
LUTHERAN CHURCH-CANADA
SERVANT LEADER NETWORK



3. CREATING & SHARING CONTENT

Creating Site Content

Posts - You can post something to all the members of the community, or a Group, by filling in the box at the top of the Stream. Use this for shorter content that doesn't need to "live" somewhere else, like in an Event, Topic.

Posts that are created from the site's main page are for the whole community. Posts that are created from within a Group will be visible to the members of that Group (remember that Open Groups' content, including Posts, are visible to the whole community and that Posts within Closed or Private Groups will be seen only by the members of that Group).

For other types of content, click the plus-sign icon in the top right, then choose the type of content you want to create. There are three options: Event, Topic, and Group.

Events and Topics need to be assigned to a Group, so start with creating a Group if you want to create content for that Group specifically.

New Event - An Event is pretty straightforward. We won't have many of these as we begin, but will become more important later on.

One critical piece of information in an Event is the date and time. These are set according to the Time Zone settings in your website account. Please be sure that your time zone is set correctly before creating an Event. Because we are working across many time zones, it's important to have the time zone settings correct in your profile.

New Topic - Topics will be the most common type of content to create. When you click this, you'll see a form with many options. The key options are the Topic type, Title, Group, and the description.

Topic Type - Currently there are three options:

- Discussion
- Document
- News

For now, we'll mostly use Discussion and Document.

Discussions are for conversations, and they can include documents if desired. Start the conversation by filling in the description box, and then people will add comments to it once it's posted.

Documents are specifically for PDFs or other kinds of document. They can involve discussion too, but for now it'll be mostly for hosting documents that are relevant to any particular Group. We'll be creating different listings of documents, but for now they can be accessed through the "Explore" menu item on the top menu bar (click Explore, then All Topics, then filter by Topic Type).

Title - Every Topic needs a Title. This could be a short description of a file, a news headline, or for a Discussion, a short version of the question/issue at hand.

Group - Each Topic needs to be assigned to a Group. The visibility settings will change depending on which Group is chosen in the drop-down menu. There is currently no public content; all content will only be accessible to people who are signed in to the site. The only question is which Group will receive this content.

Description - The Description box is the main content for a Topic. Here you can add information relevant to whatever topic you want to create.

New Group - The basics of Groups are introduced above. Any member of the community can create a Group. Start by clicking the plus-sign icon in the top right, and choose "New Group". Fill out the form to create the Group, and choose the options you want for that Group. If you create a Group, you automatically become a Group Manager. You can assign other members of the Group to be Group Managers as well.