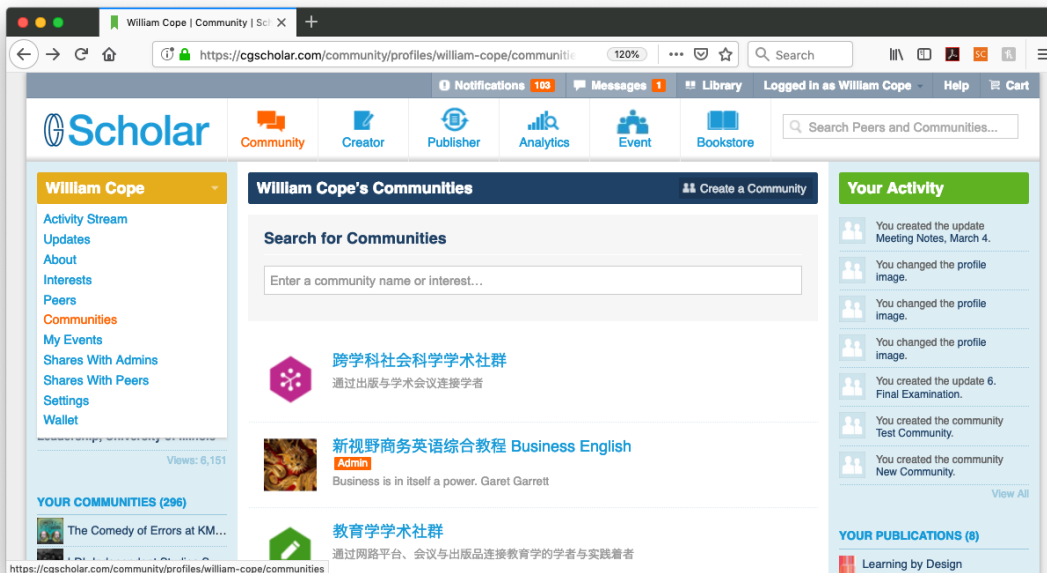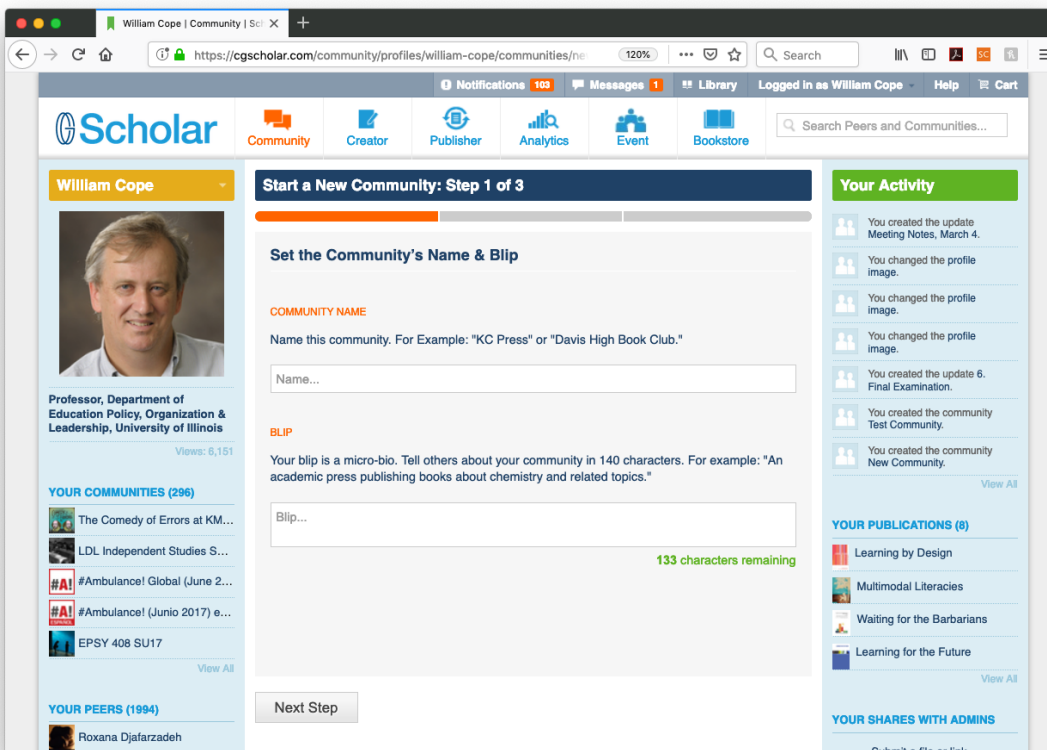# Admin Tutorial 2.6: Creating a Community

2.6.1 Creating a New Community
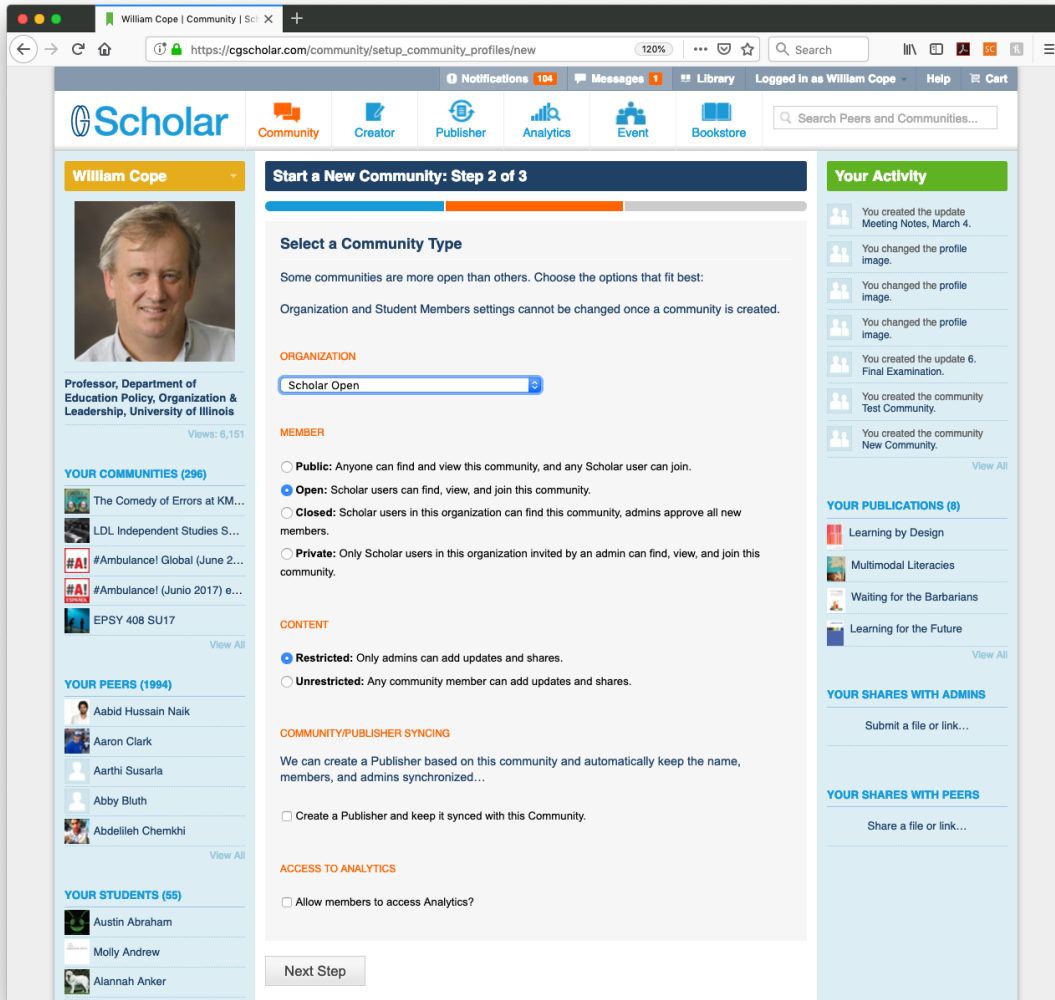

To create a new community:

- Open the pull-down menu behind your name and go to Communities.
- Select the "Create a Community" option in the dark blue bar.

2.6.2 Community Setup

- Enter the name of the community as well as a "blip"—a short description of your new community that will appear beneath its avatar. Then click [Next Step].

2.6.3 Community Settings

Select a community type and create its settings.

- Organization: Select your organization. Most users over 18 will be in Scholar Open, where any user can change their privacy settings at any time, connect with peers, and join communities as they wish.
- Users under 18 need to be in an organization where an Organization Admin will be in control of their account. They will only be able to connect with other people and communities within that organization.
- Select a privacy option for the community:
  o Public communities are open, anyone can find them on the web, and anyone can create a CGScholar account to join without having to seek admin permission.
  o Open communities are not visible on the web, but anyone with a CGScholar account can see them and join without having to seek admin permission.

- o Closed communities are only visible to people with CGScholar accounts. However, new members are not admitted without an admin accepting a membership request.
  - o Private communities are by invitation only and are invisible to those who have not been invited to join. These are the only settings allowed for users who are under 18.
- Decide whether content is to be:
  - o Restricted: Only admins can make updates or shares. Members can comment and star.
  - o Unrestricted: Any member can make an update or share as well as comment.
- Publisher Syncing: Community admins can make publishing projects with the same membership in the Publisher area of CGScholar, so members can draft, offer and receive peer feedback, and revise and have their work published from Creator.
- Access to Analytics: This community will have granular "big data" Analytics enabled. See section 7 of these tutorials for details.
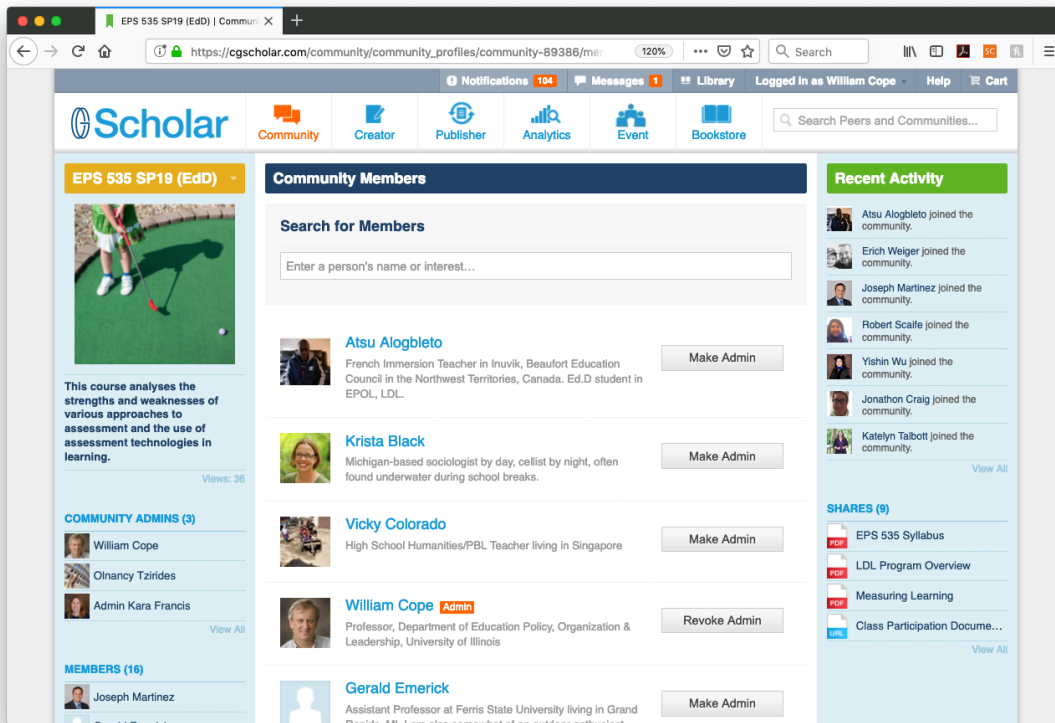
2.6.4 Invite Members
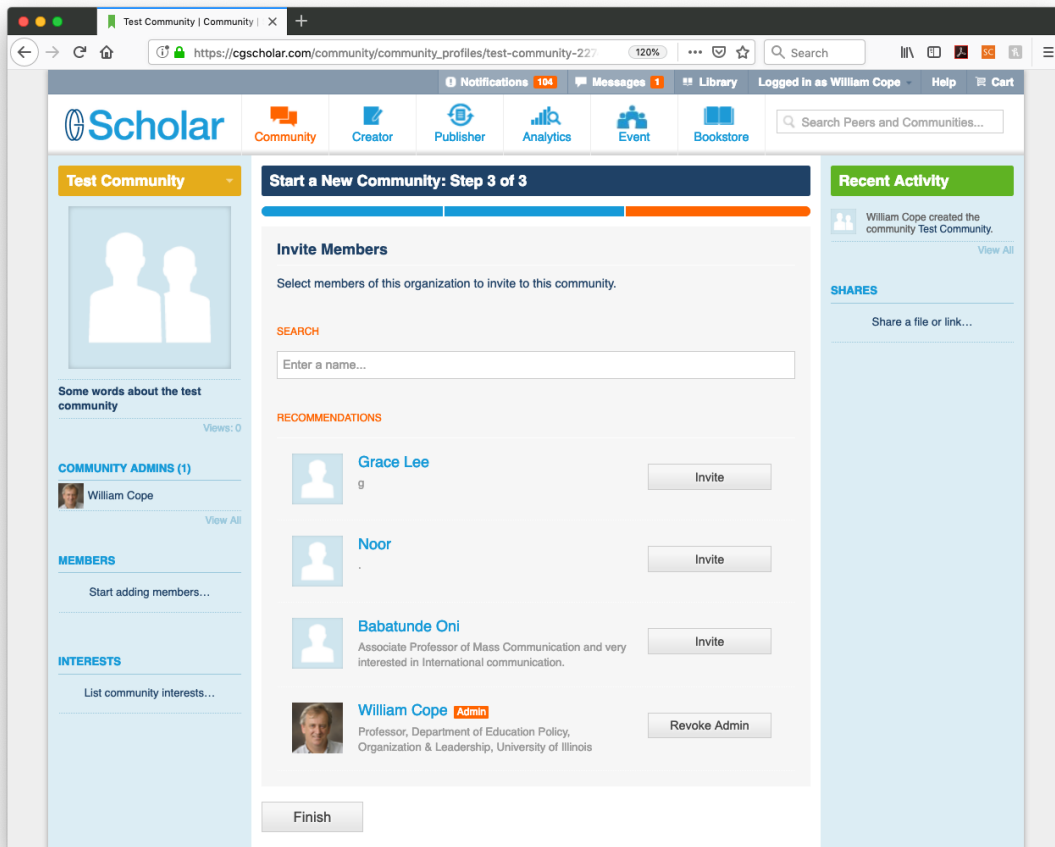
- You may now invite members to join the group or you can come back to do this later.
- Select [Finish] to create the community.

On the creation of a new community, we also recommend you do the following things:

- Hover over the community avatar, select the edit pencil, and upload a suitable image or logo.
- Go to the menu behind the community name and provide more information:
    - About the community
    - Interests that community members share

2.6.5 Share the Admin Role

To invite another person to be an admin, you must first be an admin:

- Go to the members list and find a member. (The person who is to become an admin must already be a member.)
- Choose [Make Admin] to give them admin privileges in this.
- Choose [Revoke Admin] to remove an admin. Once made an admin, any admin can revoke another admin's status.