

SITE MANAGEMENT



- HOW TO JOIN A SITE
- HOW TO REQUEST AND CREATE A NEW SITE
- HOW TO UPLOAD TO A SITE
- HOW TO CREATE A WEB CONTENT PORTLET AND ADD WEB CONTENTS



How to Join a Site

([TOP](#))

Go to “Sites” Page, go to “Luminis Site Composite” Portlet

([TOP](#))

The screenshot shows the Luminis website interface. At the top is a navigation bar with links: Home, My Courses, My Account, Student Services, Faculty, Employee Services, Work Life, Governance, Portal Information, My Banner, Alumni, and Sites (highlighted in yellow). Below this is a breadcrumb trail: Home > Community > Sites. The main content area is divided into two columns. The left column contains two portlets: 'Luminis Site Composite' and 'Join Sites'. The 'Luminis Site Composite' portlet has a 'My Sites' section listing 'Accreditation 2018', 'College Governing Council', 'College Technology Committee', 'COPSA', and 'Faculty Senate'. The 'Join Sites' portlet has a search bar and a list of site categories: Academic, Athletic, Cultural, Intramural, Political, and Service. The right column contains a 'Luminis Site Welcome' portlet with instructions on how to view the welcome message and join a site. Below this is a 'My Sites' portlet with a search bar and a table showing 15 results. The table has columns for Name, Members, and Tags. The results are: Accreditation 2018 (30 members), College Governing Council (9 members), and College Technology Committee (11 members).

Home My Courses My Account Student Services Faculty Employee Services Work Life Governance Portal Information My Banner Alumni **Sites**

Home Community > Sites

Luminis Site Composite

My Sites

- Accreditation 2018
- College Governing Council
- College Technology Committee
- COPSA
- Faculty Senate

Join Sites

Search...

Sites

- Academic
- Athletic
- Cultural
- Intramural
- Political
- Service

To Join a Site.

1. Open Luminis Site Welcome.
2. Search for and select a site.
3. Click on join button.

Luminis Site Welcome

To view the welcome message for a site of which you are already a member:

1. Make sure the Site Welcome portlet and the Site Dashboard/Composite portlet are on the same page.
2. Select a site from My Site section in your Site Dashboard/Composite portlet.

To join a site:

1. Make sure the Site Welcome portlet and the Site Dashboard/Composite portlet are on the same page.
2. In the Join Site section of the Site Dashboard/Site portlet, search for and select a site.
3. In the Welcome portlet, follow the 'join site workflow process'.

My Sites

My Sites

Search...

Showing 15 results. Items per Page 20 Page 1 of 1 First Previous Next Last

Name	Members	Tags
Accreditation 2018	30	
College Governing Council	9	
College Technology Committee	11	

Create Luminis Site

On “Join Sites”, select the category of Sites you want to join: example; Academic
([TOP](#))



The screenshot displays the MyGCC Luminis Site Composite interface. The top navigation bar includes links for Home, My Courses, My Account, Student Services, Faculty, Employee Services, Work Life, Governance, Portal Information, My Banner, Alumni, and Sites. The 'Sites' link is highlighted. Below the navigation bar, the 'Luminis Site Composite' section is visible, featuring a 'Return to Full Page' link. The 'My Sites' section lists several sites: Accreditation 2018, College Governing Council, COPSA, Faculty Senate, and Management Information System. The 'Join Sites' section is highlighted, showing a search bar and a list of sites under the 'Academic' category: Accreditation 2018, College Governing Council, COPSA, Faculty Senate, and Staff Senate. To the right of the 'Join Sites' section, there is a 'To Join a Site.' instruction with three steps: 1. Open Luminis Site Welcome, 2. Search for and select a site, and 3. Click on join button. The footer of the page indicates copyright from 2000 to 2013 by Elucian, with all rights reserved.

When you select the site you want to join, you will see a Guest message on the “Luminis Site Welcome” Portlet
Click “Join”
([TOP](#))



MyGCC
Choose Your Future

Home My Courses Student Services Student Life Faculty My Banner Employee Services Work Life Governance **Sites** Alumni Portal Information Training Test Page

Home Community > Sites

Luminis Site Composite

My Sites

- ACCREDDITION 2018
- Demo site
- Fanquitos Fino Chamorro
- Franks Site Name
- Gerry's site

Join Sites

Search...

Sites

- Academic
 - ACCREDDITION 2018
 - CCA 2
 - College Governing Council
 - DE
 - Faculty Senate

To Join a Site.

1. Open Luminis Site Welcome.
2. Search for and select a site.
3. Click on join button.

Luminis Site Welcome

Academic Affairs | Guest message

Welcome to GCC Committees!

You are not a member of this site. To join this site, click the "Join" button.

Join

My Sites

My Sites

Search...

Showing 15 results. Items per Page 20 Page 1 of 1 First Previous Next Last

Name ▲	Members	Tags
ACCREDDITION 2018	41	
Demo site	1	
Fanquitos Fino Chamorro	8	
Franks Site Name	7	
Gerry's site	5	
Home Community	83932	
James Lizama Site	1	
James site	6	
KB site	4	

Create Luminis Site

Step 1 2 3 4 5

Basic Site Information

Site Name *

<https://app06.guamcc.edu:8443/web/home-community/2#>

8:44 AM 7/10/2014

Check mark “I have read and understood the school’s policy on site membership”
Click “Submit”
([TOP](#))



[Home](#) [My Courses](#) [My Account](#) [Student Services](#) [Faculty](#) [Employee Services](#) [Work Life](#) [Governance](#) [Portal Information](#) [My Banner](#) [Alumni](#) [Sites](#)

[Home](#) [Community](#) [Sites](#)

Luminis Site Welcome [Return to Full Page](#)

[Events](#) | [Guest message](#)

[Registration for Fall Semester 2014 is now open!](#)

SITE MEMBERSHIP POLICY
Site members should accord themselves in a professional and respectful manner when publishing content on the Site web site. Members agree not to publish content that is illegal or offensive to other site members and agree to share their user names and e-mail addresses with other members of this Site. Members may not use Site web sites for the publication or distribution of copyrighted materials or licensed software.

☐ I have read and understood the school's policy on Site Membership

[Cancel](#) [Submit](#)

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Creating a New Group Site (formerly Group Studio)

[\(TOP\)](#)

Go to “Sites” Page and select “Create Luminis Site” Portlet.
Input “Site Name”, “Site Title”, “Site Email ID”, “Site Category”
([TOP](#))



Home My Courses My Account Student Services Faculty Employee Services Work Life Governance Portal Information My Banner Alumni **Sites**

Home Community > Sites

Luminis Site Composite

My Sites

- Accreditation 2018
- College Governing Council
- College Technology Committee
- COPSA
- Faculty Senate

Join Sites

Search...

Sites

- Academic
- Athletic
- Cultural
- Intramural
- Political
- Service

To Join a Site.

1. Open Luminis Site Welcome.
2. Search for and select a site.
3. Click on join button.

Luminis Site Welcome

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2. Select a site from My Site section in your Site Dashboard/Composite portlet.

To join a site:

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2. In the Join Site section of the Site Dashboard/Site portlet, search for and select a site.
3. In the Welcome portlet, follow the 'join site workflow process'.

My Sites

My Sites

Search...

Showing 15 results. Items per Page 20 Page 1 of 1 [First] [Previous] [Next] [Last]

Name ▲	Members	Tags
Accreditation 2018	30	
College Governing Council	9	
College Technology Committee	11	
COPSA	12	
EE-211-101 (Spring 2014)	19	
EE-211-102 (Spring 2014)	15	
EE-215-101 (Spring 2014)	18	
Faculty Senate	20	
Faculty Support Community	5	
Home Community	86221	
Luminis Administrators Community	8	

Create Luminis Site

Step 1 2 3 4 5

Basic Site Information

Site Name *

Site Title *

Site Email ID *

Site Category * - Select Category -

Select the following:
“Public”, “Restricted” or “Hidden”
Check mark “Sort membership lists by last name”
([TOP](#))



[Home](#) [My Courses](#) [My Account](#) [Student Services](#) [Faculty](#) [Employee Services](#) [Work Life](#) [Governance](#) [Portal Information](#) [My Banner](#) [Alumni](#) **Sites**

[Home Community](#) [Sites](#)

Create Luminis Site [Return to Full Page](#)

Step [✓](#) [2](#) [3](#) [4](#) [5](#)

Site Options

Type
☒ Public
☐ Restricted
☐ Hidden

Site Status
☒ Active
☐ Inactive

☒ Sort Membership Lists By Last Name

[Previous](#) [Next](#)

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Input “Guest Message Name”,
Input “Guest Message Content”
([TOP](#))



[Home](#) [My Courses](#) [My Account](#) [Student Services](#) [Faculty](#) [Employee Services](#) [Work Life](#) [Governance](#) [Portal Information](#) [My Banner](#) [Alumni](#) [Sites](#)

Home Community > Sites

Create Luminis Site [Return to Full Page](#)

Step ☒ ☒ 3 4 5

Site Guest Message

Guest Message Name *

Styles

Guest Message Content *

Previous

Next

Input 'Member Message Name' Input "Member Message Content" ([TOP](#))



Home My Courses My Account Student Services Faculty Employee Services Work Life Governance Portal Information My Banner Alumni **Sites**

Home Community > Sites

Create Luminis Site [Return to Full Page](#)

Step > > > 4 5

Site Member Message

Member Message Name *

Member Message Content *

Previous Next

Create a Comment, like reason for creating this Site
Check mark: “I have read and understood the site policy”
([TOP](#))



[Home](#) [My Courses](#) [My Account](#) [Student Services](#) [Faculty](#) [Employee Services](#) [Work Life](#) [Governance](#) [Portal Information](#) [My Banner](#) [Alumni](#) [Sites](#)

[Home](#) [Community](#) [Sites](#)

Create Luminis Site [Return to Full Page](#)

Step 1 2 3 4 5

Create Site

Creation Comment *

Please approve.

Site Policy *

SITES POLICY

All Sites requests **MUST** be submitted by a permanent full-time GCC employee and **MUST** have a minimum of 2 permanent full-time GCC employee Site leaders (identify the second leader in the "Creation Comment box"). These leaders will guarantee that policies are met for creating and administering the requested Site homepages on a regular basis.

Sites requests will be Accepted or Denied by the Web Advisory Group within 7 working days. For an immediate response to your request (less than 7 working days), send an email to gcc.webgroup@guamcc.edu.

All Sites must not promote activities that are illegal or that violate the rights of others. Please also review Membership Policy.

SITE MEMBERSHIP POLICY

Site members should accord themselves in a professional and respectful manner when publishing content on the Site web site. Members agree not to publish content that is illegal or offensive to other site members and agree to share their user names and e-mail addresses with other members of this Site. Members may not use Site web sites for the publication or distribution of copyrighted materials or licensed software.

☒ I have read and understood the Site Policy.

[Previous](#) [Next](#)

You will get a summary of your site (please review before submitting)
Click “Create”
([TOP](#))



[Home](#) [My Courses](#) [My Account](#) [Student Services](#) [Faculty](#) [Employee Services](#) [Work Life](#) [Governance](#) [Portal Information](#) [My Banner](#) [Alumni](#) [Sites](#)

Home Community > Sites

Create Luminis Site [Return to Full Page](#)

Step 1 ✓

✓

✓

✓

5

Summary

Site Name :	sample9
Site Title :	sample9
Site Email Id :	sample9id
Site Category :	Service
Type :	Public
Sort Membership Lists By Last Name :	No
Guest Message Name :	sample
Guest Message Content :	sample
Member Message Name :	sample
Member Message Content :	sample

[Previous](#) [Create](#)



Uploading to a Group SITE or Course SITE

([TOP](#))

On “Sites” Page, go to “My Sites” Portlet.
Select the Site where you want to upload to
([TOP](#))



[Home](#)
[My Courses](#)
[My Account](#)
[Student Services](#)
[Faculty](#)
[Employee Services](#)
[Work Life](#)
[Governance](#)
[Portal Information](#)
[My Banner](#)
[Alumni](#)
[Sites](#)

[Home Community](#)
[Sites](#)

Luminis Site Composite

My Sites

- Accreditation 2018
- College Governing Council
- College Technology Committee
- COPSA
- Faculty Senate

Join Sites

Sites

- Academic
- Athletic
- Cultural
- Intramural
- Political
- Service

To Join a Site.

1. Open Luminis Site Welcome.
2. Search for and select a site.
3. Click on join button.

Create Luminis Site

Step 1

2

3

4

5

Basic Site Information

Site Name *

Site Title *

Site Email id *

Site Category * Related Categories

Luminis Site Welcome

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3. In the Welcome portlet, follow the 'join site workflow process'.

My Sites

My Sites

Showing 15 results.

Items per Page 20

Page 1 of 1

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[Previous](#)
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[Last](#)

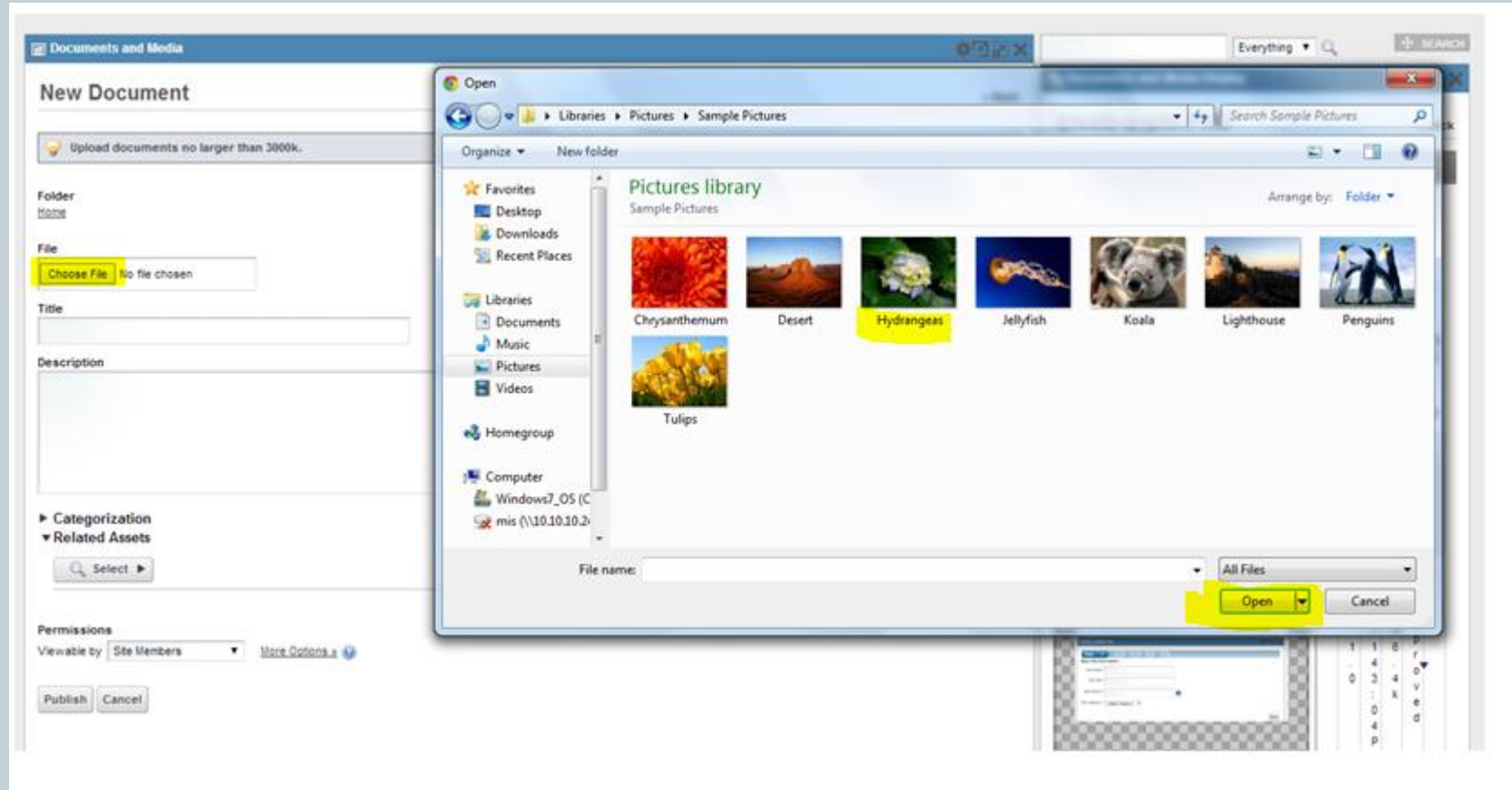
Name ▲	Members	Tags
Accreditation 2018	30	
College Governing Council	9	
College Technology Committee	11	
COPSA	12	
EE-211-101 (Spring 2014)	19	
EE-211-102 (Spring 2014)	15	
EE-215-101 (Spring 2014)	18	
Faculty Senate	20	
Faculty Support Community	5	
Home Community	86223	

On “Documents and Media” Portlet, select the Folder(File,Photo,Video) you want to upload it to.
Click **Add, Basic Document**
([TOP](#))



The screenshot displays the Luminis web application interface. At the top, there is a navigation bar with tabs for Home, NEWS, SOCIAL, TOOLS, and WIKI. Below this, a breadcrumb trail shows the path: Test Training Site > Home > create-a-site.PNG > Home. The main content area features a portlet titled "Documents and Media". Inside this portlet, there is a sidebar on the left with a "Home" button and a list of folders: Up, FILE, PHOTO, and VIDEO. The "FILE" folder is currently selected. To the right of the sidebar, there is a toolbar with buttons for "Add", "Sort By", and "Manage". The "Add" button is highlighted, and a dropdown menu is open, showing options: Subfolder, Shortcut, Multiple Documents, Basic Document (highlighted), Luminis File, Luminis Photo, Luminis Video, and Online Training. Below the toolbar, there is a search bar and a status bar indicating "(0 of 0) (Total 0) 20". Below the "Documents and Media" portlet, there is another portlet titled "Message Boards". This portlet has a "Message Boards Home" link and buttons for "Add Category", "Post New Thread", and "Permissions". It also has links for "My Subscriptions", "Statistics", and "Banned Users". At the bottom, there is a "Threads" section with a message: "There are no threads in this category."

Select “Choose File”, select the file
Click “open”
([TOP](#))



Input "Title", "Description"
Click "Publish"
File will be uploaded
([TOP](#))



Sites - guamcc.edu x Home - guamcc.edu x CAS - Central Authentica...

← → ↻ https://app05.guamcc.edu:8443/web/mis/home?p_p_id=20&p_p_lifecycle=0&p_p_state=normal&p_p_mode=view&p_p_col_id=column-1&p_p_col_count=1&_20_struts_action=%2

Discover Your Future.

Home Calendar Wiki

Management Information System Home Add File Entry

Documents and Media

New Document

Upload documents no larger than 3000k.

Folder
[Home](#)

File
Choose File MIS FAQ.doc

Title
[Input Field]

Description
[Input Field]

► Categorization
► Related Assets

Permissions
Viewable by Site Members More Options

Publish Cancel

Message Boards

Message Boards Home Recent Posts My Posts
My Subscriptions Statistics Banned Users

Search...

Add Category Post New Thread Permissions

Threads



GUAM COMMUNITY COLLEGE

Kulehon Kumunidát Guáhn

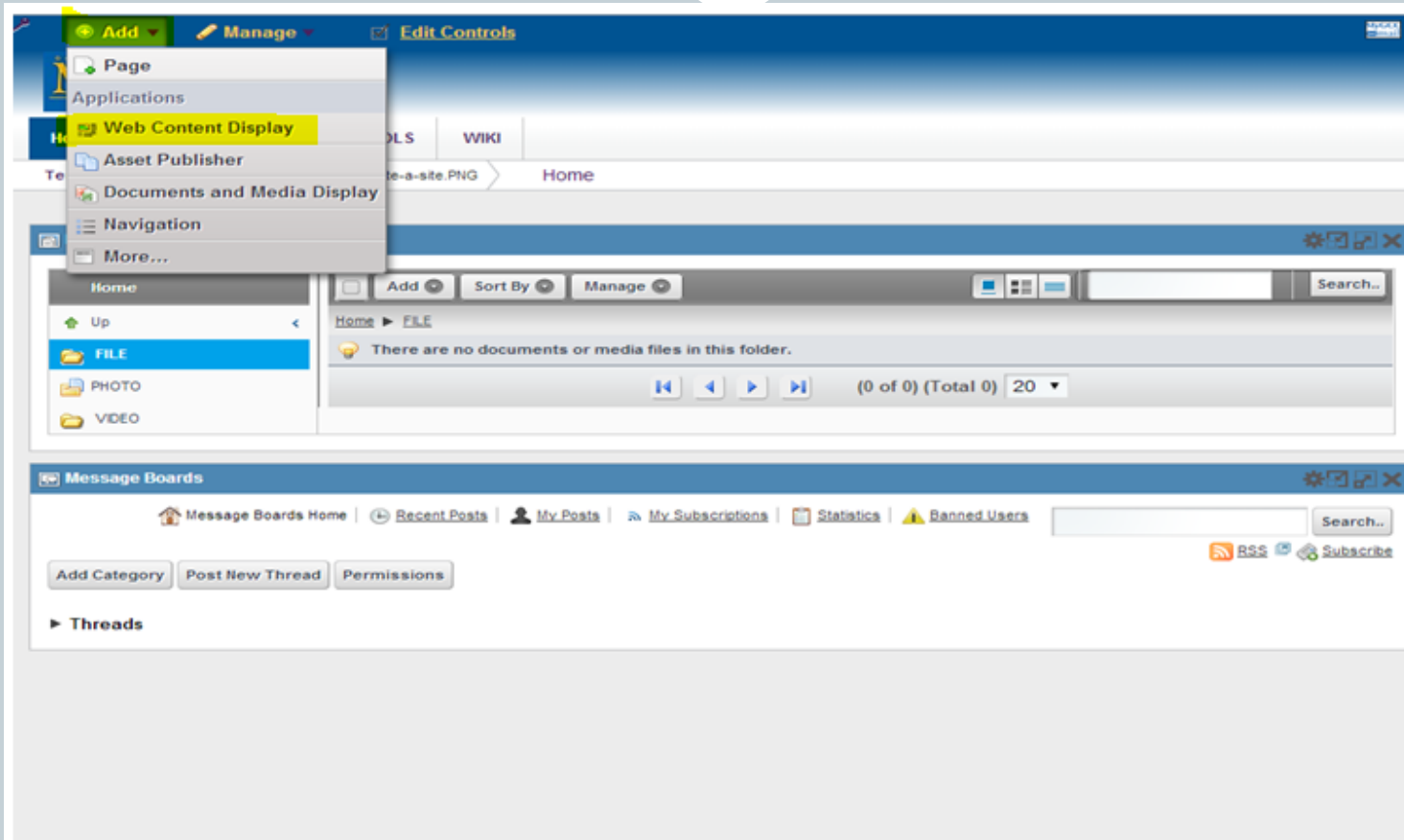
How to create “Web Content Display” Portlet and “Add Web Content”

(You have to be a Site Administrator or Owner of the
Site to create a Web Content Display)

([TOP](#))

Click Add, 'Web Content Display'

([TOP](#))



Once you Add a Web Content Display
Click “Add Web Content” to add Contents
([TOP](#))



Discover Your Future.

Home NEWS SOCIAL TOOLS WIKI

Test Training Site > Home

Web Content Display [Return to Full Page](#)

Select existing web content or add some web content to be displayed in this portlet.

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For Text, type in the Text
For a link, click the Link icon
For an image, click the Image icon
([TOP](#))



Web Content Return to Full Page

New Web Content Back

Structure: Default Template: None

Default Language: English (United States) Change

Title (Required)
Sample Content Display

Content

Normal 28

Source

Link icon Image icon

Message content

www.yahoo.com (Click Link Icon)



(Click Image Icon)

body p span

Content (Modified)

- Abstract
- Categorization
- Schedule
- Display Page
- Related Assets
- Permissions
- Custom Fields

Save as Draft Publish Cancel