ODS Portal
portal.opendiscoveryspace.eu
Manage Communities
Are you a Community Manager?
Learn what you can do!
As a Community Manager...

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

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

The Open Discovery Space Project is funded by
CIP/ICT/PSP-2011-5, Theme 2: Digital Content,
Objective 2-A: Learning Objective 2-A.

www.opendiscoveryspace.eu
First meet your community’s area

Information and management

ODS community
Parent Community: ODS Pilot Schools in Greece

This Community is being managed by the Portal Administrators for supporting technical aspects of the Portal.

Managed By:
Lamprini K

Organisation of the Community

- Members: 14
- Discussions: 0
- Groups: 0
- Activities: 0
- Events: 1
- Polls: 1
- Resources: 13
- Blogs: 0

See the Network of related Communities

The Open Discovery Space Project is funded by CIP/ICT/PSP-2011-5, Theme 2: Digital Content, Objective 2: e-Learning, Objective 2A.
1. Admin the information

Select:

A form appears... Select:

You can:

Delete the Community:

Change the title:

Edit the description:
1. Admin the information (cont.)

- **Change/define the Country:**
  - None

- **Add school:**

- **Make the community Public or Private:**
  - Private

- **Select/change a thematic area:**
  - None

- **Add tags:**

- **Upload the logo of your Community:**

- **Add videos:**

- **Add/remove modules:**
1. Admin the information (cont.)

Change the presentation of the Community:

Add the Relative Communities:

..and SUBMIT!
2. Admin the members

Select:

A form appears... Select:

You can: Modify the users’ roles by adding / removing administrators of the community:

1. Select the user(s):

2. Select: Modify OG user roles from the list

3. Press: Execute

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

5. Press: Next

6. ...and Confirm

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

www.opendiscoveryspace.eu
2. Admin the members (cont.)

You can: Remove members from your community:

1. Select the user(s):

2. Select: Remove from group from the list

3. ...and Confirm

You can: Change the status of the members:

1. Select the user(s):

2. Select: Modify membership status from the list

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

4. Press: Next

5. ...and Confirm
3. Invite people

Select:

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

Search portal users:

Select the users you want:

Write the e-mails of people you know:

Write why you invite these people:

*You can invite people by selecting from the list or by using e-mails or both*
3. Invite people (cont.)

Did you submit the form?

Now... wait for your invitees’ reply...

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

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

Congratulations!
You have new members in your Community.
4. Manage requests for Join

Do people want to join your community?

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

You have to answer them!

Follow the steps...
4. Manage requests for Join (cont.)

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

1. Accept or Reject the request:

   - Accept
   - Reject

Response Message:

Welcome to ODS Community

Submit

The user gets a notification with your decision
The accepted users are added as members in your Community’s area
Now you are ready to Manage your community!

Well-done!