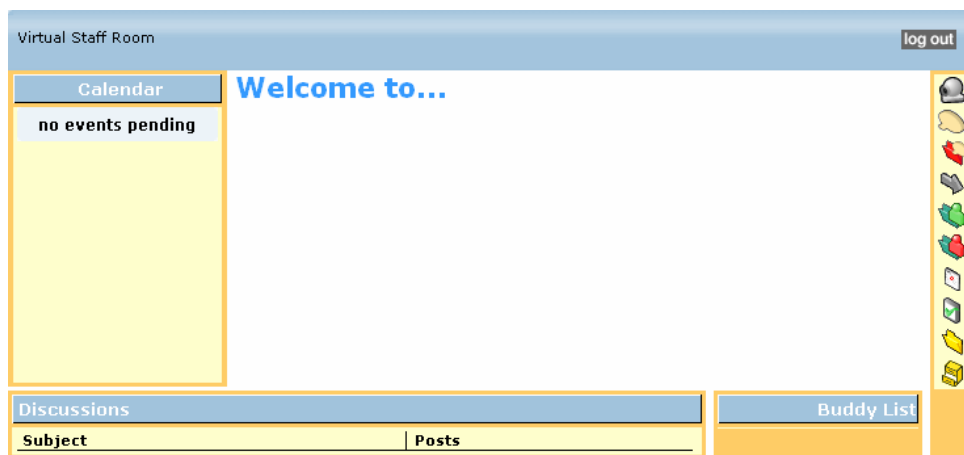
10. Click **save & view**
11. Your new community will now be added to your web folder.

Accessing a Community

12. To access a community from a personal homepage frame, members and leaders can click on  or hover their mouse over the **Go to** menu on the toolbar and select  **My communities**
13. This will bring up a listing of all communities.






14. Click on the title of the community you want to go to. This will take you to the community homepage



Creating a Community

15. In the community toolbar on the right hand side of the course homepage, click on:

	Live discussions to activate a pre-set live discussion
	Threaded discussion to take part in tracked discussion
	Links to access the links folder of the course
	Member groups to view or add members to the community
	Leader groups to view or add leaders to the community
	Calendar to add appointments to the community calendar
	Online polls to create and store polls relevant to the community
	My work folder to access a personal storage folder within the community
	Resources folder to upload and create learning materials making them accessible to anyone registered on the community

N.B. Access to these folders can be controlled in the usual way. For further information on access control, please see the help file called 'Setting Access Rights'