



ODS Portal

[portal.opendiscoveryspace.eu](http://portal.opendiscoveryspace.eu)

**Manage Communities**

**Are you a Community Manager?**

**Learn what you can do!**



The Open Discovery Space Project is funded by  
CIP-ICT-PSP-2011-5, Theme 2: Digital Content,  
Objective 2.4: eLearning Objective 2.4

... you have some duties and privileges. You can/have to:

1. Admin the information of the Community
2. Admin the roles of members
3. Invite people to join
4. Manage requests to join



# First meet your community's area

## Information and management

Home | ODS community



### ODS community

Parent Community: ODS Pilot Schools in Greece

- Leave
- Invite
- Customize Community
- New sub-community

Managed By:

Iamprini K



Lamprini Kolovou



Created on: 27.06.2013

Last visited: 16.03.2015

## Organisation of the Community



Members: 14



Groups: 0



Events: 1



Discussions: 0



Activities: 0



Blogs: 0



Polls: 1



Resources: 13

Network of related communities

See the Network of related Communities



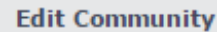
The Open Discovery Space Project is funded by CIP-ICT-PSP-2011-5, Theme 2: Digital Content, Objective 2.4: eLearning Objective 2.4

# 1. Admin the information

Select:



A form appears... Select:



You can:

Delete the Community:

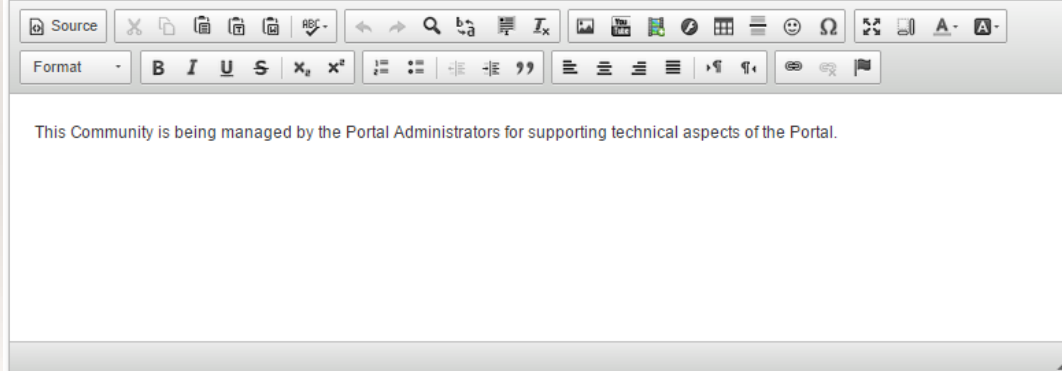


Change the title:

Community Name \*

Edit the description:

Description \*



The image shows a rich text editor interface. At the top, there is a toolbar with various icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and help. Below the toolbar is a text area containing the text: "This Community is being managed by the Portal Administrators for supporting technical aspects of the Portal." At the bottom left of the text area, there is a link that says "Switch to plain text editor".



# 1. Admin the information (cont.)

Change/define the Country:

Country  
- None -

Add school:

School

Could not find your school in the list? Please add it here.

Make the community Public  
or Private:

Accessibility Level  
Private

Select/change a  
thematic area:

Select Thematic Category  
None

Add tags:

Tags

Provide tags separated with comma

Upload the logo of  
your Community:

New Image

Choose File No file chosen Upload

Add videos:

Video Urls

new URL

URL:

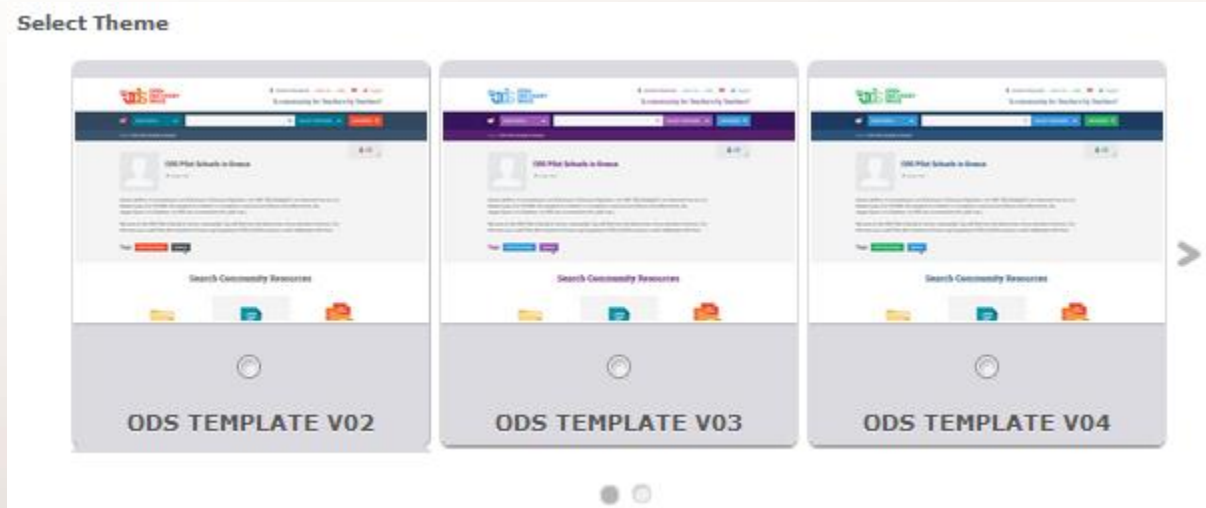
Add/remove  
modules:

| Module Status |                                     |
|---------------|-------------------------------------|
| Module        | Enabled                             |
| Groups        | <input checked="" type="checkbox"/> |
| Activities    | <input checked="" type="checkbox"/> |
| Events        | <input checked="" type="checkbox"/> |
| Blogs         | <input checked="" type="checkbox"/> |
| Discussion    | <input checked="" type="checkbox"/> |
| Polls         | <input checked="" type="checkbox"/> |



# 1. Admin the information (cont.)

Change the presentation  
of the Community:



Add the Relative  
Communities:

Relative Communities:

Selected Communities



**..and SUBMIT!**

# 2. Admin the members

Select:

Customize Community

A form appears... Select:

Member Administration

You can:

Modify the users' roles by adding / removing administrators of the community:

1. Select the user(s):

|                                     |                 |                  |        |                        |                      |
|-------------------------------------|-----------------|------------------|--------|------------------------|----------------------|
| <input checked="" type="checkbox"/> | <b>Ikolovou</b> | Lamprini Kolovou | Active | • administrator member | 7 months 3 weeks ago |
|-------------------------------------|-----------------|------------------|--------|------------------------|----------------------|

2. Select: **Modify OG user roles** from the list

3. Press:

Execute

4. Select the role you want to add/remove:

Add roles  
administrator member

Choose one or more roles you would like to assign to the selected users.

Remove roles  
administrator member

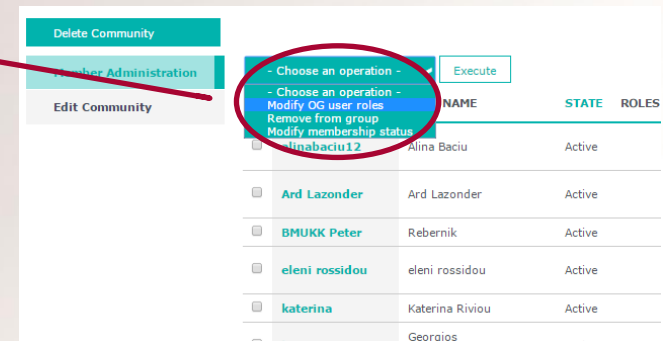
Choose one or more roles you would like to remove from the selected users.

5. Press:

Next

6. ...and

Confirm



|                          | NAME            | STATE  | ROLES |
|--------------------------|-----------------|--------|-------|
| <input type="checkbox"/> | Alina Baciu     | Active |       |
| <input type="checkbox"/> | Ard Lazonder    | Active |       |
| <input type="checkbox"/> | BMUKK Peter     | Active |       |
| <input type="checkbox"/> | eleni rossidou  | Active |       |
| <input type="checkbox"/> | Katerina Riviou | Active |       |
| <input type="checkbox"/> | Georgios        |        |       |



## 2. Admin the members (cont.)

**You can:** Remove members from your community:

1. Select the user(s):

|                                     |                 |                  |        |                        |                      |
|-------------------------------------|-----------------|------------------|--------|------------------------|----------------------|
| <input checked="" type="checkbox"/> | <b>lkolovou</b> | Lamprini Kolovou | Active | • administrator member | 7 months 3 weeks ago |
|-------------------------------------|-----------------|------------------|--------|------------------------|----------------------|

2. Select: **Remove from group** from the list

3. ...and **Confirm**

**You can:** Change the status of the members:

1. Select the user(s):

|                                     |                 |                  |        |                        |                      |
|-------------------------------------|-----------------|------------------|--------|------------------------|----------------------|
| <input checked="" type="checkbox"/> | <b>lkolovou</b> | Lamprini Kolovou | Active | • administrator member | 7 months 3 weeks ago |
|-------------------------------------|-----------------|------------------|--------|------------------------|----------------------|

2. Select: **Modify membership status** from the list

3. Select the status: **“Active”, “Pending” OR “Blocked”**

4. Press: **Next**

5. ...and **Confirm**

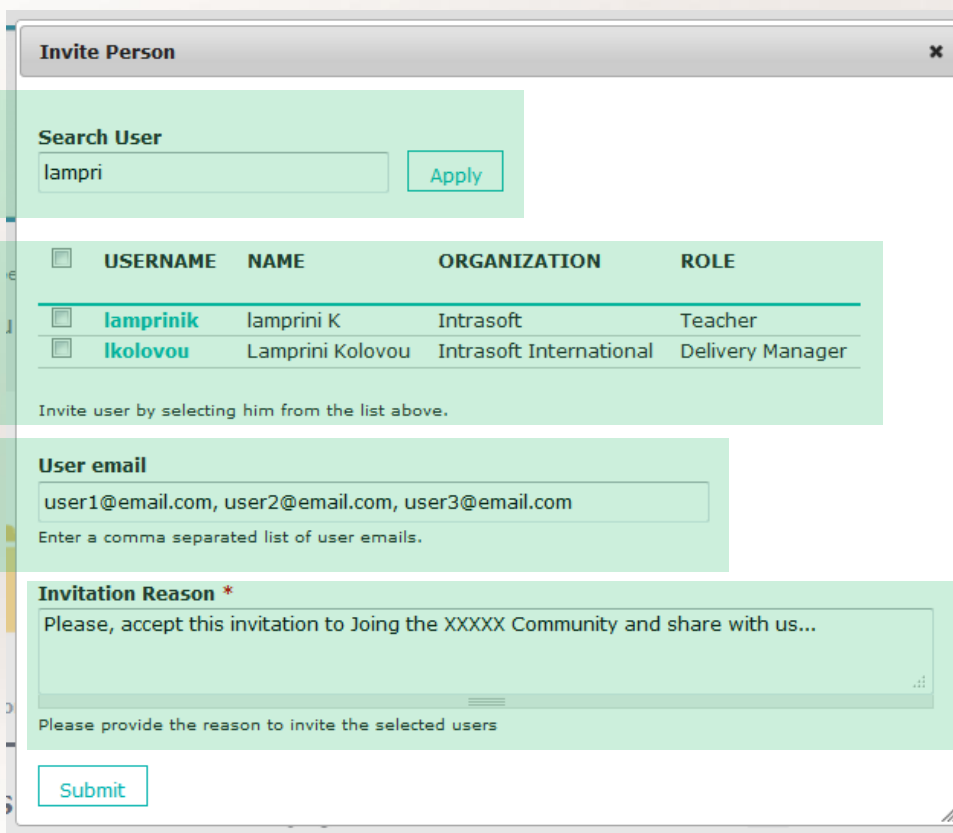




# 3. Invite people

Select: 

## A window appears... Select the people that you want to invite



The screenshot shows a window titled "Invite Person" with the following sections:

- Search User:** A text input field containing "lampri" and an "Apply" button.
- User List:** A table with columns: USERNAME, NAME, ORGANIZATION, and ROLE. It contains two entries: "lamprinik" (Teacher) and "lkolovou" (Delivery Manager).
- User email:** A text input field containing "user1@email.com, user2@email.com, user3@email.com" and a note: "Enter a comma separated list of user emails."
- Invitation Reason \*:** A text area containing "Please, accept this invitation to Joining the XXXXX Community and share with us..." and a note: "Please provide the reason to invite the selected users".
- Submit:** A button at the bottom.

\*You can invite people by selecting from the list or by using e-mails or both

Search portal users:

Select the users you want:

Write the e-mails of people you know:

Write why you invite these people:



# 3. Invite people (cont.)

Did you  the form?

Now... wait for your invitees' reply...



... they will get an e-mail and a notification (the portal users).  
Non portal users will have to register, following your invitation

Check your e-mail and notifications in Your Area  
Did they accept the invitation?



**Congratulations!**

**You have new members in your Community**



## 4. Manage requests for Join

**Do people want to join your community?**

**Then... you have some requests in your e-mail and in the  
Notifications in Your Area**

**You have to answer them!**



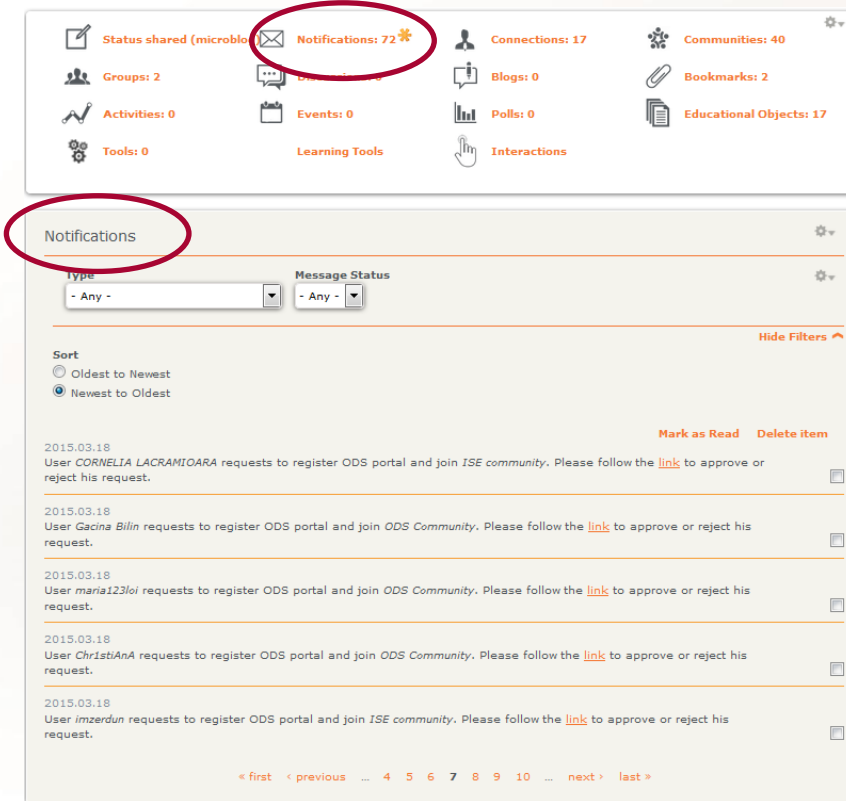
**Follow the steps...**



# 4. Manage requests for Join (cont.)

Follow the link in your e-mail  
or Notification in Your Area:

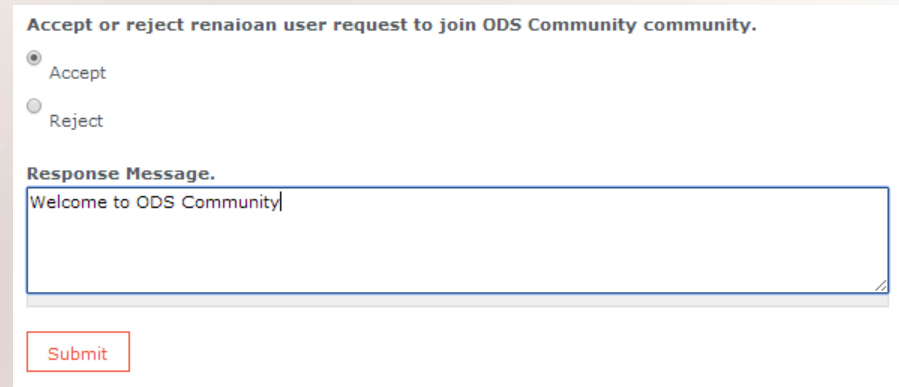
1.



The screenshot shows a user dashboard with various statistics and a notifications section. The 'Notifications: 72' link is circled in red. Below it, the 'Notifications' section is also circled in red, showing a list of requests to join the ODS community. Each request includes the date (2015.03.18), the user name, and a link to approve or reject the request.

2.

Accept or Reject the request:



The form is titled 'Accept or reject renaioan user request to join ODS Community community.' It has two radio buttons: 'Accept' (selected) and 'Reject'. Below the buttons is a text area for a 'Response Message.' with the text 'Welcome to ODS Community|'. A 'Submit' button is at the bottom.

3.

The user gets a notification with your decision  
The accepted users are added as members in your Community's area



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# Now you are ready to Manage your community!



## Well-done!

