



VLab

Community Management 1

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Welcome to VLab Fundamentals Training: Community Management - Part 1. I'm Stephen Corfidi with CIMMS / WDTD. This module, the first of two, will introduce the management of VLab communities for community owners.

Content Summary

Community Management I

- Accessing your local community
- Assigning member roles and permissions
- Portlet creation for display of web content
- The difference between VLab pages and content
- Content creation and management

Community Management II

- Editing web content
- The Asset Publisher
- Staging
- Advanced capabilities
- Summary of material presented in both modules

Here is a brief overview of the material that will be introduced in the two VLab community management modules. Community Management – Part I, the module you currently are viewing, will show you how to access your local community, how to assign member roles and permissions, and how to create portlets for the display of web content. This module also will discuss the difference between VLab pages and content, and introduce content creation and management. Community Management - Part II, meanwhile, will illustrate content editing, before focusing on special features such as the VLab Asset Publisher and staging. There is also a brief introduction to advanced VLab capabilities. Part II ends with a review of the material presented in both modules.

Learning Objectives

Upon completion of this module, you will be able to identify:

- Administrative duties for which community owners are responsible
- VLab administrative tools and ways to access
- VLab user types and user roles
- The significance of VLab teams
- Differences between pages, content, and portlets
- How to access pages, portlets, and web content
- The significance of page names used for community pages
- Differences between public and private pages
- The purpose of the Asset Publisher
- The purpose of forms, polls, and surveys
- The purpose of staging

This module will present the roles, responsibilities, and knowledge necessary for VLab community owners to manage their communities. Following completion of the training, a job sheet created in conjunction with the module will provide assistance in executing some of the tasks discussed. Review the objectives shown here, then advance to the next slide.

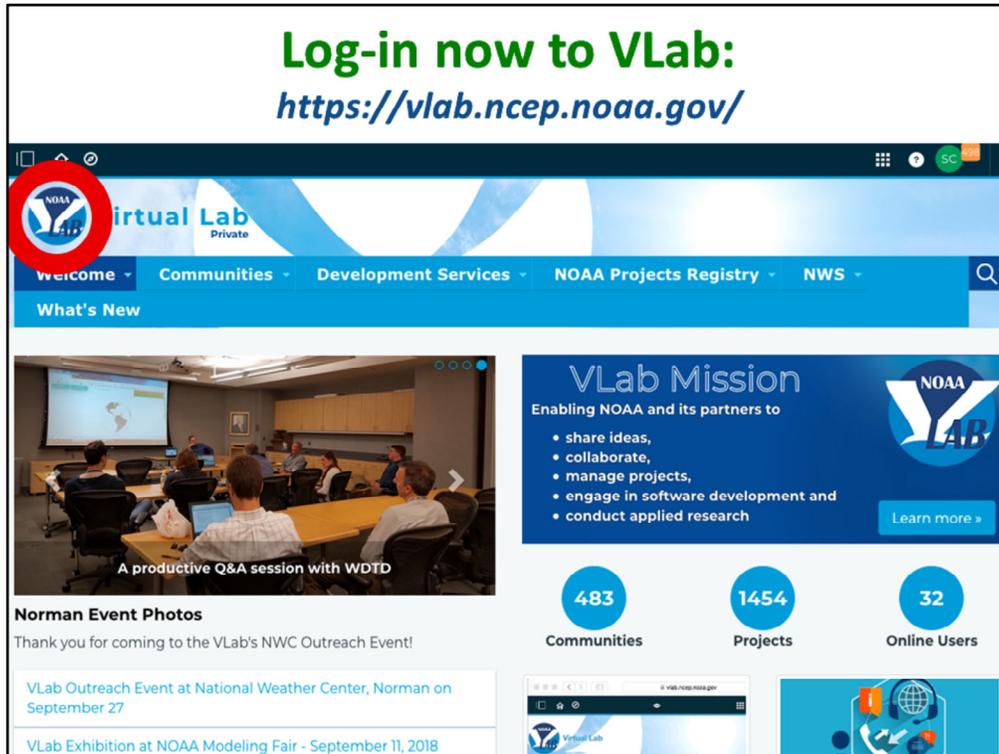
Local or “default” VLab Communities

Local community management is responsibility of the SOO, DOH, or ITO

- Adding / removing members
- Assigning member roles and permissions
- Defining teams
- Responsibility for posted content, including:
 - Registering AIR references
 - Creating, reviewing, and editing web content
 - Creating pages and adding web content to them
 - Deciding which pages are to be made public vs. private
 - Deciding whether or not to use staging
- Community owners **not** responsible for creation of new communities, software extensions, or password management --- those tasks handled by VLab Admin
- **More info in VLab *User Guide* --- and from VLab Admin**
via the VLab Help desk: vlab.admin@noaa.gov

Local or “default” VLab communities have been created for each National Weather Service Forecast Office and River Forecast Center. The communities provide an environment for staff to gain experience in using VLab, and to collaborate with others. Each office’s SOO, DOH, or ITO --- as the community “owner” --- is responsible for the community’s management. Local community management includes adding and removing members, assigning member roles and permissions, and defining teams. Community owner *content* responsibilities include registering references for AIR (the AWIPS Interactive Reference), creating, reviewing, and editing web content, creating pages, deciding whether individual pages will be made public or private, and deciding whether or not to use staging. Community owners, however, are *not* responsible for the creation of new VLab communities, for updating software applications, or for managing user passwords; those tasks are handled by VLab Admin --- that is, by the VLab Administrative Team.

The focus of this presentation is on the management of local VLab communities. Additional information is available in the VLab *User Guide*, and from the VLab Administrative Team via the VLab Help Desk.



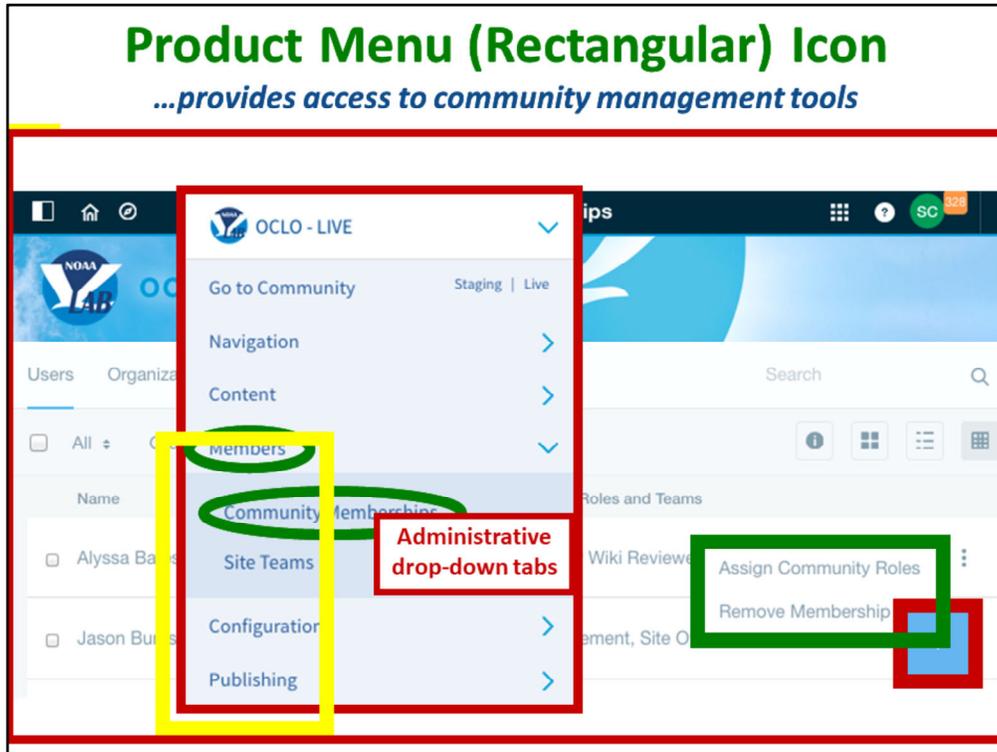
A lot of information on accessing VLab content and on performing VLab community management functions will be presented in the following slides. Take a moment now to **log in to VLab** in a separate browser window to help you process this information and follow along. If you already are logged into VLab, click the NOAA - VLab logo in the upper left part of the screen to go to the main landing page.



Your local community may be accessed from the VLab Landing Page by selecting the **“Communities”** tab on the light blue Page Header bar. This opens the three-columned listing of communities shown here. The three columns in the listing, from left-to-right, are “My Communities,” “Communities I Own,” and “Available Communities.” The selection defaults to “My Communities” --- communities of which you are a member. The listing provides selected details about each community, including the number of members, how many members currently are logged in, and the community’s level of activity. Selecting your community’s name from the list takes you to that community; here we see the landing page of the Norman, Oklahoma National Weather Service Forecast Office’s local community. Because all local community landing pages were made from the same template, each look similar to the example shown here. If you are a member of many communities and would like to access your local community from a shorter list --- one that shows only those communities of which you are an owner or administrator --- select the second tab, “Communities I Own.” “Available Communities,” you might recall from the introductory VLab module, provides links to all VLab communities open to membership.

An alternative way to access your local community from the VLab Landing Page is to click the round **“Compass”** icon on the left end of the Control Menu bar. This opens the “Select Community” pop-up page shown here, from which you can select the community you wish to visit. This page not only lists those communities of which you are a member, but also those that you recently have visited. Your recently-visited communities appear, appropriately enough, under the “Recent” tab. The page opens to the “Recent” listing by default. Note that, in contrast to the listings provided via the “Communities” tab, this pop-up page does not include informational details about the communities. On the other hand, the page does provide easy access to a community’s private pages via the “Private pages” column --- if private pages exist.

Recently, the “Compass” icon was replaced by the somewhat more intuitive “Community” icon shown here. The new icon functions in exactly the same manner as did the “Compass” icon in providing community access.



A community's administrative functions are accessed via the rectangular **Product Menu icon** in the top left part of the community landing page. The icon toggles open a *column* of menu options --- the Product Menu --- that appears on the left side of the landing page upon clicking the icon. When the column appears, the left part of the Product Menu icon turns white. Clicking on the "right-angle" or "carrot" (>) icon to the right of your community's name in the column opens several drop-down menu tabs that provide access to the community's administrative workspaces. **You must be logged in to the VLab and have entered your community for these administrative options to display.** In other words, you must be a logged-in community member to perform administrative duties. If you are not logged in or are not a community member, only your name tab will appear --- providing access to your personal VLab account settings --- but not the ability to do administrative work.

The administrative drop-down tabs appear by default to those who have administrative privileges such as SOOs, DOHs, and ITOs; contact your ITO if the administrative tabs do not appear upon clicking the "carrot" (>) icon next to your community name after you have logged in to VLab. Various sub-menus linked via the "Navigation," "Content," "Members," "Configuration," and "Publishing," tabs are used to accomplish community management tasks. For example, to add a community member who also is a NOAA employee or affiliate, select "Members" from the drop-down menu; then open the "Community Memberships" sub-tab. This action opens a separate "Community Membership" page, only the very top part of which is shown here. The Community Membership page may be used both to add new members (using the "Plus" icon that appears at the bottom of the page) and to remove existing ones; the page also may be used to assign member roles. We'll discuss member roles in the next slide.

User types and roles

User types and roles are the starting point of community management; they determine, in part, user permissions

User types

- **Unauthenticated Users** – Those who access VLab from outside NOAA, or NOAA users who have not logged in
- **Authenticated Users** – Those who access VLab with an I.D. and password



User roles (VLCS)

- **Guest** – Unauthenticated VLCS user
- **User** – Authenticated VLCS user
- **NOAA User** – Authenticated VLCS user with a NOAA email address
- **Site Member** – Authenticated VLCS user who also is a member of your community

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Before examining VLab community management more closely, we first need to introduce some terms and concepts that are unique to VLab. These involve the classification of community members by *user types* and *user roles*. User types are based on how a VLab user has connected to the VLab. **User type determines, in part, the roles and permissions that you, as a community manager, may grant a user for accessing and working with VLab content.** There are two main types of VLab users. “Unauthenticated Users” are those who access VLab from outside NOAA. Unauthenticated users also include VLab participants who *could* log in as an Authenticated User, but for some reason have elected not to do so for the present session. In contrast, “Authenticated Users” are those who have logged into the VLab with an I.D. and password.

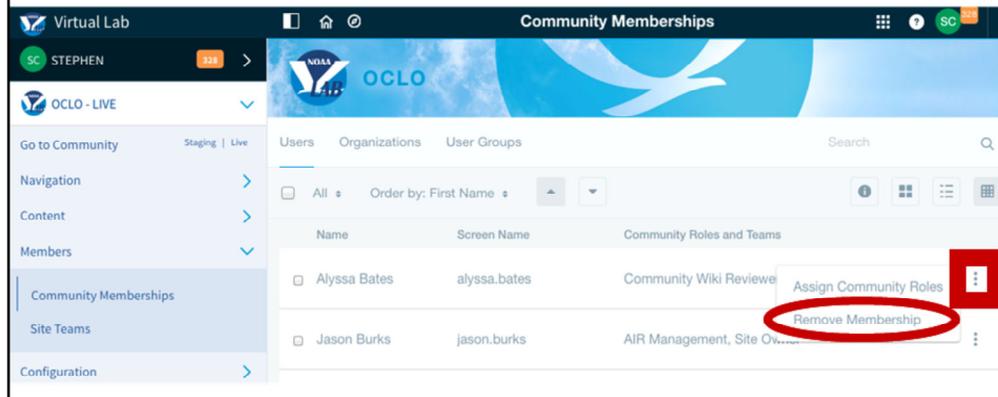
User roles are used by the *collaboration or VLCS side* of VLab to guide VLab content management decisions, especially those related to public vs. private content. As with *user types*, *user roles* also are based on how the user is connected to the VLab. User roles are assigned by community owners to allow community members to share community owner responsibilities and / or to be able to create community content. As we’ll see shortly, numerous pre-set user roles exist. Standard or basic user roles include (1) “Guest” (an unauthenticated VLCS user), (2) “User” (an authenticated VLCS user), (3) “NOAA User” (an authenticated user with a NOAA email address), and (4) “Site Member” (an authenticated user who also is a member of your community).

Assigning community member roles

Primary community member roles

(Default member role is to only view content, not edit/upload)

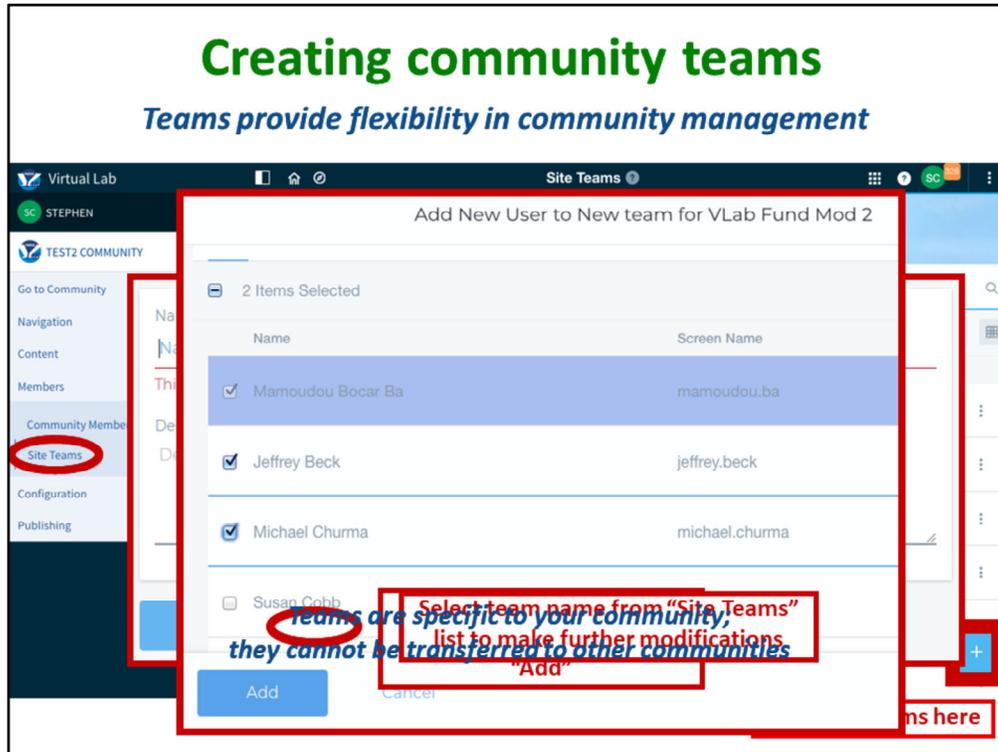
- Site Owner – The community’s “Super User” (the SOO, DOH, or ITO)
- Site Administrator – Same as site owner, but cannot assign owner role to others
- AIR Manager – Register content for AIR searches
- Content Reviewer – Contribute and edit content



As we just noted, community owners assign management **roles** to community members, not only to share community owner duties, but also to enable members to create and edit community content. The default role setting allows community members to only *view* community content; additional roles must be assigned individually by the site owner. Primary content management roles include but are not limited to (1) **Site Owner** (that is, you, the “Super User” SOO, DOH, or ITO), (2) **Site Administrator** (this role is like that of site owner, but site administrators cannot assign the site owner role to other members), (3) **AIR Manager** (role for those who register content for AIR searches), and (4) **Content Reviewer** (for those who contribute and edit web content). The content reviewer role is the one most commonly assigned to contributing members.

Selecting the “Community Memberships” tab under “Members” in the Product Menu drop-down displays the **Community Memberships page** that is used to assign community member roles. The “Assign Community Roles” tab that appears upon clicking the “Three-dot” (or ellipsis) icons to the right of a member’s name on the Community Memberships page displays the “**Assign Community Roles**” page, only the top part of which is shown here. This page lists various member roles on the left-hand side; roles for individual community members can be toggled on or off using the small check boxes.

The Community memberships page also can be used to *remove* a member from community membership --- as, for example, when a forecaster or hydrologist leaves your forecast office. To do so, simply click the “Three-dot” or ellipsis icon to the right of a member’s name, and select “Remove Membership” instead of “Assign Community Roles.”



Community owners may want to create **teams** or sub-groups of community members to work on specific projects. Teams add a degree of flexibility to community management. Community owners can create various "groupings" of members, and set permissions for specific functions within the community. A "team," for example, might be established for a sub-group of community members with whom you want to share particular VLab content. Teams are a part of the community in which they are created, and are the preferred way to manage member permissions. As teams are specific to the community in which they are created, they are not transferable to other communities. This aspect is useful when you want a particular group of people and set of permissions to be assigned for a specific, one-time task.

To set up a team, select "Site Teams" instead of "Community Memberships" under the "Members" tab in the Product Menu drop-down on the left side of the landing page. Under "Teams," in the open area that appears on the right side of the screen, click the "Plus" icon to display a dialog box in which you can enter the team's name and purpose. Once the new team's name has been entered, select the team's name from the team list that appears; this will display a list of community members from which you can select individuals to toggle on or off the team. You can always modify a team's name or to change its member permissions by selecting the team's name from the team listing.

(Team image from Universidad Francisco de Vitoria (2018)).

Who is responsible for adding a new forecaster to your office's local community?
- K&M Collaborative Services (K&M)
- The community partner
- K&M Administration

Learning application #1

Quiz - 4 questions

Last Modified: Oct 08, 2019 at 11:12 AM

PROPERTIES

On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

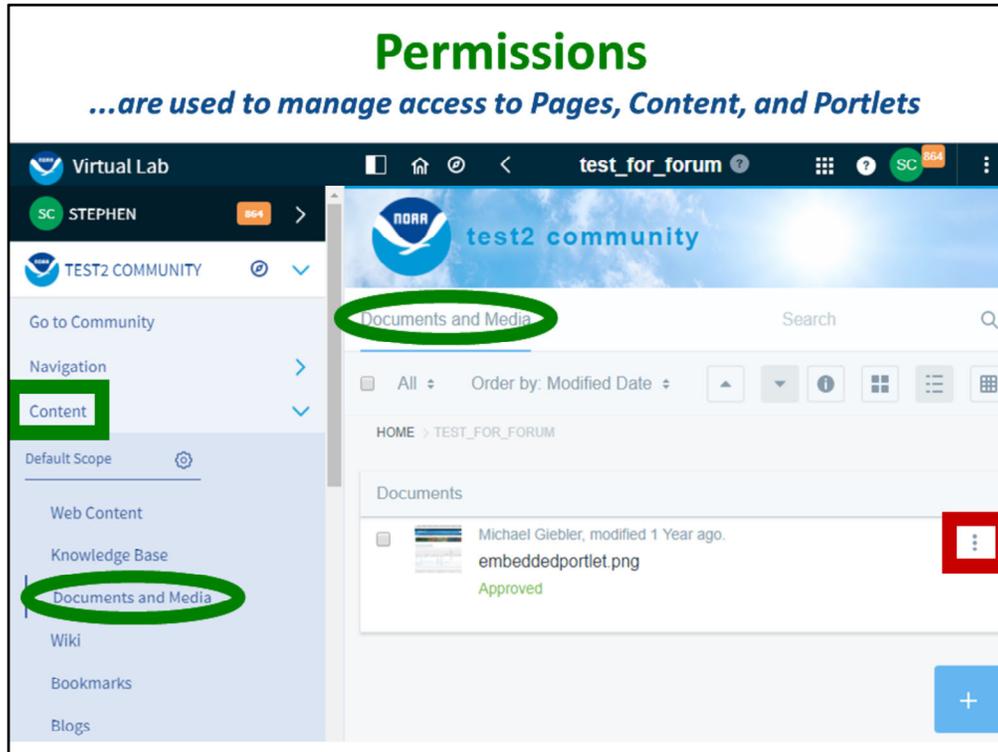
Show in menu as: [Single item](#)



Edit in Quizmaker

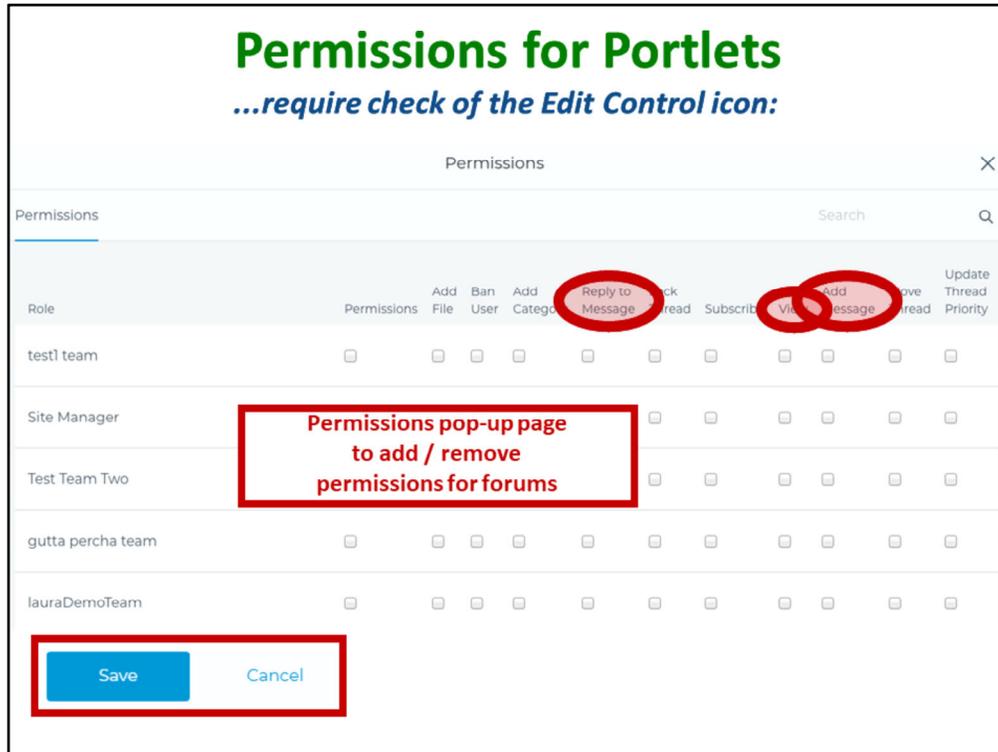


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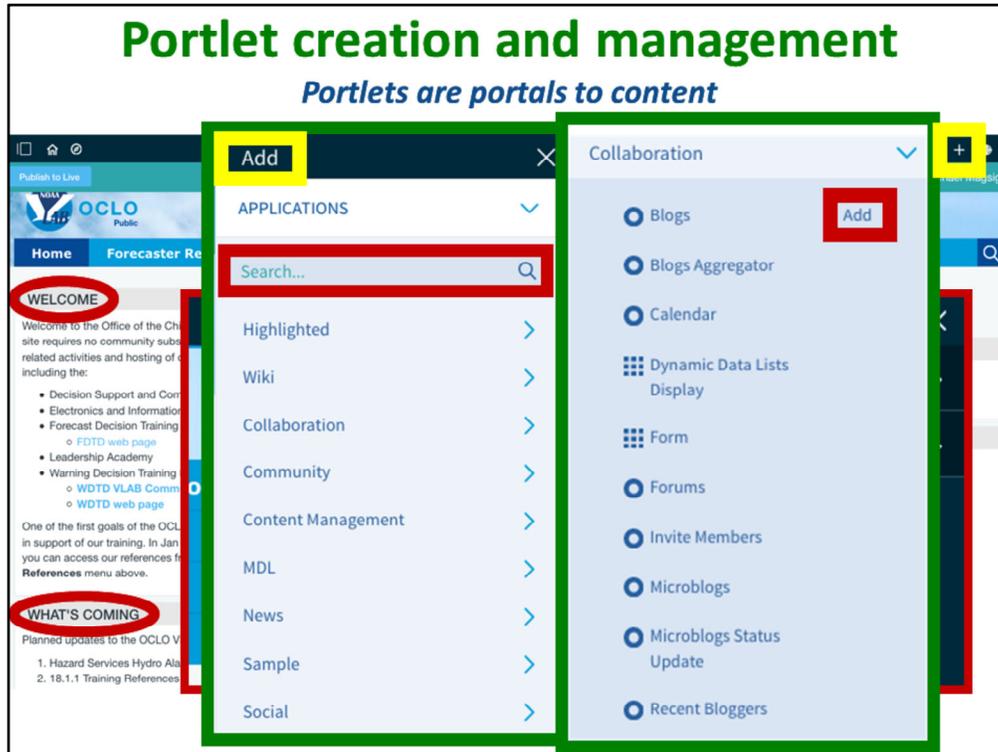
Once community member roles have been assigned and teams have been created, **permissions** are then used to control what your community’s members --- and those beyond the community --- may do with community pages, content, and portlets. We’ll discuss the differences between VLab pages, content, and portlets in just a bit. For now, suffice it say that a “page” is a URL onto which VLab content is placed for viewing, while portlets are points of access to various forms of VLab content. As far as permissions are concerned, if a particular piece of VLab web content --- e.g., a PDF file --- is meant to be viewable by the public, “guests” or unauthenticated users first must be granted “view” permission for the content --- and for its associated page and portlet. Remember that community members, by default, are assigned “view” privileges for the community’s web content. To grant *page* permissions, first select “Navigation” on the Product Menu drop-down on the left side of the screen, and then select the particular page for which you want to assign permissions (here, “testing-public”). Next, using the “Three-dot” or ellipsis icon to the right of the page’s name, select “Configure page.” This displays the community page of interest. From there, click the ellipsis icon at the top right corner of the page to reveal the drop-down menu shown. Upon selecting “Permissions,” a separate “Permissions” table subsequently opens, as shown here. The check boxes in this table allow you to toggle “on” or “off” the selected permissions for the roles and teams listed at the left. Hitting “Save” (in the bottom left corner of the table) saves your changes.

A similar routine involving the Product Menu drop-down is used to assign permissions for *content*, except that “Content” is selected from the left-side drop-down menu, instead of “Navigation.”



The procedure for assigning *portlet* permissions is slightly different from that used for pages and content. **VLab portlets**, --- as will be seen in the next slide --- are essentially *viewers* or points of access for the display of web content on a VLab page. Portlets in most communities are identified by horizontal gray bars, with the name of the portlet shown in the left end of the bar. To change portlet permissions, first ensure that the portlet editing switch is set to “on” by examining the Edit Control or “Eye” icon located in the middle of the Control Menu bar. If the icon has a slash through it, the edit controls are “off;” click on the icon to remove the slash and turn the edit controls “on.” Once the edit controls are “on,” locate the portlet whose permissions you wish to change and mouse over it. This action displays a “Three-dot” or ellipsis icon on the right end of the bar; clicking the icon displays the small drop-down menu shown at the right. Selecting “Permissions” then opens a permissions selection page that is similar to that used to assign page and content permissions. Once you have located the role that you are interested in changing, the page’s check boxes may be used to toggle “on” or “off” the appropriate permissions for that role and portlet. It is worth noting that the other tabs in the ellipsis icon drop-down menu provide access to many useful options that are used to configure the web content accessed through the portlet.

Permissions also exist for other areas of community-related work, such as in the management of VLab forums. For example, on the permissions page for forums, the “View” role limits forum interaction to only viewing, while “Reply to Message” allows the user to reply to existing threads, and “Add Message” allows the person assigned this role to add new threads. Any time you change permission settings, be sure to click the “Save” button (found by scrolling down to the bottom of the permissions page) to save those settings.



Having briefly looked at portlet *permissions*, we'll now look at how to create a portlet and how to use portlets to access and organize various forms of VLab content on a VLab page. **Portlets provide access to pretty much anything displayed on a VLab page**, including blogs, forums, wikis --- and are used to set apart the "Welcome" and "What's New" sections of community landing pages. AIR (AWIPS Interactive Reference) returns and YouTube videos (if you access VLab via the internet) also are accessed through portlets. Although portlets normally appear as gray-colored horizontal bars with the name of the portlet shown in the left end of the bar, display settings can be modified to have portlets appear in less conventional ways.

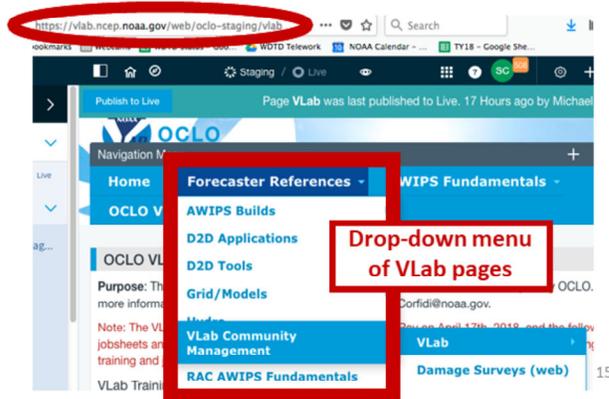
The "Add" (or "Plus" (+)) icon on the right end of the Control Menu bar is used (among other purposes) to add a portlet to a VLab page and to conduct portlet management. Clicking on the icon opens a vertical menu bar on the *right* side of the page (similar to the drop-down menu that appears on the left side when the rectangular "Product Menu" icon is clicked). The right-side menu drop-down has two tabs, "Applications" and "Content." Selecting "Content" provides a list of community content such as uploaded document, image, and pdf files. The "Applications" option, meanwhile, opens a list of categories into which the numerous types of VLab portlets are arranged for ready addition to a VLab page. The categories include "Highlighted," "Wiki," and "Collaboration," etc., as shown here. Clicking the right-pointing arrows located to the right of each category opens a new drop-down listing that contains the actual portlet names in that category; for example, selecting the "Collaboration" category opens the drop-down portlet listing shown here on the right. Some of the more commonly-used portlets in this category include "Blogs," "Calendar," and "Forums."

In the portlet drop-down lists, each portlet is preceded by one of two different types of icons. The first icon type is an open circle, while the second consists of a set of nine small squares that form of a larger square. The two different icons identify the two main classes of portlets used by VLab. Portlets preceded by the open circle icons are known as "**single-use**" portlets and can appear only once on a given VLab page. Portlets preceded by the "small square" icons, on the other hand, may be placed on a VLab page any number of times and are known as "**multiple-use**" portlets.

To add a portlet to a VLab page, first locate the page onto which you wish to place the portlet. Click the "Add" (or "plus" (+)) icon on the right end of the Control Menu bar to display the "Applications" tab as we already have seen. Select "Applications" and scroll through the drop-down portlet listings to find the portlet of your choice --- or use the search bar to locate it. Remember that single-use portlets can be used only once on a given page; once a portlet of this type has been added to a page, its drop-down menu entry becomes faded. To actually place your selected portlet on the page, either click-and-drag the portlet name to your chosen location on the page, or click the "Add" link that appears to the right of a selection while hovering over its name. Using the "Add" link places the portlet in the upper left corner of your page; if desired, you can subsequently move any portlet by clicking and dragging its gray title bar to another location on the page.

Pages vs. Web content

- “Content” = Document and media files
- “Web content” = HTML files comprised of VLab content
- **VLab “pages” ≠ VLab “web content”**
- Pages are URLs onto which uploaded web content is mapped:
- **VLab web content is not tied to a specific VLab page**
- VLab is not a web server, but VLab web content can be accessed via drop-downs once pages properly configured



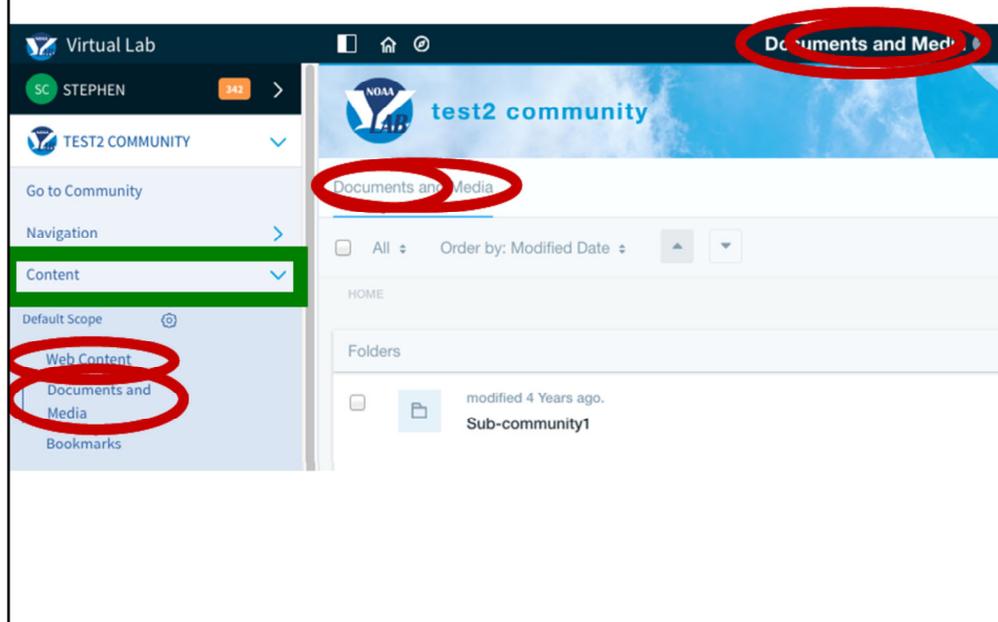
We have referred to VLab “content” several times in this presentation, but thus far the word “content” has not been defined. Also, analogous to VLab’s use of the terms “roles” and “permissions,” “content” and “web content” have certain implications in the context of VLab. We’ll now look at VLab content a bit more closely and, in particular, show how VLab **pages** differ from VLab **web content**.

VLab “content” consists of the various document and media files that together comprise the *web content* that is created, stored, and displayed in VLab. VLab pages and web content are the heart of the collaborative side of VLab. An important concept about VLab pages and web content --- one that needs to be fully grasped by community managers --- is that **VLab pages are not equivalent to web content**. VLab pages are *locations* --- that is, URLs --- where various forms of web content such as documents, images, and pdfs are placed for access through portlets. Because of this, **VLab web content is not tied to a specific VLab page**. This is a useful feature if you want to display the same web content on more than one page as you do not have to re-create the content for multi-page display. Once VLab pages have been filled with content, and once the proper check-box settings have been set, pages and their content may be accessed via VLab’s drop-down menus; the page names are used to populate the community’s menus. In addition, you may link to those pages from the web. VLab web content editors make it easy to create and edit web content; content files such as documents and images created elsewhere must, however, be uploaded to VLab so that they may be accessed by VLab’s own web creation code. **VLab is, therefore, not a web server**. You cannot, for example, upload a nested, html directory tree from a web server and expect all of the internal references to “work” in VLab.

Now that we’ve established the difference between VLab pages and web content, the next few slides will introduce the basics of web content and page management.

Content file management - Part 1

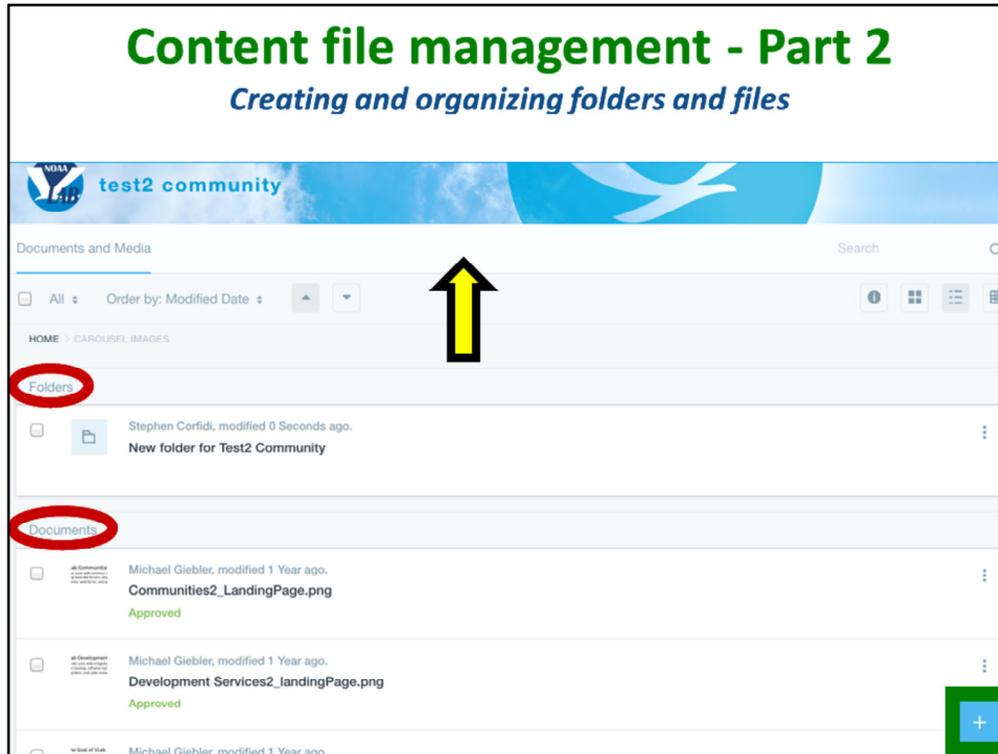
"Content" tab in Product Menu drop-down provides access to content management:



Page and web content development are facilitated by good organization of and access to the supporting “content” files --- the documents, images, and animations, and so on --- that are associated with the web content. Upon first reaching the community’s landing page, the main or right part of the page is dominated by links to the community’s pages. The **“Content” tab** in the Product Menu on the *left* side of the community landing page serves as a portal to the folders and files used to store and organize the content displayed on those VLab pages. Clicking on the right-pointing arrow next to “Content” further opens the drop-down menu and provides direct links to the community’s files and folders. Only the top part of the expanded drop-down menu appears here. Selecting “Web Content,” for example, displays links to the community’s web content materials on the main part of the screen, replacing the list of community pages that appeared there upon first visiting the page. Selecting “Documents and Media” similarly provides access to the community’s document and media files and folders.

Content file management - Part 2

Creating and organizing folders and files



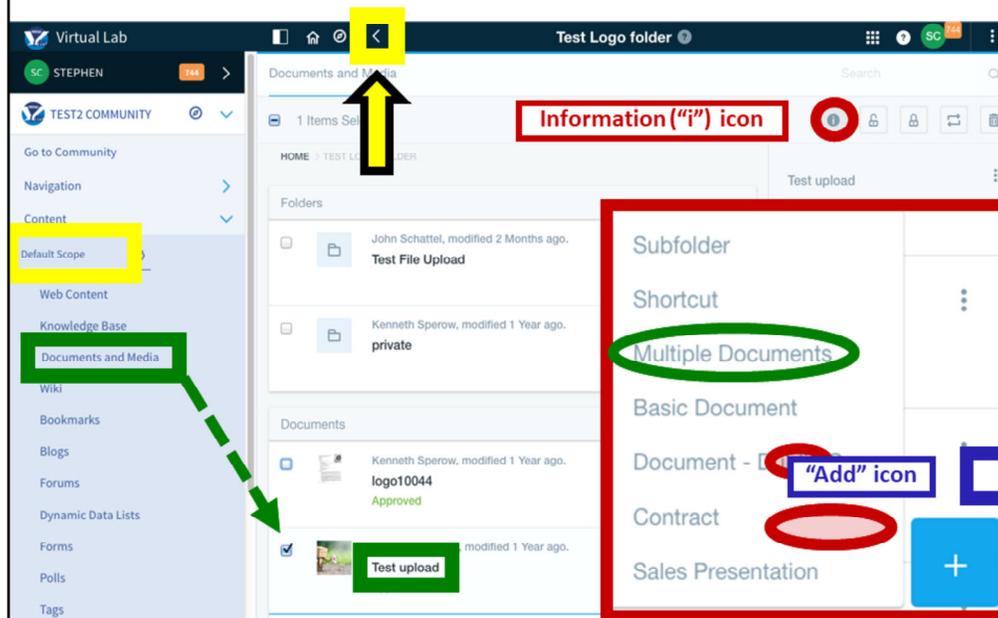
We'll now use the Test2 community to demonstrate basic file management techniques, including adding a sub-folder and uploading a file to it. Selecting **"Documents and Media"** under **"Content"** in the Product Menu drop-down displays a list of the community's existing folders and files. We'll work in the **"Carousel Images"** folder. Once that folder is opened, as seen here, we see that there are no subfolders in it. To add one, first click on the **"Add" or "+" icon** at the lower right corner of the page; this opens the pop-up box shown here. Selecting **"Subfolder"** in that box opens this **"New Folder"** interface. The interface includes a space for entering the new folder's name on the top line (here, **"New folder for Test2 Community"**); space also is provided for entering a description of the folder's contents on the second line. More importantly, folder view **permissions** are set on the next line.

Here is a close-up of the permissions selection area. The default setting, highlighted in blue, is to limit viewing to **"Community members."** If you want the folder's content to be accessible to **"Guest"** users, that is, to those who are not logged in to VLab, be sure to select the **"Anyone (Guest Role)"** tab in the permission box. Clicking **"Save"** at the bottom pop-up box saves your permission settings. It is worth noting that to provide access to a *sub*-folder, the user also must have been granted permission to access all parent folders.

To ensure that your new folder has been saved, click on the **"left-pointing" icon** on the dark blue Control Menu bar; this takes you back to the **"Documents and Media"** level. Once there, you can see the new folder's name, **"New folder for Test2 Community,"** under **"Folders,"** along with the existing **"Documents"** folder. To add a folder to a brand-new community --- that is, to a community that does not already have one --- simply select **"Folder"** (instead of **"Subfolder"**) from the pop-up box that appears when clicking the **"Add" (+) icon** in the lower right corner of the **"Documents and Media"** listing.

Content file management - Part 3

Uploading files

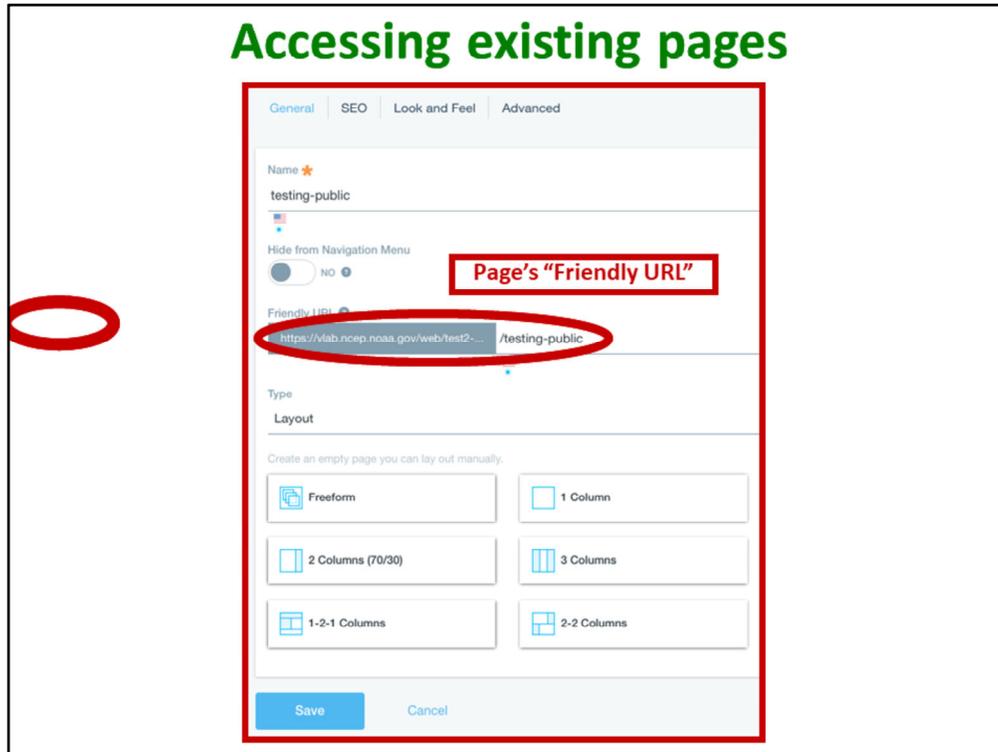


You can upload files to the Documents and Media folders of your choice by using the pop-up box that appears upon clicking the “Add” (+) icon at the bottom right corner of the screen; select “Basic Document” to add a single file. Use the “Multiple Documents” option to upload more than one document at once. Here, we’ll add a file to the “VLab” sub-folder in the “Images” folder. The file upload option opens a browser from which you can select files on your own computer or network. We’ll upload a file named “GOES-R_VLab-SOO_trng;” once the file has uploaded, it will appear in the file listing, as seen here.

After uploading, the file’s **permissions for access** may be set by selecting the “Permissions” tab in the pop-up box that appears upon clicking the ellipsis icon to the right of the file’s name in the folder file listing (the folder here is “VLab”). This action displays the detailed role and permissions page shown here. As with folder access, be sure that the “Guest” role is set to the “View” setting if you want the file to be accessible to everyone; otherwise those not logged in to VLab will be unable to access the file because the default permission setting is for “Community” viewing. Remember, too, that all files used in a piece of VLab web content must first be uploaded to VLab folders before a VLab page configured to display them can be made; this is a good reason to keep your community’s Documents and Media folders well-organized.

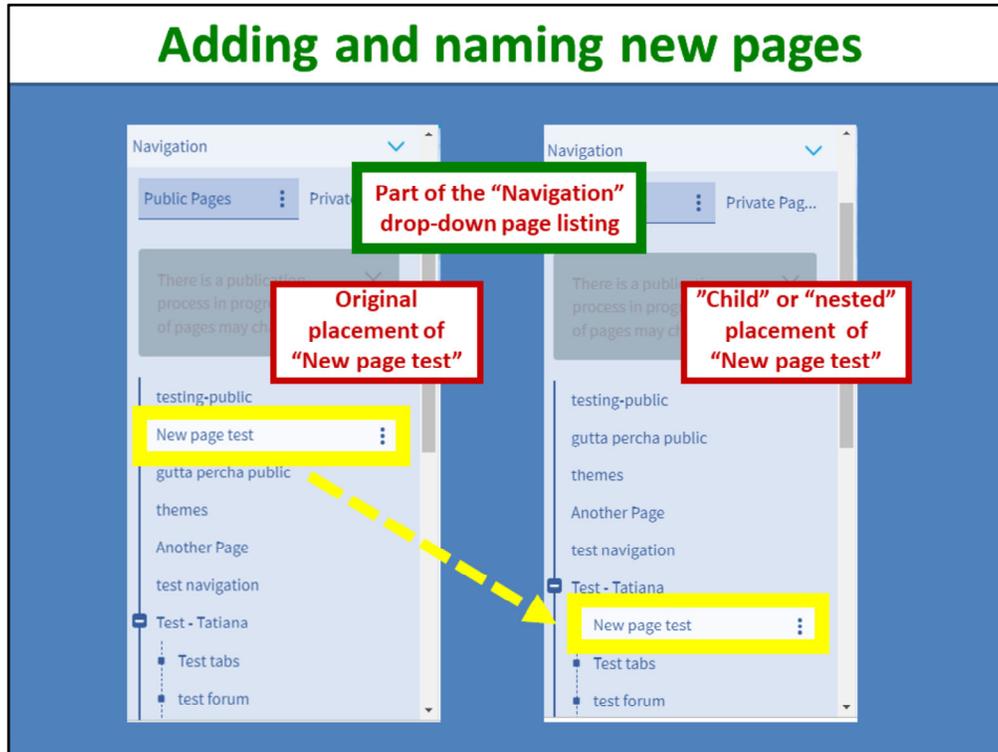
VLab Document and Media files *can* be linked to a URL by first selecting the piece of content from the Documents and Media folder (here we have selected the document “Test upload”), and then using the **“i” (or Information) icon** to obtain the content’s URL link. The “WebDAV” version actually displays the full URL path, much as would a webserver. Using this link, you can manage your content directly and collaboratively from the file explorer of your desktop operating system. Remember that, once created, VLab web content can be set to appear on multiple pages. Also, recall that, any time you perform file management tasks, you can navigate up (or “back”) through folder directories by clicking on the small, white **“left-pointing” icon** on the Control Menu bar.

Accessing existing pages



Existing VLab *pages* may be accessed for editing or review by selecting “Navigation” in the Product Menu drop-down that appears on the left side of the landing page upon clicking the rectangular Product Menu icon. Alternatively, the page also can be selected directly from the list of pages that appears at the top of your community’s landing page. Once the page is displayed, click on the ellipsis icon to the right of the page’s name in the Navigation drop-down. This opens another drop-down (shown here enlarged) that provides options for adding a nested (or “Child”) page, for deleting the page, and for changing the page’s appearance and layout (under “Configure Page”). Selecting “Configure Page” displays the box shown here that includes the page’s so-called “**Friendly URL;**” this is the URL that you can use to reference the page in emails, blog posts, or in other content.

Adding and naming new pages



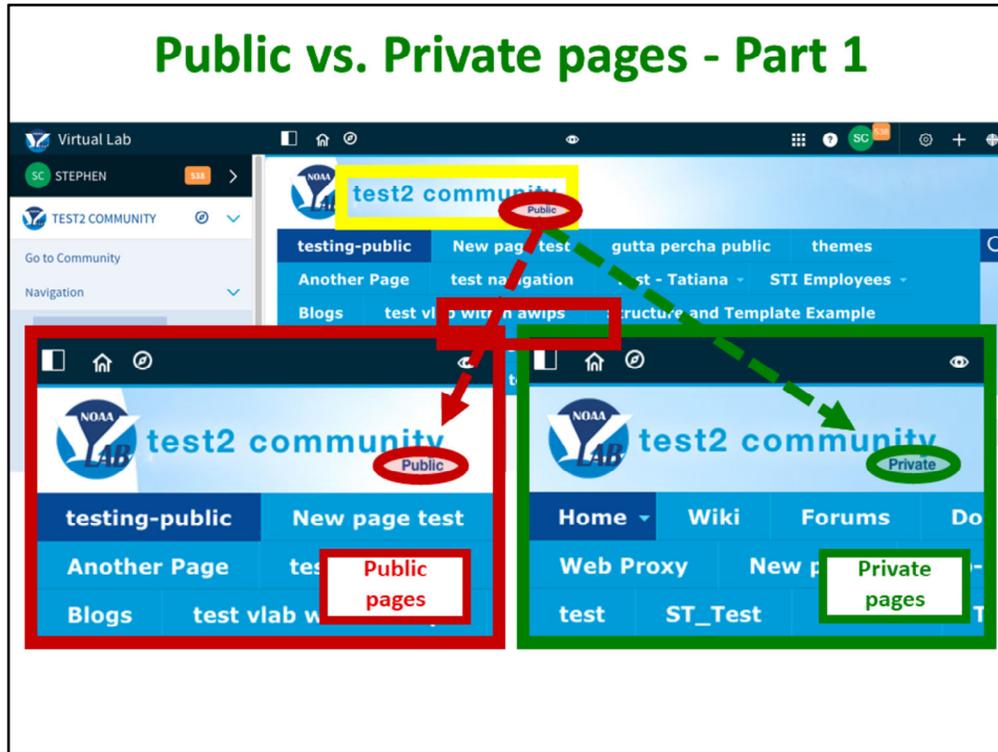
Adding a *new* page also involves the Product Menu drop-down on the left side of the landing page. First, select "Navigation;" then, depending upon whether you want the new page to be Public or Private, select either the "Public" or Private" tabs immediately beneath "Navigation." Clicking the ellipsis icons on the right sides of these tabs opens the "Add New Page" interface, the top part of which is shown here. Enter a name for the new page (here we will use "New page test"), and decide whether or not you want the page to appear on the community's navigation menus using the toggle tab immediately below. A tab farther down in the interface (not shown) is used to enter **page tags** for use by VLab's search tool. In order to optimize return by the search tool, be sure to **select page names and tags that most accurately describe the material contained within them**. Once your pages have been named and tagged, next select the page layout that best suites your needs. For example, the "Freeform" layout option allows you to add content (that is, portlets) in any configuration you choose, while the remainder of the layout options constrain content to the indicated patterns in the display. Clicking "Add Page" at the bottom of the panel (also not shown) completes the page addition process. A green "confirmation banner" momentarily appears once the new page has been created.

As with existing pages, you can view the new page and add content to it by selecting "Navigation" from the Product Menu drop-down. First find the new page's name in the "Navigation" list, and click on it; this displays the page. Note that our newly-added page is

empty; it is ready to have portlets added for the addition and display of web content. An alternative way to find the new page's URL is to open the "Navigation" list of pages, mouse-over the page's name (here, "New page test"), and then click the "Three-dot" or ellipsis icon. Select the "Configure page" tab in the drop-down box that subsequently appears; this opens the separate dialogue box seen here on the right-hand side of the screen. The page's "Friendly URL" appears there in two parts, the first part of which is in gray shading. Because the URL is split, copying the URL to a new tab or window from this location requires two steps.

You can alter the placement of your new page relative to existing ones in the "Navigation" list by clicking on the page's name in that list and dragging it up or down; in so doing, you can also make the page a "Child" of another page. The page's name or layout also can be modified after it has been created by selecting "Configure page" from the same pop-box used to display the page's "Friendly URL."

Public vs. Private pages - Part 1



Recall from Module 1 that community owners can control the accessibility of community web content by designating that content to be either “public” or “private.” Of course, web content inherently is neither public or private. **The public / private designation of VLab web content applies to what is used to display the content** --- that is, the *page*. Based on the intended purpose of the content associated with each VLab page, community owners designate individual pages to be either “public” or “private.” Careful thought should be given to each public-private page decision, especially for any pages that contain sensitive content. *Public pages* are meant to be accessible to anyone --- even to “guests” outside the community who are not logged into VLab --- provided that they can access the community hosting the pages, or have the page URLs. The URLs of public pages contain the word “Web.” Access to *private pages*, in contrast, is limited to community members who have logged into VLab; the URLs of private pages contain the word “Group.”

The “Select Community” listing that appears upon clicking the “Compass” icon on the Control Menu bar is the easiest way to identify which of the communities that you frequent have both public and private pages. The links in the “Select Community” listing default to the *public* sides of each community. If a community has both public and private pages, the private pages are linked beneath the “Private Pages” column. If a community has only private pages, the links in the left-most column take the user to those private pages. An alternative way to identify and access a community’s public and private pages is to use VLab’s main landing page’s “Communities” tab. This tab provides access to the “My Communities” and “Available Communities” listings, as seen here. Clicking the “Three-dot” or ellipsis icons to the right of a community’s name opens a small pop-up box containing links to the public and private “sides” of the community --- if both exist. Once you are at work in a community --- here we are visiting the “test 2 community” --- it is easy to toggle to “the other side” by simply clicking the “Public” or “Private” sub-label that appears below the community name; the sub-label indicates the side of the community in which you presently are at work.

Public vs. Private pages - Part 2

Part of "Navigation" section in the Product Menu drop-down

Public vs. Private page selection box for communities having only private pages

Navigation

Public Pages Private Pages

Home

New page test 2

Wiki

Private Pa Add Private Page

Configure

Home

Wiki Add Public Page

Contact VLab Admin for assistance with public-private page conversions:
vlab.admin@noaa.gov

If a particular piece of web content is meant to be kept private, the *page* on which the content is to appear must be made "private." The public-private selection is made during the page creation process; simply select the "Private Pages" tab under "Navigation" when adding the associated page to your community using the Product Menu drop-down. On the other hand, if your community has no public pages (in such a case, only the "Private Pages" option appears under "Navigation" in the Product Menu drop-down) --- and you would like to add one, the process is much the same except that the public vs. private page addition pop-up box that appears upon clicking the ellipsis icon is slightly different --- it offers both private and public options. Selecting "Add Public Page" will make your new page "public;" from that point on, both the "Public" and "Private" options will appear under "Navigation" in the community's Product Menu drop-down.

It is, however, important to remember that **roles and permissions ultimately control the visibility of community content** --- that is, roles and permissions ultimately determine "who can see what" in the community. For example, in the case of the community just discussed wherein a single public page was added to the others in the community that were exclusively private, it is the role and permission settings that make the page --- or, more specifically, the content in it --- viewable to the public. Permissions for the page, portlet, and content must *each* be set to "View" for the "Guest" role for the content to be viewable by anyone. If, for example, *content* permissions were set to "User" instead of "Guest" for the page, guests would be able to access the page and portlet, but not view the content. (Recall that the "Guest" role refers to unauthenticated VLab users, while "Users" are those who are authenticated, but may not be community members).

There are times when it is useful to add *private* content to a public page. This amounts to adding content to a public page that previously was accessible only from a private page. For example, if you want community web content, wikis, forums, and blogs to be seen on both the private and public pages of the community, you can do so by creating both public and private pages as described above. Once the pages have been created, simply add the necessary portlets to the new pages to display the content. These portlets can point to the same content that is displayed on the community's private pages.

At this time there does not exist an easy way to convert an existing public page to a private one, or vice-versa; such changes should be accomplished via the management of content permissions. VLab administration (vlab.admin@noaa.gov) can provide assistance with such tasks.



Learning application #2

Quiz - 3 questions

Last Modified: Oct 08, 2019 at 11:18 AM

PROPERTIES

On passing, 'Finish' button: [Goes to Next Slide](#)

On failing, 'Finish' button: [Goes to Next Slide](#)

Allow user to leave quiz: [After user has completed quiz](#)

User may view slides after quiz: [At any time](#)

Show in menu as: [Single item](#)



End of:

VLab Community Management 1

You have reached the end of this module, VLab Community Management, Part 1. Continue now to VLab Community Management, Part 2, to complete your training and to take the final quiz.