CREATING COMMUNITIES AND SUB-COMMUNITIES

Part One: Creating a Community

1. Determine the name of your community.

   You may choose to use your institution name, your library name, or any name you like. Bear in mind that your next step will be to create a collection and that the relationship between community, sub-community, and collection is hierarchical; this may help you to choose the best naming structure.

2. From your DRC test site, click on "Communities and Collections":

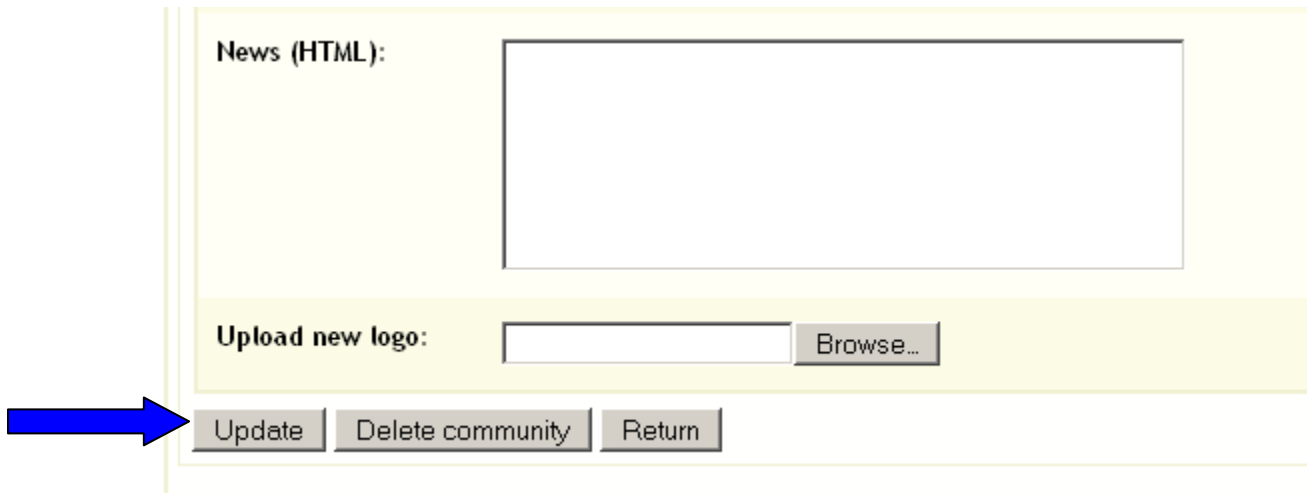3. Under "Context" (at the right-hand side of your screen) choose "Create Community":

4. Provide requested metadata for your new community and click "Create":

5. You will be returned to the "Edit Metadata" page, which will appear as above, with the exception of the clickable buttons at the bottom of the page. Review your metadata and click "Return."

Part Two: Editing Your Established Community

1. After selecting the community you would like to edit (from either your instance home page or under "Browse/All of DSpace/Communities and Collections"), click on "Edit Community" under the "Context" menu:

2. Edit metadata as desired and click "Update":

Part Three: Assigning Roles

1. The assignment of roles takes place either immediately after the assignment of metadata for your new community or later as part of the editing of community metadata. First, click on "Edit Community" under "Context":

2. Click on "Assign Roles":

3. Click "Create":

Edit Community: Training Test One

Edit Metadata | **Assign Roles**

Role	Associated group	
Administrators	none	Create...
	Community administrators can create sub-communities or collections, and manage or assign management for those sub-communities or collections. In addition, they decide who can submit items to any sub-collections, edit item metadata (after submission), and add (map) existing items from other collections (subject to authorization).	
Edit authorization policies		

Return

4. You will be directed to select either "E-People" or "Groups." If this is your first community for which you've assigned roles, you'll first need to select E-People, which will then provide you with a list of registered users. Select the users you would like to add and then click on "Save":

Group Editor: COMMUNITY_3_ADMIN (id: 4)

This group is associated with community: Training Test One

Change group name: COMMUNITY_3_ADMIN

Search members to add: [   ] E-People... Groups... Clear search

ID	Name	Email	
1	Test Account	test@account.com	Add
2	Meghan Frazer	frazerm@kenyon.edu	Add
3	Shannon Kupfer	skupfer@library.ohio.gov	Add

Members

ID	Name	Email
This group has no members.		

Save Cancel

You'll notice that a group name has been assigned. When you next assign roles for a community or sub-community, you will be able to select the group rather than having to select individual administrators.

Part Four: Creating a Sub-Community

1.   The process for creating a sub-community is nearly identical to that for creating community, the only difference being, in the "Context" menu, you will choose "Create Sub-Community" to complete the process:

Context

- Edit Community
- Export Community
- Export Metadata
- Create Collection
- Create Sub-community

2.   Enter desired metadata and click "Create":

Enter Metadata for a New Sub-Community of Training Test One

Name:	
Short Description:	
Introductory text (HTML):	
Copyright text (HTML):	

News (HTML):

Upload new logo: [   ] Browse...

Create   Cancel

3. You will be returned to the "Edit Metadata" page, which will appear as above, with the exception of the clickable buttons at the bottom of the page. Review your metadata and click "Return."

Update   Delete community   Return