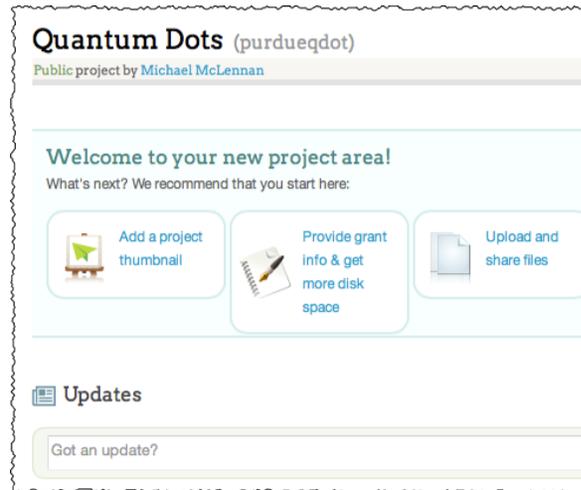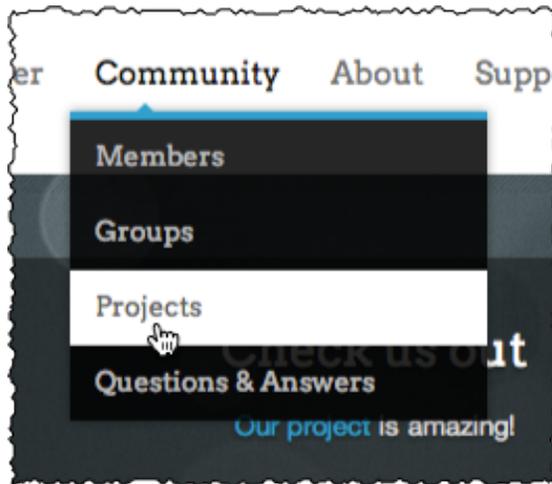# Lab Assignments

Michael McLennan

Director, HUBzero® Platform for Scientific Collaboration
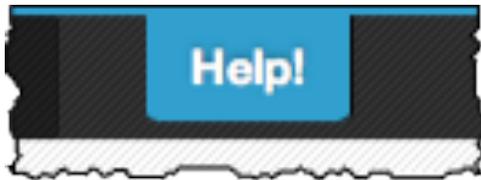
Purdue University

Explore Projects

- Create a new project
- Upload files into the repository
- Modify a file and upload a new version
- Assign a To-Do List item
- Share a message on the update feed
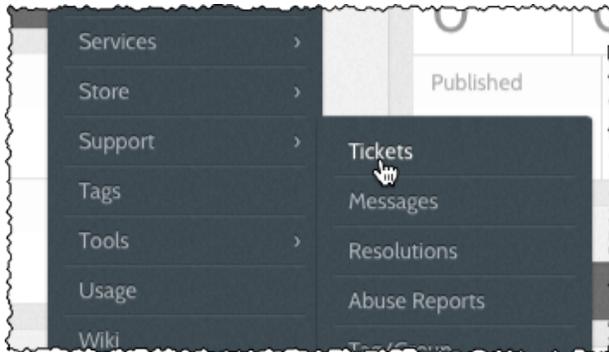- Create a page in project notes

Handle Support Tickets
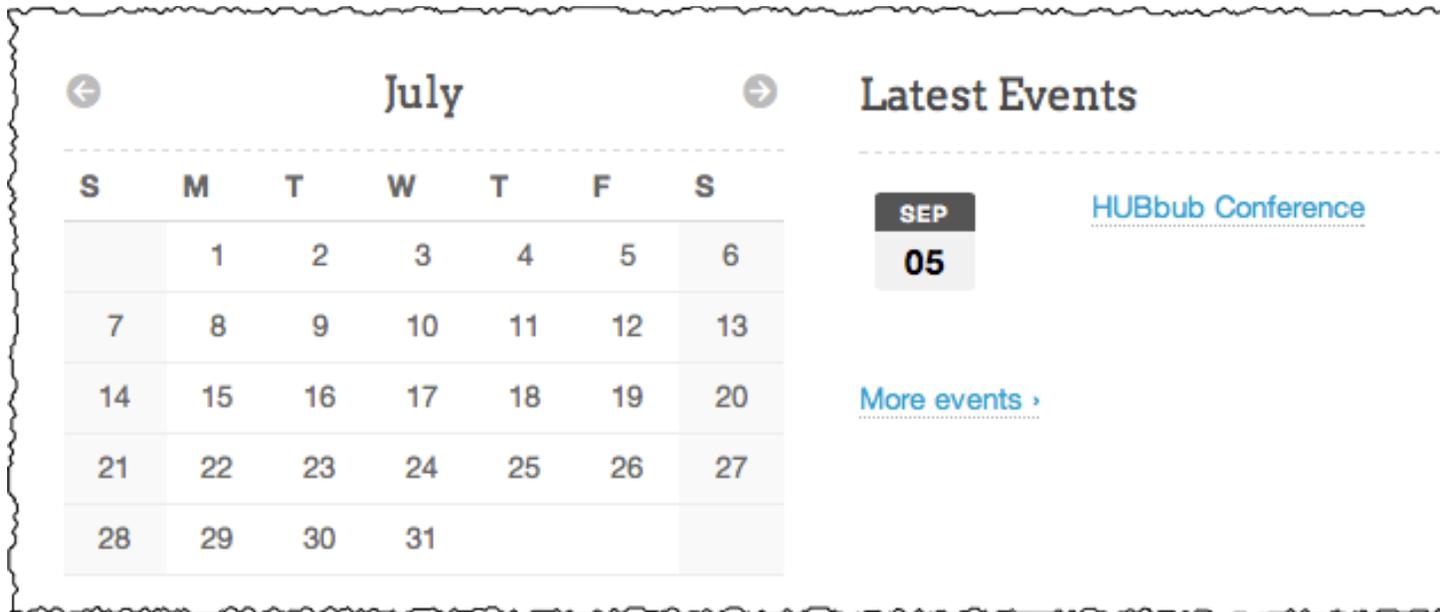
hubzero

Enter a support ticket as a user…

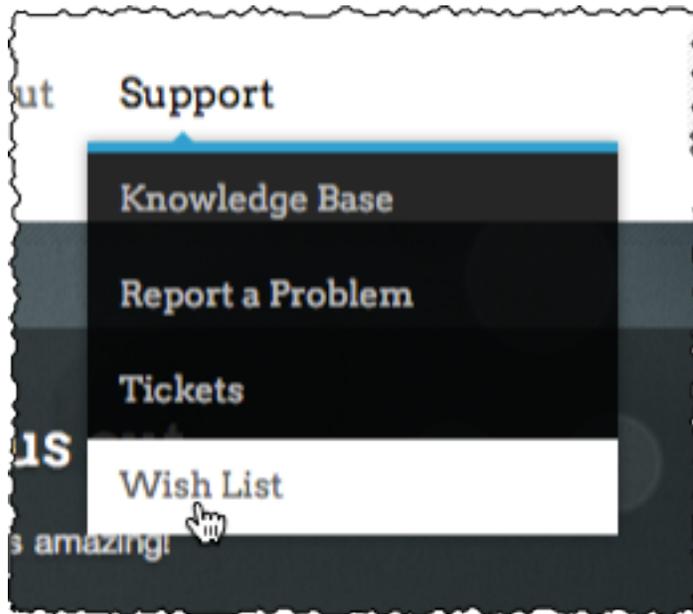*Resolve a support ticket as an administrator…*

- Under *Components* ➔ *Support* ➔ *Tickets*
- Enter a comment and assign to someone
- Resolve as "Fixed" or "Invalid"
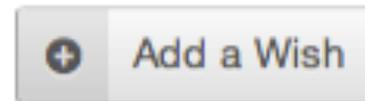
Add an Event to the Calendar

- Use the front end: [+] Add an event

- Use the back end: *Components* ➔ *Events* ➔ *Manage Events*
- Set registration properties: "Register By" and "Registration Fields"
- Try registering for this new event

Make a Wish

Log in on the front end as a different user…
- Post a wish

Then, as your normal (admin) user…

On the back end…
- Go to *Users* ➔ *Groups*
- Create a group with CN name "hubdev"

On the front end…
- Go to wish list and click on wish
- Select importance/effort
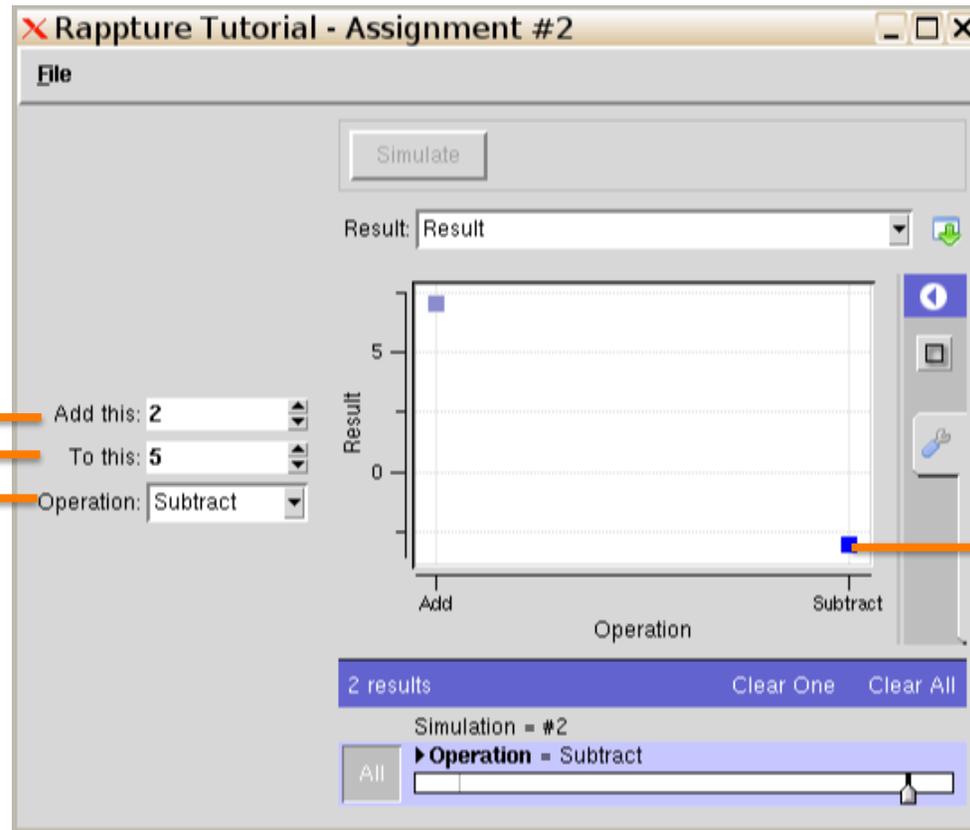- Add a comment
- Change status to "grant" wish

Build This Tool

Add or subtract two numbers (drop-down controls operation)