

Hub Users

The User Guide is a user manual for a HUB. It progresses step-by-step through the features of the site and how a user can accomplish such tasks as:

- Edit their profile
- Start and manage a user group
- Participate in the Questions & Answers forum
- Submit, comment on, and monitor support tickets
- Submit a new resource
- And more...

Frequently Asked Questions

Article Pages: Can articles be assigned to multiple categories or sections?

No, articles and other content items cannot be assigned to multiple categories or sections.

Possible work-arounds include:

- Creating duplicate articles in multiple categories.
- Using menus rather than dynamic lists of content items.
- Using various third party extensions that simulate assignment to multiple categories.
- Using key words to simulate categories and sections.

Collections: What is the difference between a post and a collection?

Post: A post is a singular piece of content that can be posted in a collection. A post can house a link or file with a description added to it. Posts can be collected or followed by other users on the Hub.

Collection: A collection houses all posts in one file. A collection must be produced before uploading content into the collection. The relationship of a collection and a post is similar to a filing system. The collection is the file and the posts are the documents or content that is placed in the file. Both posts and collections can be reposted or collected by users of the HUB. The privacy settings of a collection determine who can view the collection and it's posts.

Collections: What happens when you collect a Post or a Collection?

When a user collects a collection or post on the Hub, the user is saving the information into his or her collections. When collecting a post, the content of the post is resubmitted as a new post in a collection owned by the user. When a collection is collected, the user is saving the collections' URL as a new post in a collection owned by the user. Then the user can simply revisit the collected collection by clicking on the new post in the his or her collection.

Collections: What are Followers in Collections?

Followers are the users from the Hub who follow other users through the component Collections. Everything that another user posts will show up in their feed. This way all the new content added to a Collection by the user can also be viewed by the follower. This is a great way of sharing ideas and resources between individuals on a Hub.

Projects: How do you connect Google Drive in a Project?

Note: The creator of the project must connect their Google Drive prior to others adding on their Google Drives to the project.

1. Navigate to **<https://yourhub.org/projects>**.
2. Access the project that you wish to add your Google Drive to.
3. ?Inside of the project access the **Files** tab and locate the **Connect** button.
4. Click the **Connect** button and then click the second **Connect** button, which will redirect your page to Google.
5. If you have already logged on to Google with an account, Google will remember that account. If you wish to login with that account confirm the message that "Hubzero would like to: Have offline access". Click **Accept** to confirm.
1. ?**Note:** If you do not wish to login with that account, you will have to log out of Google and sign in with a different account. Then repeat the steps above.
6. Then you will be relocated back to the project confirming your Google Drive connection to the project.

7. If you have other team members in your project, they will be able to connect their Google Drives to the project now.

Projects: How can I view file history in Projects?

Each project comes with a [Git](#) repository to store your files and data. With this comes a built-in web file browser, which reads the repository and allows to do multiple-file uploads, delete, rename and move files around, compile LaTeX files into PDF, as well as view file history, diff revisions and download all previous versions. In addition, we are now working on a solution for you to use the full power of Git for advanced file management through direct Git commands.

To view file history, click on the date in the **Modified** column in the Files area. This will show you the history of the file, and any previous versions if they have been uploaded.

Projects: What are “My To-Dos” in Projects?

Inside of Projects there is a special feature where tasks can be posted and assigned to members of the project. On the right side of the page under the lists of to-do's are the **My To-do's**. This is the list of all to-do lists assigned to you. The default to-do list is a list of all to-do's inside of the project. You will see your personally owned to-do lists by clicking on **My To-do's**. To add a new to-do list, simply click on **Add**. When you create a new to-do item, you can choose from the list any of the to-do lists you created. You will not be able to add to **My To-do's** because this is a default list that is automatically populated with to-do items assigned to you.

Resources: What is a Parent Resource versus a Child Resource?

In any filing system, a naming device is used to explain the main files and their subfiles. The main file is the "Parent" to all of the subfiles within that folder. These subfiles are called "Children". At Hubzero, we use this standard naming device to describe the relationship between Resources and Sub-Resources. The main resource is the "Parent" and any sub-resource/s that are directly placed under the "Parent" are called child or children resources.

Tags: What are tags and how do they work?

Tags are like keywords or category labels. Tags help you find content, events, and members which have something in common or similar interests. Tags can be added to groups, your profile, resources, wiki pages, and events. When creating or editing content, your profile, groups, etc. you can add or remove tags as you wish. If a tag does not exist, simply typing it in a **Tags** form field will create it and make it available for everyone to use on the Hub. Once a tag has been created, Hub search engines will pull the contribution documents and resources linked to that tag whenever a user searches a word related to a tag.

Tags: Creating a Tag

1. Navigate to <https://yourhub.org/>.
2. Log in to the frontend of the Hub and access a section of the Hub where tags will be available.
3. Begin to edit the new media type.

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4. In the Tag text box, type in the phrase or word that the tag will be.
5. Once the project is saved, the new tag will be created:

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Usage: What is user Usage?

These statistics list off the contributions that the user has made to the Hub, the tool usage, and the resource usage.

To find the user Usage:

1. Navigate to **<https://yourhub.org/>**.
2. Log in in to the frontend of the Hub and navigate to the user dashboard.
3. In the left sided tab list there will be **Usage**, proceed to that page.
4. There all of the personal usage that the user has consumed on the Hub has been recorded in tables.

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Wishlist: How is the consensus of a wish calculated?

Under **My Opinion**, each user can choose the importance and effort that will go into creating the wish. The consensus of a wish is calculated as a percentage of the total votes received and the consensus can only be calculated as a percentage of the total votes received out of the whole

Wishlist: How do you creating a wish?

1. Navigate to <https://yourhub.org/wishlist> to access your Hub's Wishlist.
2. On the Wish List dashboard, click on the **Add a Wish** button.

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3. Check the box to post anonymously or leave the box unchecked to put your name on the wish.
4. In the first text field, describe in a short sentence the wish.
5. In the second text field, give a more detailed explanation of the wish that you are asking for. Be specific in this section. The more detailed you are the easier it is for our developers to understand your request.
6. Tag the wish to connect it to the area of the Hub where you are wishing a change would appear, such as "Projects" or "Events".

7. Click **Save** to upload your wish to the wishlist.
8. Your new wish will appear on the wishlist.

Terminology of Wishes

- Active- open wishes where people can vote on the wish
- Accepted- the wish has been accepted and will be activated
- Rejected- the wish will be denied for now
- Granted- the wish is already available or will be in the next code update
- Like- voting up the wish
- Dislike- voting down the wish

What is CKEditor?

CKEditor is a WYSIWYG text editor designed to bring common word processor features to allow easy entry of content into web pages. Some features found in common word processors may not be found in the editor to preserve the design of the site. The editor can be found almost everywhere on the hub where content entry is available. This includes administrator interface content entry areas, as well as, the front user interface.

HUB USERS

Video Tutorials

How-To Videos

The HUBzero team is proud to present a growing series of How-to videos hosted on YouTube.

First, if you are new to our site and would like to know exactly what a Hub is and how Hubzero fits into the scientific community, watch this video produced by Michael McLennan, the Director of HUBzero Platform for Scientific Collaboration.

In order to start using Hubzero or any other Hub, learn how to create an account and use your user dashboard by watching this short tutorial.

Blog

What is a blog?

Blog: an update about achievements, goals, and aspirations in one's career.

The following blog levels are available on the hub:

1. **Site Blog** - blogs created by site administrators for the whole hub. These are displayed under <https://yourhub.org/blog>. **Note:** The site blog may also list group or member blogs chosen by hub administrators.
2. **Group Blog** - blogs created by group members for the group. These are displayed under <https://yourhub.org/groups/yourgroup/blog> and may also appear in the site blog depending on the blog post's privacy setting and the hub's site blog display settings.
3. **Member Blog** - personal blogs by any hub member. These can be found under <https://yourhub.org/members/membernumber/blog> and may also appear in the site blog depending on the blog post's privacy setting and the hub's site blog display settings.

Creating a New Blog Entry

Whether you are adding a member blog post, group blog post, or site blog post, the steps are the same, except for the entry point.

1. Navigate to the blog area you would like to post to. For member (profile) blog, that's <https://yourhub.org/members/yourmembernumber/blog>. For the group blog, it's <https://yourhub.org/groups/yourgroup/blog>.

Note: Only site administrators can post from the site blog (<https://yourhub.org/blog>).

2. Click on **New Entry** to start a new post.
3. Fill in the title of the entry.
4. Write the content of the blog post in the entry box. This box has a toolbar to help with formatting your text.

5. Upload any files you would like to add to the blog through the **Uploaded files** area and use a macro (a line of code) to embed the file(s) on your blog post. Click **Add Macro** to see available macros.
6. Add tags to make your blog more searchable on the Hub.
7. By default, users can comment on your blog post, but you may disable comments by unchecking the box for **Allow comments**.
8. Select the state of privacy to **Public**, **Registered members**, or **Private**.
9. Select the times when the entry will be available to be viewed. Make sure to format the time with military time and the date to be year, month, and then date. If you leave the publish start and end fields blank, your blog post will be available immediately with no publish end date.
10. Click the **Save** button at the bottom of the page to post your blog.

Editing a Blog Entry

Note: You may only edit your own blog post.

1. Navigate to the blog area where your post is listed.
 1. For member (profile) blog, that's <https://yourhub.org/members/yourmembernumber/blog>.
 2. For the group blog, it's <https://yourhub.org/groups/yourgroup/blog>.
 3. You may also edit your post from the site blog (<https://yourhub.org/blog>) if you see it listed there.
2. Find the blog post you would like to edit and click on the **Edit** icon (symbolized by a pencil) for that post.

3. Edit the content in the blog entry.
4. Click the **Save** button at the end of the page to save the new changes.

Deleting a Blog Entry

Note: You may only delete your own blog post.

1. Navigate to the blog area where your post is listed.
 1. For member (profile) blog, that's <https://yourhub.org/members/yourmembernumber/blog>.
 2. For the group blog, it's <https://yourhub.org/groups/yourgroup/blog>.
 3. You may also delete your post from the site blog (<https://yourhub.org/blog>) if you see it listed there.
2. Find the blog post you would like to delete and click on the **Delete** icon (symbolized by a trash can) for that post.

3. You will need to confirm that you want to delete your blog post, along with all associated comments. After confirming, your post will be deleted.

Citations

Adding a Citation

1. Navigate to <https://yourhub.org/citations>.
2. On the Citations home page, click **Submit a citation**.

3. Start adding the Citation by selecting the **Type** of the Citation from the drop-down.
4. Then, fill out all of the citation information that is needed.
 1. **Note:** Information varies by citation type.
5. Fill in the **Title/Chapter** of the Citation.
6. Fill in the **Tags** and **Badges** for the Citation.
 - a. Tags are key words that are separated by commas. (Example: negf theory, ion transport)
 - b. Badges are connecting words that indicate more complex tags. (Example: peer-reviewed, evidence-based)
7. Fill in the type of the resource or publication being cited along with the ID number of the item that is to be cited by this citation.
 - a. Find the ID number of the publication or resource by navigating to the page of the document and then in the URL you can locate the ID number.
8. Check the boxes to affiliate the organization with the citation and if your organization is to fund the citation.
9. Click **Save** to save the new citation.

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Importing Citations

NOTE: The citations import functionality is not guaranteed to be open to all registered hub users. The hub administrators can configure it as an administrator-only feature or turn it off all together.

1. Navigate to **<https://yourhub.org/citations>**.
2. On the Citations main page, click **Import citations**.

3. Upload a citation file.
 - a. Click **Choose** and select the citation file.
 - a. BibTex files (.bib), Text files (.txt), or EndNote files (.enw) are acceptable, but they must not exceed 4 MB in size.
 - b. Click **Upload** once the file has been chosen.
4. Review the uploaded citations and choose the appropriate action to take for each uploaded citation.
5. Click **Save** to save the newly imported Citations.

Exporting a Single Citation

1. Navigate to **<https://yourhub.org/citations>** and click on **Browse the list of available citations**.
2. Locate the citation that you wish to export.
3. Click the blue links to choose how the citation is to be exported. The two links are different by the type of file they export the citation as (BibTex or Endnote).

Exporting Multiple Citations

1. Navigate to **<https://yourhub.org/citations>**.
2. Locate the Citations that you wish to export by clicking the **Browse the list of available citations**.
3. From the available list of citations, check the boxes of the citations that are to be exported.
4. On the side of the **Citations: Browse**, select the button of the format type that the exported citations should download as. A citation can be downloaded as an **EndNote** or a **BibTex**.
5. After selecting a format type, the citations will automatically be downloaded to your browser's download area.

Collections

What are collections?

Collections are a quick and easy way to share, favorite, and organize information on a hub.

Note: You must be logged in on the hub in order to perform Collections functions other than looking through public collections.

Collection Tabs

Recent Posts: anything that a user follows such as a collection or another user is placed here. Whenever the collection or user posts a new post, the new post will appear on the feed. The feed is the first tab bar at the top the page.

Collections: where all of the collections that have been created by the user are stored. Here collections can be managed and created.

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Posts: where all the posts from every collection are stored. Here posts can be managed and created.

Followers: this tab displays all of the users on the Hub that are following your account.

Following: this tab displays all of the collections and users that are being followed by you. In the tab, links are provided back to each followed item by clicking on the blue title.

Posts vs. Collections

What is the difference between a post and a collection?

Post: A post is a singular piece of content that can be posted in a collection. A post can house a link or file with a description added to it. Posts can be collected or followed by other users on the Hub.

Collection: A collection houses all posts in one file. A collection must be produced before uploading content into the collection. The relationship of a collection and a post is similar to a filing system. The collection is the file and the posts are the documents or content that is placed in the file. Both posts and collections can be reposted or collected by users of the Hub. The privacy settings of a collection determine who can view the collection and its posts.

What happens when you collect a post/collection?

When a user collects a collection or post on the Hub, the user is saving the information into his or her collections. When collecting a post, the content of the post is resubmitted as a new post in a collection owned by the user. When a collection is collected, the user is saving the collections URL as a new post in a collection owned by the user. Then the user can simply revisit the collected collection by clicking on the new post in the collection.

Creating a Collection

1. Navigate to <https://yourhub.org/collections>.
2. Select the **Collections** tab at the top of the Collections dashboard.
3. Click on **New Collection** to create a new collection
4. Select the privacy of the new collection to be public or private from the drop-down.
 - **Private**: A lock appears on private collections after creation. This just informs you that this collection is only viewable through your account.
 - **Public**: All hub users can view the new collection and the collection will appear in search engines on the hub.

5. Input the title and description of the new collection.
6. Click the **Save** button at the bottom of the page to save the new collection.

Editing a Collection

1. Navigate to <https://yourhub.org/members/>.
2. Locate your profile and navigate to your collections tab.
3. Select the **Collections** tab at the top of the Collections landing page.
4. Hover over the collection that you would like to edit.
5. Click the **Edit** button and make the changes on the details of the Collection.

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6. Click **Save** to save the newly edited Collection.

Deleting a Collection

1. Navigate to <https://yourhub.org/members/>.
2. Locate your profile and navigate to your collections tab.
3. Hover over the collection that you would like to delete.
4. Click the **Delete** button.

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5. Confirm that you would like to delete the post and your post will be successfully deleted.

Creating a Post

1. Navigate to **<https://yourhub.org/members/>**.
2. Locate your profile and navigate to your collections tab.
3. On the collections Click on the **New Post** to add a new post to a collection.

4. Add a link or upload an image by dragging the media into the directed boxes then fill in your title and description.
5. Select the collection you would like to add the post to.
6. Add tags to allow searches to find your post.
7. Click **Save** at the bottom of the page and your post will be added to the collection you chose.

Editing a Post

Note: You may only edit your own posts.

1. Navigate to the Collections area from your Dashboard (**<https://yourhub.org/members/yourmembernumber/collections>**).
2. Select the **Posts** tab at the top of the Collections landing page.
3. Click the **Edit** button and make your changes to the post.

4. Click **Save** to apply your changes.

Deleting a Post

1. Navigate to **<https://yourhub.org/members/>**.
2. Locate your profile and navigate to your collections tab.
3. Open up a collection and hover over the post you would like to delete.
4. Click the **Delete** button.

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5. Confirm that you would like to delete the post and your post will be successfully deleted.

Collection Feed/Recent Posts

Collection Feed:

Anything that a user follows, such as a collection or another user, is placed on a Collection Feed. Whenever the collection or user posts a new post, the new post will appear on the feed. The feed is the page you land on when you go to the Collections area from your Dashboard (<https://yourhub.org/members/yourmembernumber/collections>), labeled "Recent Posts".

How do I add to my Feed?

To add to the Collection feed, find a collection or user that posts information that is relevant to a study or research. Click “Follow” on a collection or “Follow All” to follow a user and all of their collections. To view all the users and collections that are currently being followed, click the “Following” tab, which is the last tab, at the top of the page.

Collecting a Post

1. Navigate to <https://yourhub.org/collections/>.
2. Navigate to a post or a collection and find a post that you would like to save or **Collect**.
3. To collect a post, hover over the post and click the **Collect** button. This will repost the original post into a different collection.

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4. Select the collection or create a new collection for the post to be saved into. Add a description for the new post, then click **Save**.
5. The post will now be reposted into a new collection.

Collecting a Collection

1. Navigate to <https://yourhub.org/collections/>.
2. To collect a collection, hover over the collection.
3. Click the **Collect** button. This will add a new post to your collection with a link back to the original collection.

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4. Select the collection or create a new collection for the post to be saved into.
5. Add a description for the new post.
6. Click **Save** and the collection will now be reposted into a new collection.

Commenting on a Post

1. Navigate to <https://yourhub.org/collections/>.
2. Navigate to a post or a collection and locate a post.

3. Hover over the post and click the **Comment** button.

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4. Type your comment into the text box.
5. If you do not want your name to appear as the person who posted the comment, click the box for **Anonymous**.
6. Click **Save** and your comment will be posted.

Liking a Post

1. Navigate to <https://yourhub.org/collections/>.
2. Navigate to a post or a collection and locate a post.
3. Hover over the post and a **Like** button will appear.
4. Click the **Like** button and the post will count up for your like.

Unliking a Post

Note: Only a post you have previously **Liked** may be unliked.

1. Navigate to <https://yourhub.org/collections/>.
2. Navigate to a post or a collection and locate a post.
3. Hover over the post you have previously liked and the **Unlike** button will appear.
4. Click the **Unlike** button and the post will be removed from your **Likes** section.

Following a User

1. Navigate to <https://yourhub.org/collections>.
2. Find a collector or user of the hub that has collected information using Collections, whose posts and Collections you would like to follow. Click on the user's name.
3. Click the **Follow All** button.

4. Now all new posts and collections shall appear in your **Recent Posts** tab and the collector will appear under the **Following** tab on the Collections area from your Dashboard.

Unfollowing a User

1. Navigate to <https://yourhub.org/>.
2. Navigate to your members dashboard and click on the **Collection** tab.
3. Inside your member collection page, locate the **Following** tab.
4. Click on the **Following** tab at the top of the Collections landing page.
5. Click the **Unfollow** button for the user you would like to stop following, and the user's posts and collections will no longer appear on your **Recent Posts** tab. The user will also be removed from the list of users you follow.

Following a Collection

1. Navigate to <https://yourhub.org/collections>.

2. Click on the **Collections** tab.
3. Find a collection by browsing through the collections listed, or use the search bar to find collections by keywords or tags. Once a collection has been located click on the title of the collection to view the posts.
4. Inside the collection, click the **Follow** button to follow the collection.

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5. Once the collection has been followed, all of the posts will appear on your **Recent Posts** tab.

Unfollowing a Collection

1. Navigate to <https://yourhub.org/collections/>.
2. Navigate to a collection that you are currently following.
3. Click on the **Following** tab at the top of the Collections landing page.
4. Click the **Unfollow** button for the collection you would like to stop following, the collection's content will no longer appear on your **Recent Posts** tab.

Changing the Layout

Note: You have to be logged into your hub in order to complete the following tasks

1. Navigate to **<https://yourhub.org/collections>**.
2. Locate a collection and click on the blue title to open up the collection.
3. To the right of the tabs there are two icons that change the layout of the collection's posts.
4. To change the layout, click the **View as a list** button or the **View as a grid** button.
 - a. **View as a list** will sort the posts inside the collection from newest proceeding to oldest; posts will be stacked horizontally.
 - b. **View as a grid** will sort the posts inside the collection from newest proceeding to oldest; posts will be formatted into a grid.

Sorting Posts

1. Navigate to a **Collection** that you wish to change the ordering.
2. Click the **Edit** button and then from the *How posts are sorted* drop-down select **Created date** or **Defined ordering**.
3. Click **Save** to save the new sorting method.
 1. **Note:** You can sort the posts from the inside the collection by clicking on the different sorting buttons.

Courses

What is a course?

A course is an online class on the hub. The HUBzero courses platform offers many features to get you up and running, distributing online course materials and interactive content to a local classroom, or around the world. Watch lectures taught by world-class professors, learn at your own pace, test your knowledge, and earn recognition for your achievements.

Student Features

Enrolling into a Course

Courses offer instructors and students many features to help facilitate the most engaging and interactive learning experience possible. Many of these features, like in-depth instructor videos, announcements, and more, are available right away, just by browsing the available courses. Some features require an extra level of personalization, and thus require enrollment in the course.

Note: Each course might have different registration constraints such as restricted enrollment dates or required payment.

To enroll into a course:

1. Navigate to **<https://yourhub.org/courses>**.
2. Look for a course either by searching on the search bar in the Courses page, or browsing through the list of courses on that page. To see an extended list of courses, click "Browse the catalog."
3. Once you have found a course you'd like to learn more about, click on the title of the course.
4. On the Course's Overview, click on **Enroll in Course**.

5. Once enrolled, you will be on your way to better your knowledge on topics related to your field of interest.

Tracking Course Progress

As a student, the course will track your personal progress. To view your progress in a course:

1. Navigate to the course and from the course overview, click on the **Go to Course** button.
2. Click on the **Progress** tab to view the progress overview page.

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3. A chart will appear displaying information about your overall progress in the course versus when the course instructor thinks you should be.
4. Here is a breakdown of the progress information chart:
 - a. **The Running Man:** This figure displays the course's progress. Course instructors predetermine where students should be by setting dates for each section of the course. The "Running Man" helps indicate what a student has completed in the course.
 - b. **The Progress Bubbles:** These blue bubbles that the "Running Man" runs on indicates how much progress a student has completed in each area. The bubble will be all the way filled in blue with a check mark to indicate that all the material has been completed for that section.
 - c. **Your Current Score:** This percentage is the student's current score in the

- course. The grade is calculated by the 'grading policy' that is predetermined by the hub administrators.
- d. **Quizzes Taken:** The number of quizzes taken by a student out of the total amount of quizzes in the course.
 - e. **Homework Submitted:** The number of homeworks submitted by a student out of the total amount of homeworks in the course.
 - f. **Exams Taken:** The number of exams taken by a student out of the total amount of exams in the course.
 - g. **Grade Breakdown:** A list of all the sections in the course. The percentage listed on the right side is the section's grade percentage.

Course Administrator Features

Course Administrator Features

Though the platform has been designed to be simple and self-serve, there are also plenty of options to keep you busy. Follow the tutorials below to help clear up those options, or dive deeper into the intricacies of the HUBzero courses platform!

NOTE: You must be logged in and must have special privileges (role of Instructor, Manager, etc.) in order to perform/access the features below.

Editing the Course Overview Page Content

1. Go to the course's overview (<https://yourhub.org/courses/{course alias}>).
2. You may edit any of the following from the course overview page:
 - **Course Title & Short description:** allows the change of the title of the course, short description, and addition of tags. To edit, click the edit button, make your changes, and click "Save".
 - **Course Overview Long description:** allows the editing of the long description of the course displayed in the Overview tab. To edit, click the "Edit" button, make your changes, and click "Save".
 - **Offerings:** an offering is a collection of materials (lectures, quizzes, etc.) that represents a version or edition of a course. If no offerings exist for the course, you will see a "Create an offering" button. If offerings exist, you will see a "New" button under the Offerings tab to create an offering. To create the first or an additional offering, click the corresponding button and provide at least the title for your new offering and click "Save".
 - **Course Overview Pages (tabs):** you may add more pages (tabs) for additional content via the "Add page" button or edit existing added pages via the "Edit" button found under each added tab. Just click the corresponding button, add content or make your changes to an existing added page, and click "Save".
 - **Instructors or Managers:** allows management of special user permissions in the course. Clicking "Manage" will enable you to:
 - i. Add users and assign them a privileged role in the course. Default roles are Instructor and Manager. Additional roles may be available depending on what the hub administrators have made available.
 - ii. To add a user, enter their username or hub ID in the field (the field supports multiple entries separated by a comma), and select the role you would like to assign. Click **Add** and if successful, a **Changes saved** message will appear and the added user(s) will be listed below with the assigned role.
 - iii. Change assigned role by selecting a different role from the drop-down next to the user's name. A **Changes saved** message will appear upon

successful role switch.

- iv. Remove special privileges by clicking the box next to their name and clicking the **Remove** button and that will remove them from that position.

Building the Course Outline

Course managers and instructors are able to build and customize their course outline. All the materials that need to be completed by students will be stored for student access throughout the course.

Creating the Outline

1. Navigate to the course's overview (<https://yourhub.org/courses/coursealias>) and click **Go to Course** to access the course.
2. On the course's dashboard, click **Outline**, and then click **Build outline** to begin editing.
3. An outline is organized into units that are broken down into categories such as **Lectures, Homework, Exams, and References**. To add a new unit:
 - a. Click **Add a New Unit**.

- i. To edit the unit, hover over and click **New Unit**.
 - ii. Click **Save** after any changes to the unit.
4. When the unit is created, the hub's default categories (Lectures, Homework, ect.) appear. To edit a category:
 - a. Hover over the category title, and click **Edit**.
 - b. Click **Save** after any changes to the category.
5. Add all documents and materials needed for the course by creating asset groups under each category. To add a new asset group:
 - a. Click **Add new** in the categories where the material will be held.
 - b. **Note:** See instructions below for detailed instructions on adding material to an asset group.
6. Click **Done** to navigate back to the outline.

Adding Material to the Outline

1. To add documents such as a lecture, homework, or exam, you can upload the document by dragging a file onto the page or adding the file by four other options.
 - a. **Attach a link:** Insert links to webpages by typing them into the box with commas to separate out multiple links.
 - b. **Embed a Video:** Embed a Youtube or Kaltura videos by pasting the video embed code.
 - c. **Include a Wiki Page:** Create a wiki page by adding a new wiki page along with any references that will be attached to the wiki page.
 - d. **Browse for Files:** Browse the files on the computer and add them to the category directly. These documents will be downloadable for users to access. This upload option will be used when creating a gradable document using a PDF.
2. Once an attachment has been added the system will check to make sure that the files are not corrupted, and then you can edit the title and availability of the course material.
3. All four options allow multiple files to be uploaded at once.

Adding Graded Documents

1. To add quizzes, exams or other gradable documents, upload the file as a PDF.
 - i. **Note:** Only PDFs can become gradable documents.
2. You will be asked, **What do you want to do with these files?**
3. Select **Create a quiz/exam**.
4. Fill in the title of the document.
5. At each question, click and drag your cursor to select the entire question and all the answers. This will create a yellow box around the area of the question.
6. Click beside each possible answer to create a radio button. These radio button will be

what the student can select when answering the question.

5. Finally, click the correct radio button that is next to the correct answer. Repeat this process next to all of the questions. When you are done creating the answer bubbles, click **Save and Close**.
6. Check the box on the right to publish the homework/quiz/exam, and then a pop-up will appear with deployment settings.
 - i. **Note:** All deployment dates must now be set on the administrative end.
7. Select the time limit by clicking the arrows up or down in the **Time limit** text field.
8. Select the number of attempts allowed by clicking the arrows up or down in the **Attempts** text field.
9. Select the settings of what a user can see after they take the homework/quiz/exam:
 - i. Select from the radio buttons the setting for what users will be able to see when the homework/quiz/exam session is open and when it is closed:
 - i. **Only confirmation that their submission was accepted:** Users will not see their scores until after the session is closed.
 - ii. **Their score:** Users will only be able to see their score but not the answers.
 - iii. **A complete comparison of their answers to the correct answers:** Users be able to view their score and the answers to the homework/quiz/exam.
11. Click **Create deployment** to save the settings for the gradable document.
12. You can always edit each homework, quiz, or exam again after submitting it by clicking the small pencil icon next to the document's name.

Adding Prerequisites

Course items can now have prerequisites. These items must be completed prior to accessing the item for which the prerequisite applies. Prerequisites can be enabled for units and assets. These items can have other items of like kind as their prerequisite (i.e. assets can require assets and units can require units).

Adding Prerequisites to a Unit

1. Navigate to a course overview.
2. Click on **Go to Course** to enter the course.
3. Select the **Outline** tab and then click on the **Build Course** button.
4. To add a prerequisite to a unit, click on the title of the Unit.
5. Under **Prerequisites** choose the unit from the drop-down.
 - a. The prerequisite that you chose will determine the order of the course, such as

making Unit 1 a prerequisite for Unit 2 forces students to complete Unit 1 before moving on to Unit 2.

6. The prerequisite will be automatically saved.

Adding Prerequisites to an Asset

1. Navigate to a course overview.
2. Click on **Go to Course** to enter the course.
3. Select the **Outline** tab and then click on the **Build Course** button.
4. To add a prerequisite to an asset, hover over the asset and click the **Edit** or pencil icon.
5. In the **Edit Asset** pop-up, locate the **Prerequisites** section and choose the prerequisite for this asset from the drop-down.
 - a. The prerequisite that you chose will determine the order of the course, such as making Asset 1 a prerequisite for Asset 2 forces students to complete Asset 1 before moving on to Asset 2.
 - b. Only published assets can be selected as a prerequisite.
6. The prerequisite will be automatically saved.

Deleted Assets

Deleted Assets is a button available on the course-building page, where you can restore deleted content. If you are in the process of building a course you can remove content in the course outline but clicking the **Delete** button or trashcan icon beside the title of the file. If something is accidentally removed from the outline, you can retrieve it by accessing the **Deleted Assets**:

1. Navigate to the course that is currently being built.
2. Go into the course and from the Overview page, click on the **Outline** tab.
3. Click on **Build outline** to access the content of the course.
4. Inside of **Build Outline**, click on the **Deleted Assets** button to access all deleted material.
5. To restore a deleted item, just click the **Restore** button next to the file that you wish to add back to the course outline.
6. Any changes will be automatically saved.

Adding an Image to Pages using CKEditor

1. Navigate to a course and then click on the **Pages** tab inside the course.
2. Select the **Add Page** button to create a new page or edit a previous page but clicking the “Edit” or pencil icon.
3. Under the **Content** field, click or drop an image to upload the picture.
4. The uploaded file will appear on the right side of the **Upload** field.
5. Copy the URL that appears under the image.
6. Place your cursor in the section of the page where the new image is to be placed.
7. Click the **Image** button, and a pop-up of **Image Properties** will appear.
8. Under the **Image Info** place the copied URL in the URL field.
9. Fill in the settings if you wish to alter the dimensions of the image.
10. Click **OK** to save the image properties.
11. The image will be automatically placed into the content of the page.
12. Click **Save** to save the new image and preview the image in the course’s page.

Events

Sharing Events

Do you have an upcoming event that you would like to share with other hub users? The Events component allows you to submit the details of these events and share them with your community.

Note: Users must first log in to the hub in order to create or delete an event.

Creating an Event

1. Navigate to <https://yourhubname.org/events>.
2. Select **Add an Event**.

3. Select the category of the Event.
 1. **General:** an event that is the broadest category for events.
 2. **Workshop:** an event that is a clinic for users.
 3. **Seminar:** an event that hosts a speaker or presentation.

4. **Meeting:** an event similar to conferences.

4. Fill in the title of the event along with a description about the event and whom the event pertains to.
5. Fill in the location of the event, the website/url that pertains to the event or where event information is stored, and add tags to connect the event to tag topics.
6. Set the date and time of the event using the drop down calendar from the boxes. An event can last multiple dates as an expanded time frame. The time span of the event is calculated in military time.

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7. Select the time zone that the event is held in for this helps set up the time frame of the event for users in different time zones.
8. Click **Save** to add the event to the Hub calendar.

Deleting an Event

Note: A user can only delete events they submitted.

1. Navigate to **<https://yourhubname.org/events>**.
2. Select the event that is to be deleted.
3. On the overview page of the event, select **Delete**.
4. The event will be deleted automatically from the calendar on the Hub.

Feed Aggregator

What is the Feed Aggregator?

The Feed Aggregator is a component which allows feed managers to collect articles from several RSS feeds and to selectively combine them into one site-sponsored RSS feed.

Note: The feed aggregator controls are only available to hub managers. Hub users can access the feeds, but cannot create or add to the feed.

Accessing the Feed URL

1. Navigate to **<https://yourhubname.org/feedaggregator>**.
2. To view the feed URL, click on the **Generate RSS Feed** button.
3. The aggregator link will be generated into a pop-up box with a blue highlighted link.
4. Copy the link into any readers that accept RSS feeds as input.

Forum

What is a Forum?

A forum, or message board, is an online discussion area where people can hold conversations in the form of posted messages.

Forums have a specific set of jargon associated with them; e.g. a single conversation is called a "thread" or discussion.

A discussion forum is hierarchical or tree-like in structure: a forum can contain a number of sections, each of which may have several categories. Within a forum's category, each new discussion started is called a thread, and can be replied to by as many people as so wish.

Note: Users must be logged in to the hub in order to participate in the forum.

What is a section?

Sections are a way to organize or group related categories (topics). By default, sections are sequenced alphabetically by title.

What is a category?

Forum categories are a simple way to group related threads or discussions together. When a category is locked, no new threads may be created within that category. Typically, a locked category will be indicated as such by a padlock icon.

What is a thread?

A thread (sometimes called a discussion) is a collection of posts displayed from oldest to latest. A thread is defined by a title, an additional description that may summarize the intended discussion, and an opening or original post (common abbreviation OP, which can also mean original poster), which opens whatever dialogue or makes whatever announcement the poster wished. A thread can contain any number of posts, including multiple posts from the same members, even if they are one after the other.

5. Select the **Make discussion sticky** option ensures that the thread will appear at the top of the threads listing, regardless of age.
6. Select the **Closed thread (no new posts)** option to disallow any new posts from the new discussion.
7. The category that was chosen previously will appear in the drop-down. To change this, choose another option.
8. Next, add a title, such as the question or main topic of the new discussion thread.
9. Insert the main content in the **Comments** field. Use CKEditor to add to the text. Then, enter tags or key words that can connect the discussion to other parts of the Hub in the Your Tags field.
10. To attach a file to add outside sources to the new discussion thread, click **Browse** and select the file. A description of the file is optional.
11. Select the **Post Anonymously** option to keep your name from appearing in the thread. Then, click **Save**.

Editing a Thread

1. Navigate to **<https://yourhubname.org/forum>**.
2. Select a category.
3. Once the category has been opened up, click the **Edit** icon next to the discussion thread.
4. After editing, click **Save** to save changes.
 1. **Note:** Only the discussion thread creator can edit it.

Adding a Comment

1. Navigate to **<https://yourhubname.org/forum>**.
2. Select a category.
3. Once the category has been opened up, choose a discussion thread to comment on.
4. Enter the comment content into the **Comments** field.

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5. Enter tags (keywords) into the Tags field, if applicable.
6. Select the **Post Anonymously** option to keep your name from appearing in the thread. Then, click **Save**.

Groups

What are groups?

Groups are a way to connect people with a common interest. They are also an easy way to share content and conversation, either privately or with the world. Group members can:

- Post content that only other group members are allowed to see.
- Upload a group logo and use it as the group identity.
- Create events on the group calendar that only group members can attend.

Creating/Deleting Groups

Creating a Group

*****All registered users can create a group on the hub.*****

1. Log in to the Hub.
2. Navigate to <https://yourhub.org/groups>, then click the **Create a New Group** button.
3. On the **Create a New Group Page**, first fill in the **Group ID** which is the group's name that is in the URL.
4. Fill in the group's title or the name of the group that user's will see.
5. Fill in tags to connect your group with words to make it easier to find using Hub searches. A tag is like a subject, keyword, or category.
6. Create the public and private group descriptions. The public description will allow any users of the Hub view a brief overview of the group. The private description will allow group members understand any group goals or concepts.
7. Under **Membership Settings Join Policy**, select the button next to the access level you would like to give to members.

- a. **Public:** Any user on the Hub can join the group.
 - b. **Restricted:** Qualifications are given that predetermines who can join. These restrictions have to be added into the credentials. The group manager must approve these group members.
 - c. **Invite Only:** A group manager has to send an invite any new group members to the group.
 - d. **Closed:** No one can join the group unless they are added from the back-end of the Hub.
8. Under **Privacy Settings**, select a discoverability setting for the group.
 - a. **Hidden:** A hidden group is not listed on the front-end of the Hub, and any content is unavailable to any user that is not a member of the group.
 - b. **Visible:** A visible group can be found on the Hub through regular searches.
 9. Set access permissions for each tab by using the drop-down to select who can access or control each component in the group.
 10. For the **Group Email Settings**, check the box to automatically subscribe new group members to the group email thread or discussion thread.
 11. Once all the group's content has been filled in, then save the new group by clicking **Save Group**. Once the initial group has been saved, pictures and files can be uploaded to the group.

Deleting a group

*****To delete a group you must be the manager of the group and the sole member.*****

1. Log in to the frontend of the Hub and locate the group that is to be deleted and click the group title to open into the home page.
2. On the group home page, hover over the **Group Manager controls**.
3. In the drop-down, select **Delete Group**.

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4. You will be taken to a page to confirm all items in the group that will be lost.
5. The group will be permanently deleted from the Hub.

Member Functions

Inviting Users

Group managers can invite both hub users and unregistered users to join their group.

1. From the **My Groups** section on your **my HUB** page, select the group.
2. Click **Show Manager Controls** and click **Invite Members**.

3. Type in the name of the user you would like to invite (notice that the auto completer assists in finding users) or the email address of the person.
4. You may include a message with your invitation in appropriate box.
5. Click **Invite** and they will receive the invite in their email.
6. Verify that the invitation have been sent to the correct people.

Assigning Group Member Roles

1. Go to the main group page and click on the **Members** tab at the left side.
2. Click **Add a New Member Role** button to create a new membership role.

3. Add a role title in the text box and check the boxes next to the permissions that you want to have the new role to have, then click **Save**.

4. Click on the **Assign Role** link and in the pop-up change the membership status in the drop-down.

5. Click **Assign Role** to save the new membership role.

Promoting/Demoting a Group Member to Group Manager

Groups can have multiple managers. As a group manager, you can promote other group members or demote other managers depending on the level of permissions they need in order to provide for the group.

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1. Go to the main group page and click on the **Members** tab on the left side.
2. Locate the member and find the arrow button to the right of the member's name.
3. The arrow will point up if the member is a regular group member and the arrow will point down if the user is a group manager.

1. To Promote a Group Member: Click the arrow button that is pointing up:

2. To Demote a Group Manager: Click the arrow button pointing down:

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4. These changes in status will be automatically saved.

Customization

Customizing a Group's Look

1. On your main page of the group, click on **Show Manager Controls** and click on **Customize Group**.
2. Use the box on the right side of the page to upload a photo. Choose that photo from the drop-down box in the **Group Logo** section.

3. Choose the custom content option in the **Group Main Content** section to add your own description.
4. Specify access to individual tabs within the group in the **Group Access** section by selecting the desired option to the right of item in the list.
5. Click **Save Group Customization** to save your changes.
6. To customize all the group pages at once, click on **Manage Group Pages** in the **Group Custom Content** section. This will take you different interface away from the group customization area, please save all other changes before making this customization.

Customizing a Group's Calendar

Group Calendars: Subscribing to a Google Calendar

To subscribe to a Google Calendar, copy the Private Address for iCal, which is found in the Google calendar settings.

1. Navigate to **Google Calendar** and under "My Calendars" select the calendar you wish to subscribe to.

2. Click the drop-down arrow next to the appropriate calendar, and click **Calendar settings**.

3. Near the bottom, find the **Private Address**, and click **ICAL**.
 - a. A pop-up should appear with an address that allows other applications to fetch the calendar. **Copy the private address**.

4. Navigate to the hub, and sign in.
5. From your Dashboard, click the **Groups tab** and navigate to your group.
6. Once inside the group, click the **Calendar tab**.
7. Next, click **Manage Calendars**. Then, click **Add Calendar**.
8. Fill in the **Title**.
9. Paste the **private address** that was copied from Google into the **URL field**.
10. Choose a color for your calendar (optional). All events for that particular calendar will

appear in the color chosen, or will remain black by default.

11. Choose **Yes** or **No** to publish to subscribers.
 - a. If **yes** is chosen, people who subscribe to the group calendar will be able to see the events from this calendar in their subscription.
12. Click **Submit**.
13. To fetch calendar events, click the **Refresh Option**.
14. When you navigate back to the group calendar, you should now see that calendar appear.

Customizing Group Pages

Managing Group Pages:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow, next to the **Group Manager** button.

3. Select from the drop-down the **Manage Group Pages** button.
4. From there you can manage all of the pages inside of the Group.

Creating a Group Page:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.

4. On the Manage Pages tab, click on the **New Page** button.

5. Fill in the title into the title field and alias into the alias field for the new page.
 - a. **Note:** Page alias' can only contain alphanumeric characters and underscores. Spaces will be removed.
6. Then, fill in the content of the new page in the content text box.
7. Select the publishing settings status from the drop-down.
 - a. **Published**- the page is available on the Hub's frontend
 - b. **Unpublished**- the page is unavailable to the Hub's frontend but can be accessed still by the creator and on the backend of the Hub
8. Select the privacy settings from the drop-down.
 - a. **Inherits overview tab's privacy setting**- The previous setting of the overview tab also is enabled for this page
 - b. **Private Page**- Accessible to only members of the Hub
9. Underneath the **Settings**, select a category from the **Category** drop-down.
10. Click **Save Page** to save the new page and the newly added content.

Editing a Group Page:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the group management button.
3. Select from the drop-down the **Manage Group Pages** button.
4. Inside of Manage Group Pages, select the **Manage Pages** tab and then locate the page that needs editing.
5. Click on the arrow next to the page's **Manage Page** button.
6. From the drop-down select **Edit Page** to begin editing the page's content.
7. Edit the content inside of the group page and then click **Save Page** to save the newly edited content.

Deleting a Group Page:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.
4. Inside of Manage Group Pages, select the **Manage Pages** tab and then locate the page that needs deleting.
5. Click on the arrow next to the page's **Manage Page** button.
6. From the drop-down select **Delete Page** and the page will automatically be removed from the group and the Hub.

Creating a New Page Category:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.
4. Navigate to the **Manage Page Categories** tab.
5. Click on the **New Page Category** button and then fill in the title and select the color for the new category.
6. Click **Save Category** to create a new category.

Editing a Page Category:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow, next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.
4. Navigate to the **Manage Page Categories** tab.
5. Locate the category that needs editing and by the **Manage Page Category** button click the arrow.
6. From the drop-down select **Edit Page Category** and then edit the content inside of the page category.
7. Click **Save Category** once finished to save the newly edited content.

Deleting a Page Category:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow, next to the **Group Manager** button.
3. Select from the drop-down the **Manage Group Pages** button.
4. Navigate to the **Manage Page Categories** tab.
5. Locate the category that needs to be deleted and by the **Manage Page Category** button click the arrow.
6. From the drop-down select **Delete Page Category** and the page category will be automatically removed from the group and from the Hub.

Help and Support

Support

This component allows users to find content, gain community help, and receive support. The support component can be accessed through the “?” icon on every page or through the Hub dashboard.

Tickets

Users can create tickets when they experience a problem on the Hub that is not answered in Questions and Answers or Knowledge Base. Tickets are ways to report bugs or issues that they experienced with the Hub.

Submitting Tickets

1. On the page where you discovered a bug, select the ? icon.

2. The support component will drop down; fill out the required fields with detailed information about the issue to help the Hub support team understand the problem you are currently experiencing.

3. Attach a screenshot of the issue if you see a distinct error or template issue. This helps the support team locate the issue faster and see what is wrong.
 - a. **Hint:** Make sure that you include the URL in the screenshot.
4. Submit the ticket, and then you will be able to see your ticket in the **Tracking Ticket System** or in **My Tickets** on your account dashboard.

Knowledge Base

What is the knowledge base?

The knowledge base is a searchable component which houses helpful articles and frequently asked question. Users can search keywords to find articles.

Finding an Article

1. From the hub homepage, click the question mark and then selecting **Knowledge Base**.
Alternatively, navigate to the URL **<https://yourhubname.org/kb/>**.
2. Search for the article by typing in key words in the search bar.

3. Once found, click on the title of the article to view.

Members

What is a Member?

A Member Area is each individual user's space within the HUB. Your member profile contains many sections including your dashboard, your profile, a wiki, a blog, and many more. Each member has the ability to use or not use each of these sections how they want. Some of the more important sections will be discussed in more detail below.

Dashboard

Member Dashboard

The Member Dashboard section is the user's landing page after logging in successfully. It has a number of modules that contain items for easy access, for example the **My Sessions** module which lists any of your current tool sessions and also shows your storage space usage.

Personalizing Your Dashboard

You have the option to personalize your Dashboard by adding, removing, or rearranging modules. This customization feature allows you to fit the Dashboard to your personal needs. Once it has been personalized, it will appear how you arranged it at each login.

To add a module to your Dashboard:

1. Place your mouse pointer on the **Add Modules** button in the upper right hand corner of the screen. This button allows you to add a module.

2. A box will appear with a list of modules available. Click the **Install Module** button next to the module you would like added to your Dashboard.

3. After clicking **Add**, the new module will appear on your dashboard.

To remove a module to your Dashboard:

1. Place your mouse pointer over the upper right hand corner of the box, and click the **X** that appears.

2. A **Remove** button will appear. Make sure to click the Remove button to confirm the removal.

To rearrange your modules:

1. Place your mouse on the top of the module you wish to move until a cursor appears.
2. Press and hold down the button on the mouse or other pointing device to grab the module.
3. Drag the module to the desired location, and drop it by releasing the button.

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Profile

Member Profile

The Member Profile section contains specific details about the user, ranging from their name to email address, phone number, and personal website.

Editing Your Profile

The Member Profile has a new "edit in place" feature to help users edit their profile easier and faster. To edit your profile, first navigate to your Member Profile. You should see a screen similar to the picture above. Simply click on the edit link along the right side of any profile field to start editing that field. A hidden pane should slide down and you should see fields to edit that specific field of your profile. This is also where you can set the privacy level for that specific field. When you're done editing click the Save Button and your profile will be updated. Clicking the Cancel Button will disregard your changes.

Profile Privacy

All Member accounts on the HUB are created with a default privacy setting of "Public". Users can make their profiles more private by editing their profiles. Under each section of their profile that they don't wish to publicize, they can click the **Edit** and change the **Privacy** to **Public**, **Registered**, or **Private** from the drop-down.

- Privacy settings:
 - **Public:** All visitors to the Hub who are logged in or not logged in can see this information
 - **Registered:** Only registered users who are logged into accounts can see this information
 - **Private:** Only the owner of the profile can view this information

Uploading/Updating your Profile Picture

All Member accounts on the HUB will be created with a default Profile Picture that is a silhouette. To edit your Profile Picture, first navigate to your Member Profile. You should see a semi-transparent black button over your current Profile Picture that says "Change Picture". Clicking that link will bring up a popup to upload a new photo or remove your current one (if its not set to the default silhouette) and should look like the image below.

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To Upload a new picture click on the black button that says "Upload an Image". Your computer should display a file browser to select an image. After you select an image the file will be automatically uploaded and once complete should be displayed in the preview area within the popup. If you are happy with the newly uploaded image click the "Save Changes" Button and your profile should refresh with the new profile picture set.

***Note: You will see your profile picture on every section of your Member area, but you must navigate to the Profile section with your Member area first in order to upload, update, or remove your profile picture.*

Projects

What are projects?

Projects is a project-management/collaboration tool. Whether working on a new funding proposal, research paper or developing an application, projects are a great way to manage your data, workflow and communication. Projects can be created by groups or individual users, and may include multiple groups in the team.

With each project you get:

- a Git-based repository for data and apps with a built-in web browser;
- a Wiki area for project notes;
- To-do list management;
- a Facebook-like microblogging tool providing a stream of project updates from all team members, with the ability to comment on certain activities.

Projects can be accessed by going to **/projects** on your hub. You can read in more detail about all project features by going to **/projects/features**.

Creating Projects

Starting a Project

1. Login to your HUB.
2. Navigate to **<https://yourhub.org/projects>**.
3. Click **Start a project**.
4. Provide a title in the **Title** textbox. This should be the full name of the project.
5. Provide an alias in the **Alias** textbox. This is a short name for the project used in the project URL therefore spaces, special characters, or punctuation cannot be used.
6. Under *Describe your project* click **Yes, I'll do it now**.
7. Optionally, add a description of the project in the About textbox or upload an image to use as the project thumbnail.
8. Under *Include project in search?* select whether the project should be private or public. If public is chosen, then the project can appear in search results and have its basic information available for public viewing.
9. Click **Save all and continue** to move to adding initial team members.

Adding Initial Team Members

1. Select the level of access that should be granted:

Collaborator can:

- Upload and manage project files.
- Edit project publications.
- Use available project tools.

Manager can:

- Invite or remove other team members.
- Change project information and global settings.
- Do everything a collaborator can do.

2. Start typing last name of the user to add in the **Individual** textbox, or the group name of the group to add in the **User Group** textbox.
3. An autocomplete box will appear below these textboxes with suggested users or groups (depending on the textbox used). Click on the suggestion that is associated with the user or group that should be added.
4. Click **Add** to have the user or group added to the team.
5. Repeat steps 1-4 above to add additional users or groups to the team.
6. Check the box next to the names of the users that should be removed and click **Delete**.
7. Click **Save all and continue** when finished adding users.

Finalizing the Project

Depending on the HUB configuration, reading information on HIPAA or FERPA rules on privacy as well as agreeing not to store certain types of data may be required.

1. Read the statement:

"No, this project will **not** include any sensitive or restricted data such as HIPAA protected health information (PHI) or student information. I understand that this site cannot be used to store government restricted, export-controlled, or proprietary company data (without permission)." Check the box next to it to indicate agreement.

2. Click the word **Privacy Terms** to read the Privacy Terms.

3. To indicate agreement with this statement:

"Yes, I read, understand and acknowledge Privacy Terms as they relate to the use of this project. I am responsible for ensuring compliance with these terms for **all project members.**" Check the box next to it.

4. Click **Save all and continue.** The project is now ready to use.

Adding a Project Thumbnail/ Editing Project Information

1. Login to your Hub.
2. Navigate to **<https://yourhub.org/projects>**.
3. Click on the **Project** you want to edit on the *My Projects* section.
4. Hover over the **Project Manager** text in the upper right and click **Edit Project**.
5. The project title can be changed by changing the text in the **Title** textbox.
6. The **About** textbox allows you to add/ change the description of the project.
7. Click **Choose File** in the **Picture** section to select a thumbnail image.
8. Find the image you want and click **Open**.
9. Click **Upload** to add the thumbnail to your Project.
10. After you have finished making the changes you want, click **Save Changes**.
11. The **Project info has been saved**. notice will appear at the top if the changes were successfully saved.
12. Click **Return to project page** to navigate back to the project.

Editing the Team

1. Login to your HUB.
2. Navigate to **<https://yourhub.org/projects>**.
3. Click on the **Project** you want to edit in the *My Projects* section.
4. Click the **Team** tab on the left menu.
5. Click **Edit Team**.
6. If you do not see the **Edit Team** button and are listed as a Group Admin for this project then membership must be controlled on the Group level.

Adding Team Members

1. Select either **Manager** or **Collaborator** depending on the level of access you want to give the user or group:

Collaborator can:

- Upload and manage project files.
- Edit project publications.

- Use available project tools.

Manager can:

- Invite or remove other team members.
 - Change project information and global settings.
 - Do everything a collaborator can do.
2. Start typing last name of the user you'd like to add in the **Individual** textbox, or the group name of the group you'd like to add in the **User Group** textbox.
 3. An autocomplete box will appear below these textboxes with suggested users or groups (depending on the textbox you use). Click on the suggestion that is associated with the user or group you want to add.
 4. Click **Add** to have the user or group added to the team.
 5. Repeat steps 1-4 above to add additional users or groups to the team.

Removing Team Members

1. Check the boxes next the names of the users you want to remove.
2. Click **Delete** to permanently remove the selected users from the group.

Deleting a Project

1. Login to your Hub.
2. Navigate to **<https://yourhub.org/projects>**.
3. Click on the Project you want to edit in the *My Projects* section.
4. Hover over the **Project Manager** text in the upper right and click **Edit Project**.
5. In the lower right below the *Edit Info* box there is the text "Need to cancel project? You have an option to permanently *delete* your project."
6. Click on the word **delete** in that phrase.
7. Click **Yes, Delete** to verify that you intend to permanently remove the project.
8. The Project will now no longer exist.

Changing the Layout of the "To-Do"

1. Navigate to "<https://yourhub.org/projects>" and log into the hub.
2. Locate a project and click on the blue title to open up the project.
3. Select the "To-Do" tab on the left side of the page.
4. To change the layout of the To-Do page, click the "Pinboard view" button or the "List view" button.
 - a. "Pinboard View" will sort the pins inside the To-Do from newest proceeding to oldest.
 - b. "List view" will sort the pins inside the To-Do from newest proceeding to oldest; pins will be stacked horizontally.

Sharing Project Notes

1. Navigate to **<https://yourhub.org/projects>** and log into the hub.
2. Locate a project and click on the blue title to open up the project.
3. Select the **Notes** tab on the left side of the page.
4. Locate the note that you would like to share publicly.
5. At the bottom of the published note, click the blue link **Generate public link**.
6. A link will be provided in the pop-up.
 - a. This public link allows others to access content by people outside of your project team. You can send the link to anyone by pasting them into your emails, instant messages, and web pages.
7. To exit the pop-up, click the **Close this** button.

Project Files

Google Drive Connection for Project Files

We are excited to offer Google Drive connection for desktop syncing and collaborative editing of your Project Files. Connecting your project is a fast and easy process, which creates a dedicated remote folder shared between all joining project team members and synced with your local Project Files directory. Team members use their own Google accounts to connect and may use Google Drive syncing apps available for various platforms and devices. In addition, individual project files may be exported to Google Docs, a suite of editing tools that makes working together better.

■ [What is Google Drive? with Google Drive](#)
[Connect your Project with Google](#)

What is Google Drive?

Google Drive is a free service that lets you store all your files including documents, photos, videos and Google Docs online and access them anywhere. With Google Drive, you can create, share and keep all your stuff in one place.

Google Drive is available for:

- PC and Mac
- Chrome OS
- iPhone and iPad
- Android devices

[Learn more about Google Drive ›](#)

Connecting your project with Google Drive

Project Files web browser now includes a **Connect** button showing remote services available for your project:

Project creator establishes the initial connection to Google Drive. For a project that is not yet connected, only Project Creator will see the **Connect** button. After the initial connection is established, all other project members will also see the button to connect and may follow the

same connection process.

Clicking the **Connect** button opens Connections screen describing available services. To proceed with the connection, you follow the green Connect link:

When connecting to Google Drive, you need to be logged into Google with your preferred gmail account.

As soon as you login To Google, you will be presented with the Request for Permission screen. Our connector app needs your permission to view and manage files and documents in your Google Drive as well as view your basic Google account information including the email address and Google screen name.

We only manage files stored in the dedicated shared remote folder that we create for your Project. Your Google screen name and email address are required to properly record file revision history.

Upon successful connection, you are returned to the **Connections** screen in your project, which now shows connection details and includes a direct link to the shared remote folder in Google Drive:

After you connect

Project Creator

If you are the Project Creator, you should now see a new folder created in the root of your Google Drive. The folder will have your project alias in its name, e.g. **Project:: myproject**. If you had any files in your project already, they would be copied to the remote directory during first sync.

Other project members

For all project members that connect after project creator, the new remote folder will appear under "Shared with me" directory in your Google Drive.

Unless something shared with you is stored in **My Drive**, it won't sync. Here's how to add the project folder from **Shared with me** to **My Drive**:

- Click **Shared with me**.
- Select the project folder.
- Click the **Add to My Drive** button. The contents of the project folder will automatically sync to the Google Drive folder on your computer.

Desktop Google Drive app

To access synced project files right from your desktop, you can [download Google Drive](#). It's free and installs in seconds. Here is an example how your Google Drive folder may be accessed on a mac:

Project Files browser

Now that the project is connected to Google Drive, the Project Files browser includes a few extra options.

The **Sync** button initiates a sync between local and remote files. Sync status is then shown to the left of the **Sync** button.

Files of certain types may be converted to Google format and back by clicking on the **start/stop Collaborative editing** button.

Sync between remote and local files

Sync of local and remote project files happens automatically every hour, after each local change, or may be initiated manually by clicking on the **Sync** button in the Project Files browser.

Sync status will be shown to the left of the **Sync** button and will tell you the progress of current sync or time since last sync operation.

You cannot abort sync once it starts and you cannot initiate a new sync request until the current sync is complete. There may be a delay of one to several minutes imposed after each manual sync request. This is to prevent unnecessary repeated server requests and to make sure all changes get propagated and synced properly.

Versioning and conflicts

During sync only the latest change on a file gets checked in. Intermediate changes that happened since last sync get omitted. However, because local changes get synced immediately after they occur, it is usually only remote intermediate revisions that may be omitted in joint file history. Frequent syncing helps keep as much revision history as possible.

In the case of a simultaneous change on the same file locally and remotely, the remote (Google) version prevails and gets committed over local version. We're working on adding proper conflict resolution mechanisms.

Meanwhile, detailed file revision history can be viewed locally by clicking on the **modified time** link for each file. There you can view diffs for text files and download older versions. The history will also show if the file was exported to Google for remote editing or brought back into the local repository.

Collaborative Editing via Google

Connecting your project with Google Drive enables you to export local project files of certain types for collaborative editing in Google. When you send a file to Google for editing, it will be converted to appropriate Google Docs format ([Docs](#), [Sheets](#), [Slides](#)).

These are the file types that can be converted to a Google document, spreadsheet, or presentation:

- For documents: .doc, .docx, .html, plain text (.txt), .rtf, .tex*
- For spreadsheets: .xls, .xlsx, .ods, .csv, .tsv, .txt, .tab
- For presentations: .ppt, .pps, .pptx
- For drawings: .wmf
- For OCR**: .jpg, .gif, .png, .pdf

* We've added support for LaTeX files conversion to and from Google Docs. TEX files will be exported to Google as text files, and imported back into the local repository as .TEX. You can compile your TEX file (both local and exported to Google) into a PDF right in the **Project Files** browser.

** Optical Character Recognition (OCR) lets you convert images with text into text documents using automated computer algorithms. Images can be processed individually (.jpg, .png, and .gif files) or in multi-page PDF documents (.pdf). More on [Optical Character Recognition](#).

Export local file to Google Docs

Select a file you wish to edit in you **Project Files** browser. If the **Start Collaborative Editing** button is active, it means that the file can be edited remotely.

After export, your file will appear in your Project as a **Google Doc**:

In your **Google Drive** the file may appear with a .gdoc (or other) Google Doc extension.

Now you and your project collaborators may work on the file together in **Google Drive**. With Google's [Real-time collaboration](#) multiple people can edit Google Docs at the same time from different computers.

Back in your **Project Files** browser you can preview the remote file as a PDF or JPEG. For .tex files exported to Google, the preview will be a compiled PDF that you can download and save back into project.

Import a Google Doc into the local repository

When you are happy with your edits of a Google Doc and wish to finalize the document for publishing in your Project or simply want to stop editing, you import the file back into the project repository. Select a remote file you wish to import and click on the **Stop Collaborative Editing** button. You'll get a choice of import formats:

Please note that original files in old Microsoft Office formats (.doc, .xls, .ppt) will be converted to the new formats (.docx, .xlsx, .ppt) when imported. If the name and format of the original file are preserved, the original file will be restored/overwritten in the local repository. If the name or format change, the file will be imported as a new file, with the revision history showing the connection.

Databases

DataStore Lite

Creating a searchable hub database from a spreadsheet with data is made possible by DataStore Lite within Projects.

Note: You must be logged in on the hub and inside a project in order to use this feature.

A .csv (comma separated values) file containing the data is required to create the database. A spreadsheet program such as Excel can be used as long as the file is saved in the .csv format. The first row should contain the labels for each data field/column. Each row below represents a unique data entry. If the database is to contain links to files stored in the project, provide a column with the case sensitive name and extension of each file (e.g. "projectstep1.png").

Creating a Database

Upload the File to the Project

1. Navigate to <https://yourhub.org/projects>.
2. Locate the project where the database is to be added in the *My Projects* section, or use the **Start a project** button to create a new project (for help with creating a project, go to: <https://hubzero.org/documentation/1.3.0/users/projects>).
3. Click **Files** underneath *Assets* on the left project menu.
4. Click **Upload**.
5. Drag and drop the .csv file as well as any files that are to be linked in the database into the **click or drop file** textbox. Alternately, click the **Click or drop file** box and select the .csv file as well as any additional files to add (ctrl + click to select multiple) and click **Open**.
6. Click "Upload now!" and the file(s) will be uploaded.

Create the Database - Step 1: Select the File

1. Click **Databases** underneath *Assets* on the left project menu.
2. Click **Create a database** in the upper right.
3. Select the .csv file that contains the data for the Database from the list.
4. Click **Next**.

Create the Database – Step 2: Verify Data

1. Click the pencil **Edit** icon underneath a column heading to make changes to it.
2. On the **General** tab of the *Column Properties* window, several values can be set:

Label (Required) – This is the title that is shown for the column.

Description – A column description can be provided here. The user will see this description when clicking on the column title.

Width – This column accepts a numeric pixel value. With this set, the column will remain fixed at the specified width.

Units – This column accepts a unit of measure (e.g. inches, meters, liters) and will show underneath the column heading.

3. On the **Column Type** tab of the *Column Properties* window, select the appropriate column type from the drop down list:

Text [small] – This column type should be used to display a title or short description of the entry.

Text [large] – This column type should be used for a long description or text that is more than one sentence.

On either text Column Type, check “Limit text to a single line” to prevent the provided text from wrapping. If the length of the text exceeds the width of the column, it will truncate what displays and the user can click on the text to view the entire content of that particular field.

Image – This column type will display a preview of the image directly in the data field. This can be either a URL to an image on the web, or the name of an image contained in the Project files.

Link - This column type will provide a hyperlink to the file specified. It can either be a full URL link to the page, or the name of a file contained in Project files.

Check **Repository Files?** and choose the Repository Path from the drop down if the images or files are contained within the Project.

4. On the **Other** tab of the *Column Properties* window the content alignment, text color, and background color can be configured.
5. Click **Update Column** to save all changes made.
6. When you have verified all the columns look as intended, click **Next**.

Create the Database - Step 3: Title & Description, Finish

1. Type a title and description to the Database in the text boxes provided.
2. Click **Finish** to finalize all changes and make the database available.

Updating a Database

Change the Database File

1. Navigate to **<https://yourhub.org/projects>**.
2. Click on the Project that contains the Database that needs updating.
3. Click on **Databases** underneath *Assets* on the left project menu.
4. Click the name of the .csv file being used by the database in the **Files** column to download the file.
5. Open the file on your local machine using a spreadsheet application or text editor.
6. Make the changes to the file that are required and save, ensuring that the file name remains the same name as the original source file.
7. Navigate to **Files** underneath *Assets* on the left project menu.
8. On the Files page within the project, click **Upload**.
9. Drag and drop the updated .csv file into the **click or drop file** box and click **Upload now!** Alternately, click the **Click or drop file** box, select the file, click **Open** and then click **Upload now!**.
10. The .csv file contained on the project files has been updated, but additional steps will need to be taken in order to update the database, as discussed in the next step.

Update the Database

1. Within the project, click on **Databases** underneath *Assets* on the left project menu.
2. Click **Update Database** next to the database that requires updates since changes have been made to its original .csv file.
3. Verify the columns shown are correct, especially if changes were made to the data and/or additional columns were added.
4. Also click **Edit** below the column label to change its column type as well as add optional information to the column (such as a column description).
5. Click **Next** when finished.

HUB USERS

6. Provide a title and description (perhaps indicate an update was made) and click **Finish**.

Newsletters

Viewing Newsletters on the Hub

The Newsletters component can be found at <https://yourhub.org/newsletter>. Any newsletters that are set to be public will be available to view on this page.

Note: You must be logged in on the hub in order to perform Newsletter functions other than viewing public newsletters.

Subscribing to a Mailing List

Users can signup to receive newsletters via e-mail by subscribing to mailing lists. To subscribe to a public mailing list:

1. Navigate to <https://yourhub.org/newsletter>.
2. On the Newsletters home page, click **Subscribe to Mailing Lists**.

3. Check the mailing lists that appeal to your best interest.
4. Click **Save Mailing List Subscriptions**.
5. The system will send an email with the subject **Confirm Email Subscription to '[mailing_list_name_here]' on [hubname_here]** and you must click the given link in the email to confirm your subscription and start receiving newsletters.

Unsubscribing from a Mailing List

1. Navigate to **<https://yourhub.org/newsletter>**.
2. On the Newsletters home page, click **Subscribe to Mailing Lists**.
3. Under **My Mailing Lists**, uncheck the mailing list(s) you would like to be removed from.
4. Click **Save Mailing List Subscriptions** and you will be unsubscribed from the mailing list(s) you selected.

Publications

Creating a Publication

Note: You must be logged into your HUB account to create a Publication.

Start a Publication

1. Navigate to **<https://yourhub.org/publications>**.
2. Click **Start Publishing**.
3. On the *Publications: Submit* page, click the **Start a new Publication** link.

Note: You will notice that there is a **Start a new Project** link on this page as well. This tutorial focuses on creating a stand-alone Publication NOT created within a Project, so ensure you use the **Start a new publication** link.

There are many benefits to creating publications through a Project, discussed in the last section on this page.

Select the Primary Content

1. Click **Browse** underneath *Select File(s)*
2. Choose the file you want to include and click **Open**.
3. Click **Upload**.
4. Repeat the steps above to upload multiple files.
5. The files that have been uploaded will be listed underneath the *Select File(s)* section.
Click on the name of the file(s) you want to include in the publication.
6. The file(s) that are to be included in the publication will have a green checkmark next to their name and will display underneath the *Publication Primary Content* box on the right side.
7. Click **Save & Continue** to move to the next step.

Select Supporting Materials

1. Click **Browse** underneath *Select Supporting Materials*
2. Choose the file you want to include and click **Open**.
3. Click **Upload**.
4. Repeat the steps above to upload multiple files.

5. The files that have been uploaded will be listed underneath the *Select Supporting Materials* section. Click on the name of the file(s) you want to include.
6. The file(s) that are selected to be included as Supporting Materials will have a green checkmark next to their name and will display underneath the *Publication Supporting Materials* box on the right side.
7. Click **Save & Continue** to move to the next step.

Describe the Publication

1. Type a descriptive yet concise title in the **Title** text box.
2. In the **Synopsis** text box, provide a brief summary on the publication. This summary will show in search results, and is limited to only 250 characters.
3. In the **Abstract/Description** textbox, you can provide a more detailed summary.

Note: The **Abstract/Description** textbox should be used to provide the reader information about the publications purpose, and should not be used to deploy the publication's content.

4. Click **Save & Continue** to save your changes and continue to the next step.

Add Author(s)

1. Under the **Add Author(s)** section, click the name of the user you'd like to add.

Note: If you are adding a Publication from a Project, then all Project team members will be listed.

2. If you do not see the author listed, type in their first and last name in the text below below.
3. A box will show suggestions below of authors that have an account on the HUB.
4. If you see their name in the suggestion box, click the name to quickly populate the text box.
5. Once you have either found the name as a suggestion or typed the name in manually, click **Add**.
6. In the box that appears, ensure the name looks correct and type in the author's institution. Optionally you can provide the author's e-mail address.

7. Click **Save**.
8. All authors that will listed on the publication will show under *Publication Authors* on the right side, as well as have a green check mark on the left.
9. If you want to change the order which the authors are listed, click and drag the author name on the left side and move the name up/down the list.
10. If you want to remove an author, click the author's name on the left side so that the green checkmark no longer shows next to the name.
11. Once you are satisfied with the list of authors, click **Save & Continue** to move to the next step.

Add Gallery Images

1. Click **Browse** underneath *Add Gallery Images*

Note: Accepted image formats are PNG, JPG, JPEG, GIF, and BMP

2. Choose the image you want to include and click **Open**.
3. Click **Upload**.

4. Repeat the steps above to upload multiple images.
5. The images that have been uploaded will be listed underneath the *Add Gallery Images* section. Click on the name of the image(s) you want to include.
6. The image(s) that you selected to be included in the Gallery will have a green checkmark next to their name and will display underneath the *Publication Gallery* box on the right side.
7. Click **Save & Continue** to move to the next step.

Add Tags

1. On the left side will be a list of suggested tags. Click on any tags that are related to your Publication.
2. Click the **More Suggestions** link to browse through other existing tags
3. To provide additional tags that may have not been listed, type in a keyword in the **Publications Tags** box.
4. Type a comma or press Enter after typing a tag word or phrase to provide additional tags.
5. Under **Category** click the radio button next to the Category that best fits the publication.
6. Click **Save & Continue** to save the tags and move to the next step.

Choose License

1. Under the **Select a License** box, click on the license you want to use.
2. A green check mark will appear next to the license that has been chosen.

Note: If you want to add a custom license, click the **Custom** link below the listed licenses, and replace the template text in the text box that appears with the appropriate information.

3. Click the **Read license terms** link to review the license.
4. After reviewing, check the box next to **I have read the license terms and agree to license my work under the <License Type> License** to confirm you have read it.

5. Click **Save & Continue**.

Add Citations to Related Resources

1. If the related resource has a DOI, type it in the textbox.
2. A preview of the citation associated with that DOI will appear below.
3. If you want to add this citation, click **Add Citation**.
4. You can repeat the steps above to add additional citations.
5. Alternately, if the citation does not have a DOI, click **Enter Manually** -> fill in the requested information -> click **Save Citation** when finished.
6. When finished adding citations to related resources, click **Save & Continue**.

Add Release Notes

1. In the text box, you can type in any notes related to this specific version of the Publication.
2. Click **Save & Continue**.

Review and Submit

1. On the *Publications: Submit* page you can review your publication.
2. You can edit any of the steps by clicking on the link of the section name you want to change (e.g. Description, Authors, Content, etc.)

Note: Areas that are incomplete will show in red text with X's next to the section name.

3. When you are ready for your publication to be published click **Review & Submit to be Published**.
4. Ensure all publication authors have read the Terms of Deposit, viewable by following the **Terms of Deposit** link, and then select the radio button next to **I am all publication authors have read and agree to <HUB> Terms of Deposit**.

5. Click **Submit draft to be published**.

Publication Through a Project

Benefits

Creating a publication through a Project has many benefits, including:

- Allows for a consistent team to collaborate on a Publication or set of related Publications.
- Using the Publications feature through a Project allows Databases to be added to a Publication for public viewing.
- Google Drive integration with Projects allows you to published files directly from your Google Drive.
- Project team members will automatically show in the list of authors to choose from, making it easy to add the same authors to several different Publications.
- Gives related Publications a shared public Projects page that users can view to look at related Publications that were a part of the same Project.

Creating a Publication Through a Project

1. Navigate to the Project you'd like to use to create a Publication. If you want to view a list of Projects you manage or be able to create a new project go to **<https://yourhub.org/projects>**.
2. Click **Publications** on the left menu bar inside the project.
3. Click **Start a New Publication**.
4. Select either **File(s)** or **Databases** depending on what you'd like to publish.
5. Now the Publication steps will be the same as in the previous section, except for some areas will get pre-populated with choices based on what exists in the Project.

Any area where you choose a file (e.g. Primary Content, Supporting Materials, Image Gallery) will be pre-populated with files that are included in the Project. The authors list will also be pre-populated with Project team members as options.

Curation Workflow

Curation: Assign Reviewers to Publications

1. Navigate to <http://yourhub.org/publications/curation> to view the list of Publications pending review.
2. ?Click **Assign** to delegate the task of curation to a member of the HUB.

Note: *Anyone with an account on the Hub can be assigned to review a Publication. IF the user is not a member of the curator's group, they will only have access to review the Publications which they are assigned.*

3. Type the name of the member being assigned this Publication in the text box and click **Save**.

Reviewing a Publication:

1. Click **Review** next to a publication to start the review process on that publication.
2. All items and context will be listed, Click the **Looks Good** button (the checkmark) next to an item to approve it, or click the **Requires Changes** button (the no symbol) to indicate the item needs changes.

3. If the publication has already been reviewed once before, the author may have disputed changes. This will show as a yellow **Changes required** button with the author comments shown on the page.
4. If additional changes are needed, type and explanation in the textbook that appears and click **Request Changes**.
5. Once all items have been reviewed, click the button that lights up on the bottom blue bar. **Approve Publication** will only appear if all individual items were approved. Otherwise, click **Kick back to authors**.

Author: Make Requested Changes:

1. Navigate to the link provided in the e-mail notification that the publication has been reviewed, or go to the Publications list inside the project.

2. Click **Make Changes**.

3. The areas that require changes will show in red text with an **X** next to the title of the area.

4. Requested changes must be made or disputed in order to re-submit.

5. Click the **Dispute this** link next to an item in order to dispute a requested change.

6. Type the reason for disputing in the text box and click **Save**.

7. Once all areas have a checkmark next to them and are either green (Changes were made/no changes required) or yellow (changes were disputed) the **OK to submit** link will appear.

8. Click **OK to submit**. Finish providing the requested information and click **Re-submit draft to be published**.
9. The reviewer will now be able to view all changes or disputes.

Questions and Answers

What is Questions and Answers?

The Questions and Answers area of the hub is a place to exchange knowledge about things that are not found in the Knowledge Base. Ask a question that's relevant to your community or help other users by providing an answer to their questions.

Note: You must be logged in on the hub in order to perform Questions and Answers functions other than reading posted questions and answers.

Submitting a Question

1. Navigate to **<https://yourhub.org/answers>**.
2. Click on **New Question**.

3. If you do not want your name to appear as the person who posted the question, click the box for **Post a question anonymously**.
4. Add tags for searches to locate your question or other related questions.
5. Ask a brief question in the **Short question** field. You may add more details under the **Long question** field.
6. Once completed, click **Save** and your question will be posted in the hub's Questions and Answers section.

Answering Questions

1. Navigate to **<https://yourhub.org/answers>**.
2. Click on the **Everything** tab to view all questions on the Hub.
3. Search for questions to answer by using keywords or tags to locate the question. Click on the question that you would like to answer.
4. Click on **Answer this question**.
5. Fill in your response. If you do not want your name to appear as the person who posted the answer, click the box for **Post response anonymously**.
6. Submit the answer by clicking **Save**.

Registration

Creating an Account on a HUB

1. Navigate to the front page of the HUB (e.g. <https://yourhub.org/>).
2. Click the **Register** link.
3. Under the *Login Information* section, provide a username in the **User Login** textbox. It can only contain lowercase letters and numbers. No spaces or punctuation can be used in the username.
4. Press tab or click to the **Password** textbox. If the text that appears below **User Login** states that the User login name is not available, then repeat the previous step with a different username.
5. Provide a password in the **Password** textbox. Ensure it follows the list of rules mentioned below the **Password** textbox.
6. Repeat the same password in the **Confirm Password** textbox.
7. Under the *Contact Information* section provide a name in **First Name**, **Last Name** textboxes.
8. Provide a valid e-mail address in the **Valid E-mail** textbox.

Note: The e-mail address must be valid since a confirmation e-mail will be sent that has an activation link that must be used to activate the account.

9. Under the *Receive Email Updates* section, select from the drop down on whether or not to receive email updates from the HUB.
10. In the *Human Check* portion, type the characters shown in the image in the textbox

directly below the image. If the image didn't appear or is unclear, click the **click to renew CAPTCHA** link to refresh.

11. Under *Terms & Conditions* click the **Terms of Use** link to open and read the terms. Check the box provided to indicate agreement to the terms.
12. After verifying all information provided is correct, click **Create Account**.
13. Check the inbox of the e-mail provided for the confirmation e-mail.
14. Navigate to the activation link provided in the e-mail. Provide the account credentials when prompted to login. Once logged in, the account will be successfully activated.

Resources

Resource Types

Users may contribute many types of resources. The type of Resource a user can contribute will vary from Hub to Hub, as the administrator can modify the available Resource types. The default resource type list includes:

- **Courses:** University courses and short courses with lectures and associated teaching materials.
- **Downloads:** Spreadsheets and other items that are available for download but don't fit into other categories.
- **Publications:** Articles, technical reports, theses, and other documents, usually in PDF or DOC format.
- **Seminars:** A type of lecture, usually recorded with voice or video.
- **Series:** Collections of lectures, publications, and other resources presented as a list.
- **Teaching Materials:** Supplementary materials such as study notes, guides and other documents that are used in training or teaching.
- **Tools:** Simulation and modeling tools that can be accessed via a web browser.
- **Workshops:** A collection of lectures, seminars, and materials that were presented at a workshop.

Creating a Resource

Note: You must be logged in to your HUB account to create a Resource.

Starting a Resource

1. Navigate to <https://yourhub.org/resources/>
2. Click **Submit a Resource**.
3. Click **Get Started**.
4. On the *Resources: New* page, click on the type of Resource that closely matches the Resource being submitted.

Step 1: Compose

1. Under *About*, provide a title in the **Title** textbox.
2. In the **Abstract/Description** textbox, provide a description of the contribution. This is typically one or two paragraphs.
3. Images can optionally be included within the "Abstract/Description" textbox:
 1. Under *Manage Files* click **Choose File**.

Note: This is NOT where the main Resource file(s) are uploaded. That is done during the next step: Attach.

2. Locate the image to include and click **Open**.
3. Click **Upload**.
4. A URL of the image will appear under the *Manage Files* section. Copy this URL.
5. Click into the **Abstract/Description** textbox so that the text cursor is located where the image should appear.
6. On the text editor menu for this textbox, click the image icon.
7. Paste the copied URL of the uploaded image into the **URL** textbox.
8. Click **OK**.
4. Under the *Details* section, provide any additional information in the relevant textboxes. These fields will differ depending on the type of Resource.
5. Click the **Next** button below to save a continue to the next step.

Step 2: Attach

1. Under *Attachments* a file or add a link can be added.
2. To upload a file, click on the **Click or drop file** box.
3. Select the file to attach and click **Open**.
4. Alternately, drag and drop the file from the your computer into the **Click or drop file** box.
5. When the file has successfully uploaded, it will show underneath *Attachments*.
6. To add a link click the **Click to add link** button.
7. Provide the URL of the link and click **OK**.
8. To rename files or links, double click on the name that currently shows, provide a new name, and click **Save**.
9. Click the Up/down arrows on the right side of the attachments to rearrange how they are ordered.
10. Click the trash can icon on the right side to remove a file or link.
11. Click **Next** to move to the next step when finished adding and organizing attachments.

Step 3: Authors

1. Optionally, under *Group Ownership* select a group from the **Group** drop down to associate the resource with a group.
2. If a group is selected, the access level of the Resource can be changed by selecting the level from the **Access Level** drop down. This controls how much access non-group members have. The access levels are:
 - *Public* - Anyone may view/download the Resource. Public is the only access level that can be used if a group is not assigned.
 - *Protected* - Abstract is visible to all, files accessible to group members only.

- *Private* - Entire resource is only visible to group members.
- 3. Under *Authors*, type the names of all the authors that contributed to this Resource in the **Enter names..** textbox, separated by commas. If their name appear in the auto-completer drop-down, be sure to click on the name that shows so that it correctly associates with their HUB account.
- 4. Click **Add** when finished listing out the authors.
- 5. The authors will appear below the **Enter names** text box.
- 6. Optionally, provide the author's organization in the **Organization** textbox directly below the author's name.
- 7. Select the appropriate role (*Author* or *Submitter*) for each user from the Role drop down list (shows **Author** by default).
 - 1. **Author:** The individual who created or helped create the materials that went into the resource
 - 2. **Submitter:** The individual charged with creating the resource, but they did not have a hand in writing and developing the resource materials
- 8. Click **Save Changes** anytime changes are made to the Organization or Role of users. Otherwise, the changes will not be remembered.
- 9. To change the order the authors are listed in, use the up/down arrows to push them up and down the list.
- 10. Click the trash can icon to the right of an author's name to remove the author.
- 11. Click **Next** below to move to the next step.

Step 4: Tags

- 1. In the **Assigned Tags** textbox, start typing a keyword, phrase, or category that can be applied to this Resource.
- 2. An auto-completer list box will appear with a list of suggestions. If the word appears in the list or a word appears that is closely related to it, click on the term in the list.
- 3. If no terms show in the list that close match the term provided, type the full word or phrase and then press **Enter** or type a comma to start typing another word.
- 4. After adding tags, click **Next** to move to the next step.

Step 5: Review

- 1. Under *Authorization*, read the paragraph:

I certify that I am the owner of all submitted materials or am authorized by the owner to grant license to its use and that I hereby grant example license to copy, distribute, display, and perform the materials here submitted and any derived or collected works based upon them in perpetuity. example may make modifications to the submitted materials or build upon them as necessary or appropriate for their services.

Check the box next to it to indicate agreement.

2. From the **Select License...** drop down, select the appropriate license. The license can be viewed in the box directly below.
3. A preview of the Resource page can be viewed below.
4. Click **Submit Contribution** when the Resource is ready to be published.
5. A Resource cannot be removed from the HUB once it is published. A Resource can only be removed from the HUB by special request by submitting a Support ticket.

Editing a Resource

Note: You must be logged into the HUB to edit a Resource and only the author or submitter of the Resource has the ability to edit.

1. Navigate to the Resource page of the Resource to edit.
2. Click on the title of the section to edit (e.g. *Compose, Attach, Authors, Tags*).
3. Click **Next** below when changes are made so they are saved.
4. Click to the **Review** section and click **Save** when finished.

Tools

Tool How To's

Have a simulation/modeling tool that you want to deploy for others to use? This hub makes it easy. You don't have to build the tool for multiple platforms. You don't have to distribute binaries or tar balls. Just get your tool installed and running within our environment, and others can access your tool via the Web.

Existing Graphical User Interface that runs under Linux/X11

If you already have a tool with a graphical user interface built with Java, Qt, MATLAB, or anything else that runs under Linux/X11, you can probably deploy it as-is within this hub in a matter of hours. There are a few caveats:

- **If your tool relies on a graphics card for acceleration, the graphics performance will be slow.** Tools running within the virtual machines of this hub use software rendering for all graphics. It will probably work, but graphics may be clunky.
- **If your tool needs to pull data from external sites (other web sites and databases), you will have to let the hub team know.** All such connections are blocked by default, in order to safeguard against malicious tools. Once your tool has been approved and white-listed, it will have controlled access to external sites.
- **Your tool will be running in a remote server environment with its own file system.** The usual *File > Open...* operation will look for files on the server--not on the user's desktop. Users can upload files via sftp, WebDAV, and the hub's own importfile command. You might consider modifying your tool so that *File > Open...* launches importfile, so your users can upload files from their desktop on demand.

Command-line interface that runs under Linux

If you don't have a graphical user interface for your tool, you can create one in short order by using our [Rappture Toolkit](#). Rappture integrates with a wide variety of programming languages, including C/C++, Fortran, Java, MATLAB, R, Python, Perl, Ruby, and Tcl/Tk. Check out these videos to get started:

- [Introducing the Rappture Toolkit](#)

- [What's Under the Hood?](#)
- [More Rappture Objects](#)
- [Advanced Visualization](#)

Can your tool take advantage of cluster resources or parallel execution? We have additional computing resources within the hub that you can tap into via the [submit](#) command. Write a wrapper program in your favorite language, and have it gather the input values, prepare input files, and [submit](#) your runs to our remote computing resources.

Tools for Microsoft Windows or Macintosh Systems

Sorry, your options here are limited. All tools deployed on this hub must run in a Linux/X11 environment. In some cases, tools written for Microsoft Windows will run under Linux via [Wine](#) emulation. If that works in your case, then you can deploy your tool after setting up the appropriate Wine configuration files. If not, then we won't be able to host your tool.

Follow These Steps

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Create a project area for your tool

[Watch this video](#) to get a sense of the tool upload process, then [register your tool project](#). This lets us know that you're starting a new tool. We'll grant you access to our remote development environment, and we'll create a project area with a Subversion source code repository where you can store your code.

-

Upload your code and build/test in the workspace

A [workspace](#) is a remote Linux desktop--a window into our remote development environment that you can access from any Web browser. [Watch this video](#) to learn how to use workspaces, then go to the [workspace page](#) and click *Launch Tool*. You can use sftp, WebDAV, or importfile to upload your code into the workspace. After that, you can build and test your code as you would in any other Linux environment. Once your tool runs properly in the workspace, it is ready to deploy.

-

Check in your code and tell us you're ready for deployment

The project area that you created in Step 1 comes with a Subversion source code repository. After having tested your code in the workspace, commit it to the Subversion repository. If you've never used Subversion before, you should [watch this tutorial](#). Once your code is checked in, you can click a link in your project that says *My code is committed*, as described in [this video](#). We'll install your code and get it ready for final testing. Click another link to say that you approve the tool, we'll make it available for others to use.

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Keep an eye on your tool

Each published tool has its own page listing the name of the tool, the authors, and a brief description. This page also shows the number of people who have accessed the tools, along with any questions they have posted, and ideas for improvement. Keep an eye on this page and watch your tool's popularity grow. Help answer the questions, use the feedback to make improvements, and publish improved versions of your tool. The more you support your tool, the more your user base will grow.

Wiki Pages

What are Wiki Pages?

Wiki Pages are meant to be user-created community editable pages covering a specific topic or topics. Wiki pages allow users to share their knowledge of a subject and related areas in a simplified mark-up with a complete history of page changes.

Creating New Wiki Pages

1. Navigate to **<https://yourhub.org/wiki>** and log into the Hub as a registered users.
2. On the Wiki home page, click on **New Page**.

3. Fill in the required fields.

4. If you need more help with wiki formatting, click on the link at the bottom of the Page text box.
5. Click **Preview** if you'd like to see how your page looks like before submitting it. Click **Submit** when ready. The wiki page is now created.
6. To create a new wiki page within a group:
 - a. Go to the **Wiki** tab inside a group.
 - b. Click on the **New Page** button.
 - c. Fill in the required fields.
 - d. Click **Preview** if you'd like to see how your page looks like before submitting it.
7. Click the **Save** button when ready.

Embedding an Image or File on Wiki Pages

Note: In order to embed an image or file on the wiki page, you must first upload the image or file.

To embed an uploaded image/file:

1. Go to the **Edit** section of the wiki page you would like to edit.
2. On the Page text box, place your cursor where you want the image or file to be. If you are uploading an image, click the Embedded Image button on the toolbar. If you are uploading a file, click on the **Embedded File** button.
3. Replace the highlighted text with the full name of the uploaded item you want to embed.
 - a. For image: **[[Image(examplepicture.jpg)]]**
 - b. For file: **[[File(examplefile.pdf)]]**

4. Scroll down to the bottom of the page and click **Submit**.
5. The item you chose to embed will now appear in the area where you placed it on the wiki. If you embedded a file, it will show up as a link that users can download

Uploading an Image or File to Wiki Pages

In order to embed an image or file on the wiki page, you must first upload the image or file in the wiki. To upload an image or file, follow these steps:

1. Navigate to **<https://yourhub.org/wiki>** and navigate to the Edit section of the wiki page you would like to edit.
2. Upload a file to the page by locating the file on your computer then click the **Choose File** or **Upload a File** button.
3. Locate the image or file you would like to upload and click **Open**.
4. Click **Upload**.
5. Your file is now uploaded in the wiki and you can now embed it in the wiki's Page text box so others can view or download it.

Making a List of Available Wiki Pages

When a new wiki page is created, there is really no way to access the newly created wiki unless you know the URL of it (see Creating a Wiki Page tutorial to figure out the URL of your wiki page). *A wiki macro (or custom function to insert dynamic content in a page) can be added to a page to display a list of existing wiki pages within a given wiki.*

To add a wiki macro that generates a list of all wiki pages:

1. Navigate to **<https://yourhub.org/wiki>** and navigate to the **Edit** section of the wiki page you would like to edit.
2. Type in this wiki macro **[[TitleIndex]]** where you want the list to appear in the wiki page.
3. Click the **Submit** button.
4. You will then see a bulleted list of all available pages where you added the macro.

Note: This macro allows you to provide a list of all wiki pages in that group. If you would like to view an alphabetical list, click on all pages at the top of the wiki page.

Deleting a Wiki Page

1. Navigate to **<https://yourhub.org/wiki>**.
2. Log in to the Hub and locate the Wiki page that is to be deleted.
3. Once the Wiki has been located, open the Wiki to preview.
4. On the right hand side, locate the **Delete** button and click it.
5. Confirm the deletion and then the Wiki will be permanently deleted from the Hub.

Editing Content on Wiki Pages

1. Navigate to **<https://yourhub.org/wiki>**.
2. Open the wiki page you would like to edit.
3. Go to the **Edit** section of the wiki page.
4. **Edit** the page.
5. When you're done with all your changes, scroll down the bottom of the page and click **Preview** if you'd like to see how your page looks like before submitting it. Click **Submit** when ready.
6. The wiki page is now updated.