

Tutorial 1.2: Navigating CGScholar

The screenshot displays the CGScholar profile page for William Cope. At the top, there is a navigation bar with icons for Community, Creator, Publisher, Analytics, Event, and Bookstore. Below this, the user's profile information is shown, including a photo and title: Professor, Department of Education Policy, Organization & Leadership, University of Illinois. The page is divided into three main sections: a left sidebar, a central Activity Stream, and a right sidebar. The left sidebar contains sections for 'YOUR COMMUNITIES (295)', 'YOUR PEERS (1981)', 'YOUR STUDENTS (55)', and 'YOUR INTERESTS (4)'. The central Activity Stream shows a list of recent activity, including comments and community joins. The right sidebar features 'Your Activity' and lists of 'YOUR PUBLICATIONS (8)' and 'YOUR SHARES WITH ADMINS' and 'YOUR SHARES WITH PEERS'.

1.2.1 Top Gray Navigation Bar

- *Notifications*: Work requests, peer review requests, publication notifications, dialogue connected with peer reviewed works, etc.
- *Messages*: From peers and admins.
- *Library*: Items from the Bookstore that you have selected to keep in a personal library.
- *Logged in as...* : Behind this you will find a pull-down menu where you can manage your account settings, your orders, and log out. If you are an Organization Admin, you will also be able to manage your organization's accounts from here.

- *Help*: CGScholar tutorials and online support.
- *Cart*: For purchases and subscriptions in the Bookstore.

1.2.2 Main App Tabs

In the main menu across the top of the screen, access the principal CGScholar apps:

- *Community*
- *Creator*
- *Publisher*
- *Analytics* (only visible in communities that have activated this option)
- *Event*
- *Bookstore*

Also: Search Peers and Communities.

1.2.3 Left-Hand Column, Community

- *Your Name*: A pull-down menu behind your name allows you to navigate to your Activity Stream, Updates, your About page, Interests, Peers, Communities, My Events, Submissions, Shares with Admins, Shares with Peers, Settings, and Wallet for Event registrations and Bookstore purchases.
- *Your Communities*: The communities to which you belong, and a search to find communities that you might join.
- *Your Peers*: These are only people with whom you have made a one-on-one connection. This does not include scholars who are members of your communities. Updates from your personal profile page only go to peers, not to the members of your communities.
- *Your Students*: Users under the age of 18 must be members of a private organization—this only appears if you are an admin in a school where members are children.
- *Your Interests*

More about Community in later tutorials.

1.2.4 Middle Column, Community

In the middle column, the content varies depending on whether you have selected from the pull-down menu behind your name:

- *Activity Stream*: A summary of activity in your CGScholar universe, with options to filter by activity type, updates that have been starred, communities, or peers.
- *Updates*: Where you can make an update that is sent to all of your peers, with the option to filter by admins only.
- *About*: Information about yourself and linked resume.
- *Interests*: Words and phrases describing your interests.
- *Peers*: A listing of your peers and a place to invite other scholars to be your peer.
- *Shares with Admins*: A document or link that you want to share privately with admins.
- *Shares with Peers*: Documents, links, and other items that you want to share with peers.
- *Settings*: Where you can select the level of privacy you would prefer, and feed your update to Facebook and Twitter.

- *Wallet*: For Event registrations and Bookstore purchases.
- More about Community in later tutorials.

1.2.5 Right Hand Column, Community

- *Your Activity*: Lists your recent activity in CGScholar.
- *Your Publications*: Peer reviewed publications.
- *Your Shares with Admins*: Documents, links another items that you want to share with admins. These are not visible to anyone except admins.
- *Your Shares with Peers*: Works and links you want to have visible on your personal profile page.

1.2.6 The Foot of the Page

- Conditions of Use
- Support Link