

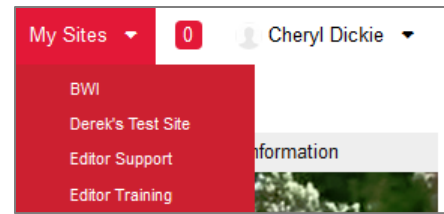
SITES: OVERVIEW FOR SITE OWNERS

What is Sites?

“Sites” is a web portal that offers private online working spaces for groups to coordinate their activities. It is based on software called Liferay, and is integrated with yu link, York’s employee intranet.

With Sites, you can create web page content, post important documents for your users, and provide a wide variety of communication and collaboration tools, including message boards, calendars, and poll questions.

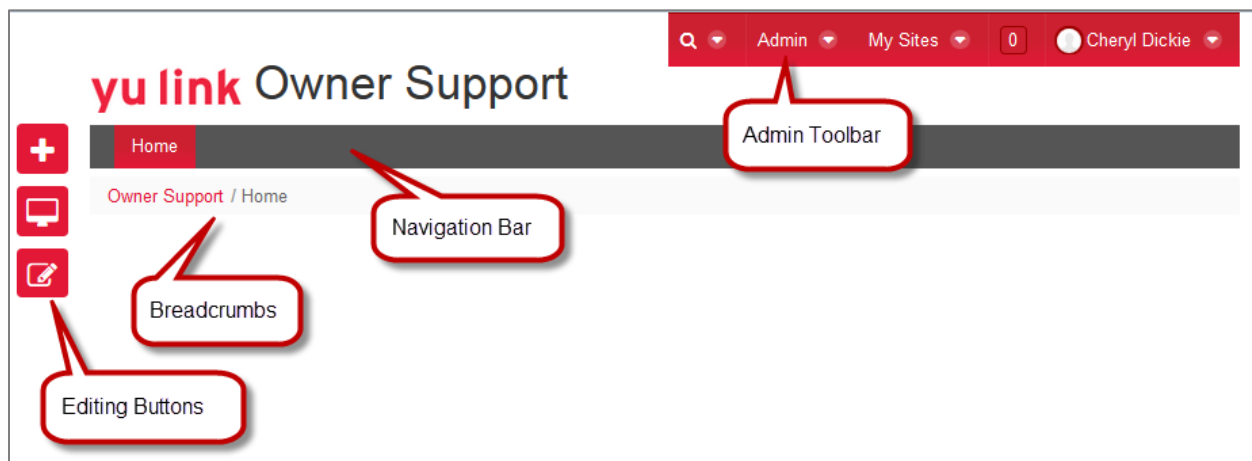
Find your Site on the “My Sites” menu at sites.yulink.yorku.ca.



The Sites Workspace

When you visit your Site for the first time, make note of the following features of the Sites workspace:

- Editing Buttons** Access to the tools that you will need to build your site’s pages: add and edit pages, add applications, preview what you’ve done, etc.
- Admin Toolbar** Access to “behind the scenes” administration: upload documents, add users, organize the navigation bar, etc.
- Navigation Bar** All Sites have a default Home page; any additional pages you create will appear in the navigation bar by default, and they can be organized into drop-down menus as well.
- Breadcrumbs** Breadcrumbs show where you are in the Site, with clickable links to back up along your path.



Owner Support Site

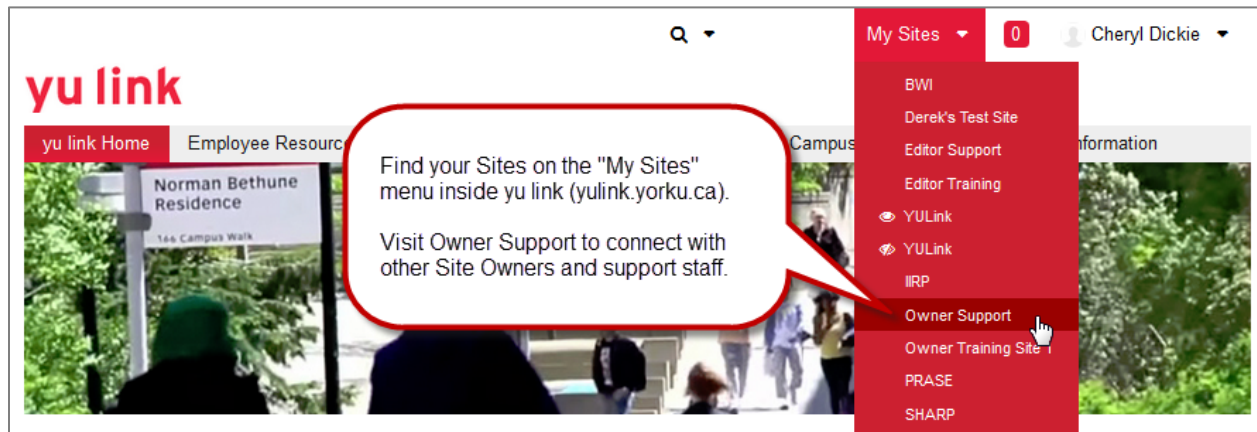
All Site Owners have access to the “Owner Support” Site, designed to help you make the most of Sites.

Message Boards Ask questions and share experiences with other Site Owners and support staff.

Course Schedule Register for a training course.

Help Central Documentation and videos to help you get started in using your Site.

If you do not see Owner Support on your My Sites menu, or would like other members of your project team to have access, please send an email request to LDTech@yorku.ca.



Version 1 two

Getting Started

To get started, visit “Help Central” in the Owner Support Site and review these core documents:

- Sites - Page & Application Basics
- Sites - Web Content Display
- Sites - Documents and Media
- Sites - Manage Users
- Sites - Navigation

Once you have learned the fundamentals of how your Site works, look for help documents on some of the most popular applications, and feel free to experiment with the other applications available to you.

- Sites - Asset Publisher
- Sites - Calendar
- Sites - Message Boards
- Sites - Poll Display