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: Managers and Collaborators of a Project can connect their Google Drives, but the creator of the Project must connect their Google Drive account prior to others adding on their accounts to the project.

1. Login to the Hub and access the project that you wish to add your Google Drive to.
2. Inside of the project access the “Files” tab and locate the “Connect” button.
3. Click the “Connect” button and then click the second “Connect” button.
4. Then choose the account or login to your Google account.
5. You will be relocated to a new page where you will accept the project files to Google Drive for various access levels. Click “Accept” to confirm the last step.
6. Then you will be relocated back to the project confirming your Google Drive connection to the project.

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?

A parent is the main article or file. The parent owns the children of that article. The children can be connecting articles mentioned in footnotes of the main article or just supporting documents.

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. Log in to the frontend of the Hub and access a component where tags will be available.
2. Open the component and begin to edit the new media type.
3. In the Tag text box, type in the phrase or word that the tag will be.
4. Once the project is saved, the new tag will be created

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. Log in in to the frontend of the Hub and navigate to the user dashboard.
2. On the component list there will be “Usage”, proceed to that page.
3. There all of the personal usage that the user has consumed on the Hub has been recorded in tables.

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 final product outlined in a wish. The consensus combines all votes received and [illegible] consensus will only be calculated as a percentage of the few that voted "yes" out of the whole [illegible] who can vote.

Wishlist: How do you creating a wish?

1. Log in to the frontend of the Hub and under the “Support” tab select the Wish List component.
2. On the Wish List dashboard and click on the “Add a Wish” button.
3. Check the box to post anonymously or leave the box unchecked to put your name on the wish.
4. In the first box describe in a short sentence the wish.
5. In the second text box give a more detailed explanation of the wish that you’re making.
6. Tag the wish to connect it to the Hub search engine.
7. Click “Submit” to save the wish.

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 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.