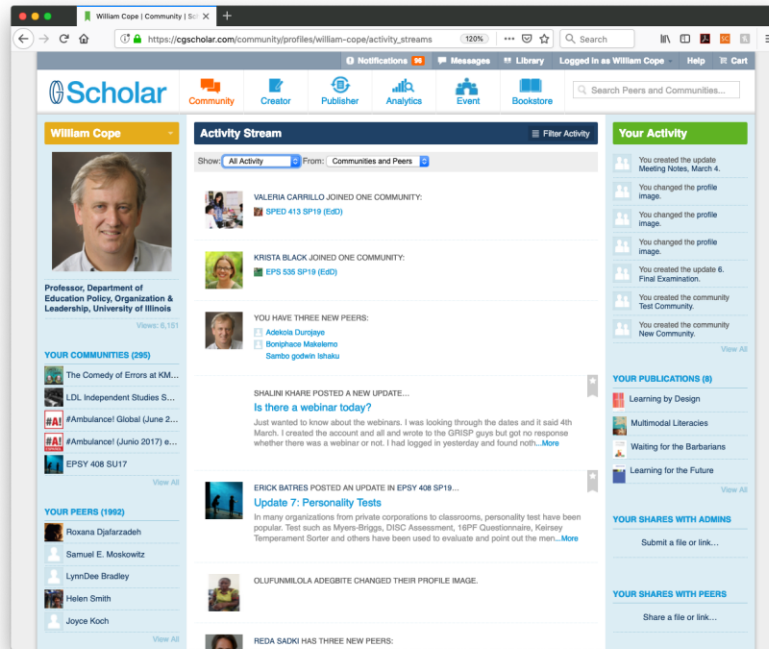


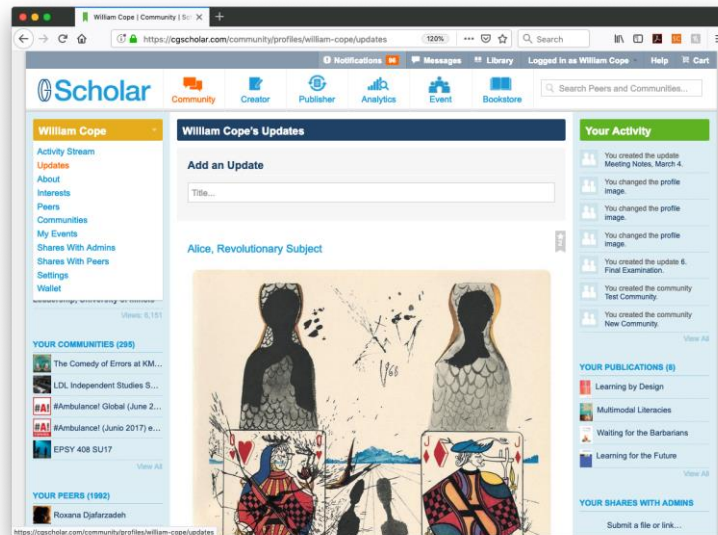
Tutorial 2.2: Creating an Update in Community



2.2.1 The Activity Stream

Your activity stream lists all the updates made by your peers and by members in communities to which you belong, as well as their other activities. To see updates only, take the filter option in the dark blue bar, and show: Updates. For a full view of an update, click on the name of that update in the activity stream.

2.2.2 The Updates Menu



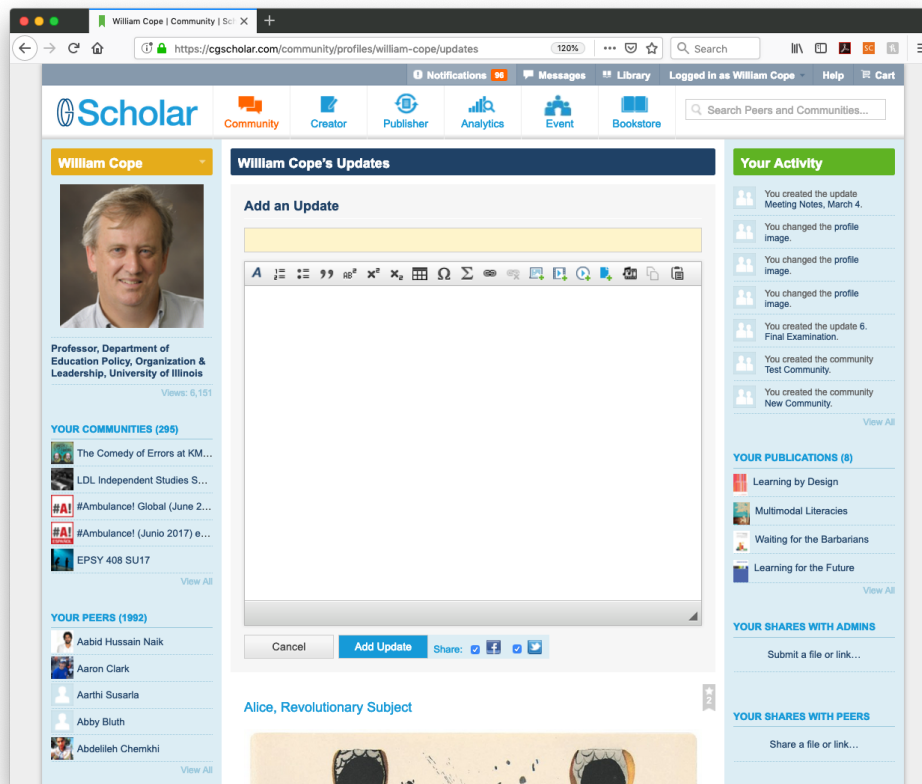
When you take the Updates menu behind the community name, this opens a middle column on your screen that shows updates only. If this is a longer update, will just a summary of here—click on the update title or the "more..." link at the end to see the whole update.

2.2.3 Where to Make an Update

To create an update, go to the drop-down menu above our picture, or if you are in a community, that community's avatar.

- If you are on your personal profile page, your update will go only to peers (but not to all members of your communities).
- If you are a community member or admin and you make an update in a community, this will go to all community members and admins (but not your peers, unless they happen also to be a community member).
- Put your cursor in the Title field, and a full edit screen will open.

2.2.4 How to Make an Update

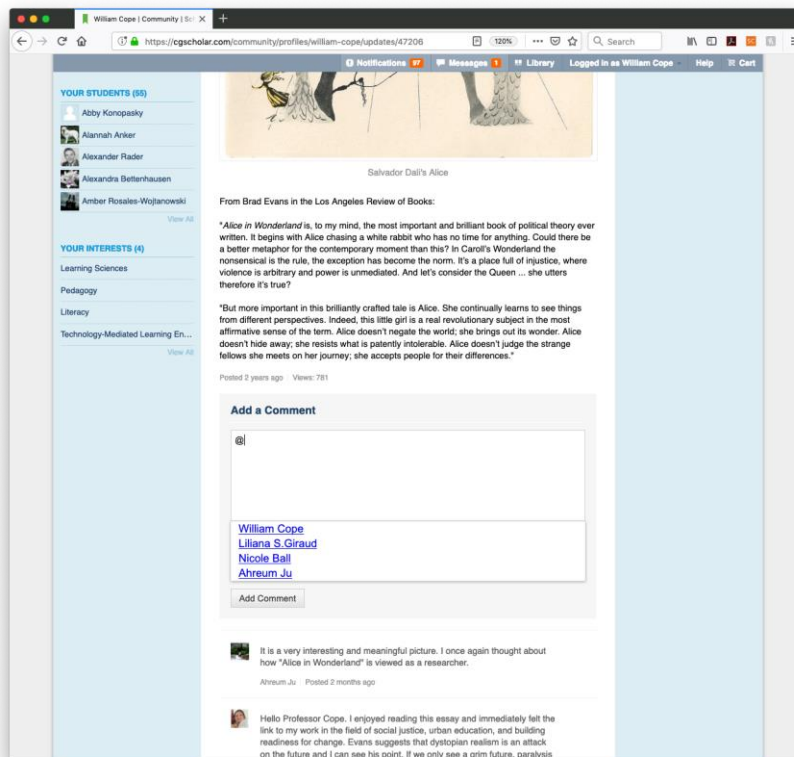


To create an update:

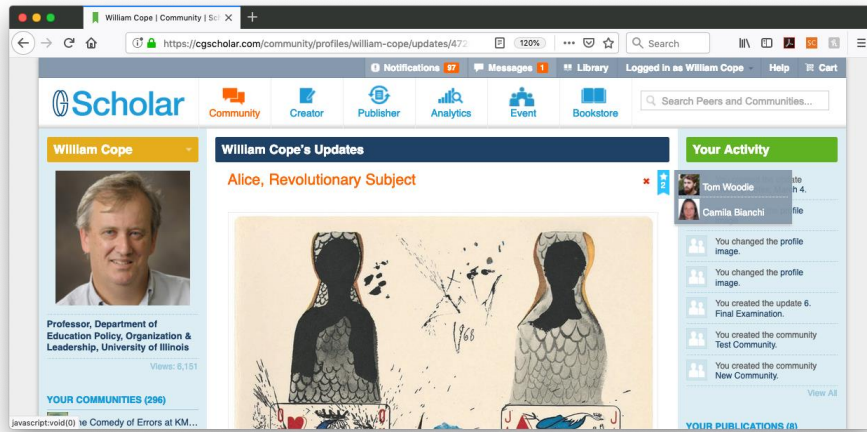
- Create a title. When you begin to enter the title in the title field, the editor will open up.
- Add content by typing in text. You can also do the following (going through the icons in the toolbar. From left to right:
 - Emphasized text
 - Numbered list
 - Dot point list
 - A quotation
 - A footnote
 - A superscript character or subscript character
 - A special character

- Mathematical notation (using TeX), or use an app which converts handwritten math to TeX
- Link and unlink
- Upload an image
- Upload video
- Upload audio
- Upload any other file (Word, PDF, dataset, etc.)
- Embed media (YouTube, Flickr, Qik, Vimeo, Hulu, Viddler, MyOpera, etc.)
- Copy/paste
- When you [Add Update] from your personal profile page, it will appear in the activity streams of your peers only. This update will not go to the other members of the communities to which you belong.
- When you [Add Update] from a community page, it will appear in the activity streams of this community and all its members. This update will not go to your peers.
- You can also choose to feed a notification to as Facebook post or tweet in Twitter. These will link back to your update. Go to the Settings menu behind your name to link to your Facebook and Twitter accounts. If you want your updates to be visible to Facebook or Twitter users who do not have CGScholar accounts, you choose the "Public" setting in the settings menu.

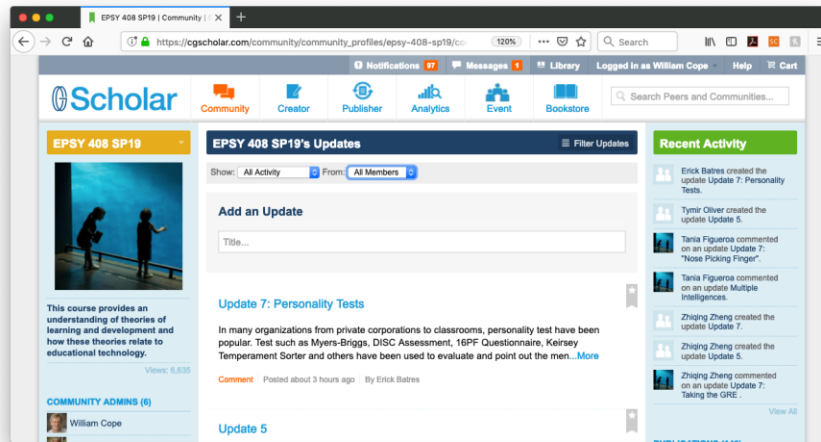
2.2.5 Responding to an Update



- To join a discussion, go to the bottom of the update and add a comment.
- If you want to speak to a particular person, start your comment with @, then select a name from those already involved in the discussion.



- Star a comment if you want to come back to it or if you want to let your peers know that you think it is notable.



- You can filter activities in the dark blue bar at the top of the middle column, including starred items in your activity stream and updates listing.
- When you are in a community, and you just want to see admin updates, take the Updates menu behind the community name, and the From: Admins filter option.