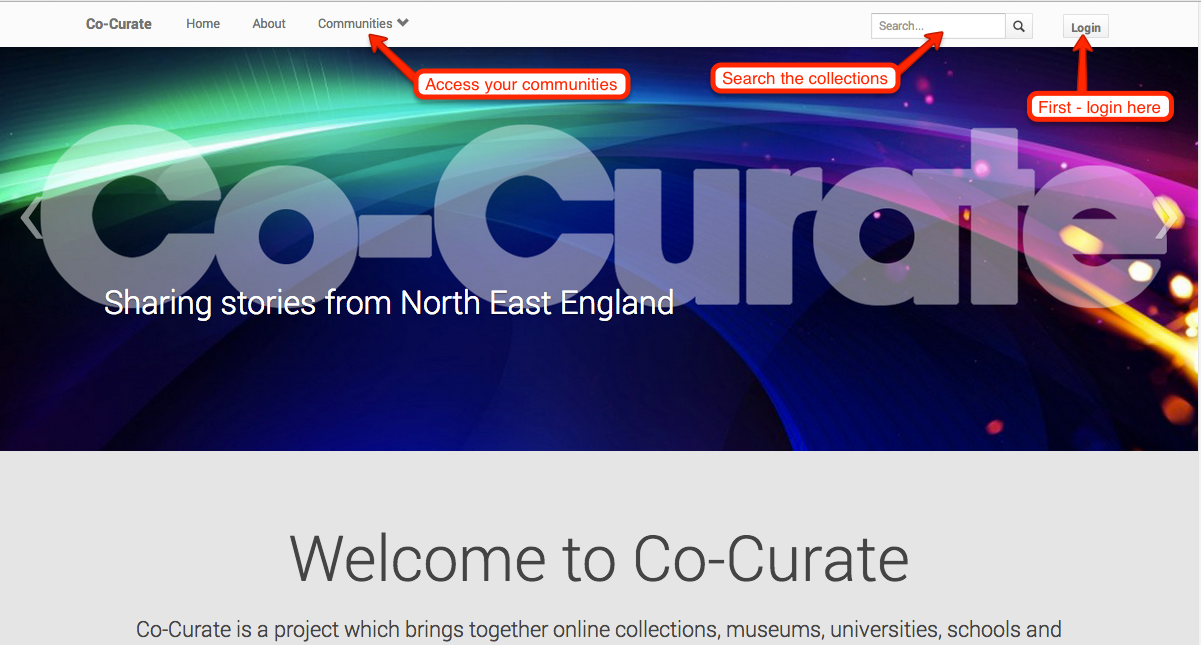
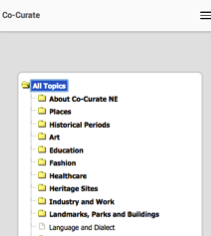
# Co-Curate Website - Instructions

Welcome to the Co-Curate North East Website. You have been given access to:

|  |  |
| --- | --- |
| Co-Curate Community  *https://co-curate.ncl.ac.uk/topics/* | Pages are public and can be viewed without login |
| George Stephenson High School  *https://co-curate.ncl.ac.uk/communities/11/view/* | Pages can be accessed only by members of the community |

# Overview

* Access the Website at: [**https://co-curate.ncl.ac.uk**](https://co-curate.ncl.ac.uk)

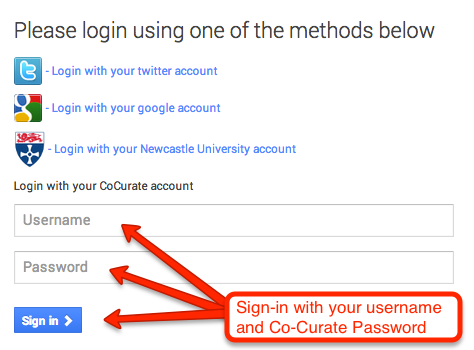
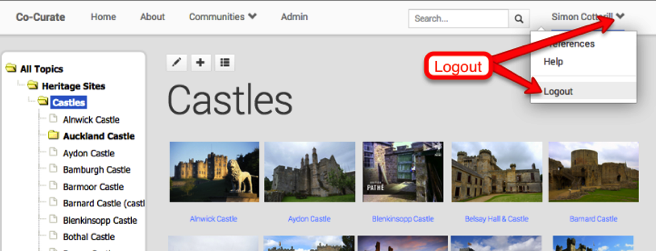


Responsive design: layout adapts to work on small screens e.g. smart phones

# Website features

## Access

* Pages can be viewed by the public (unless the page is part of a private community).
* You need to login to add resources, edit pages and join communities.
* Click on the ‘Login’ button (top right)
* There are 3 ways to login (to edit content and tag resources):
  + With your Co-Curate account (can be created on request e.g. for Schools and community groups)
  + Social login (c/o Twitter, Google)
  + Newcastle University login



Logout – via top-right menu

Changing your password: If you have a Co-Curate account you can change your password via the Preferences section (top-right menu after login). This is not available if you have used University or social login.

Forgotten your password? If you have forgotten your Co-Curate password then click on the “Forgot Password?” button to get an Email with a link to reset your password. If you have forgotten your social login password (Google, Twitter) then use the relevant system to reset your password.

## Navigation

* Navigate by browsing the left-hand menu or via free text search:

You can access public topics at: <https://co-curate.ncl.ac.uk/topics/>

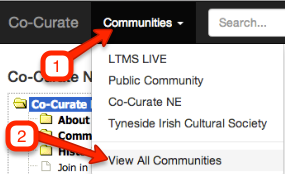
## Communities

* Can be:
  + Public – open, anyone can login and join
  + Private – closed, externals can’t join (e.g. for most Schools)
* Have separate left-hand menus

To join a community:

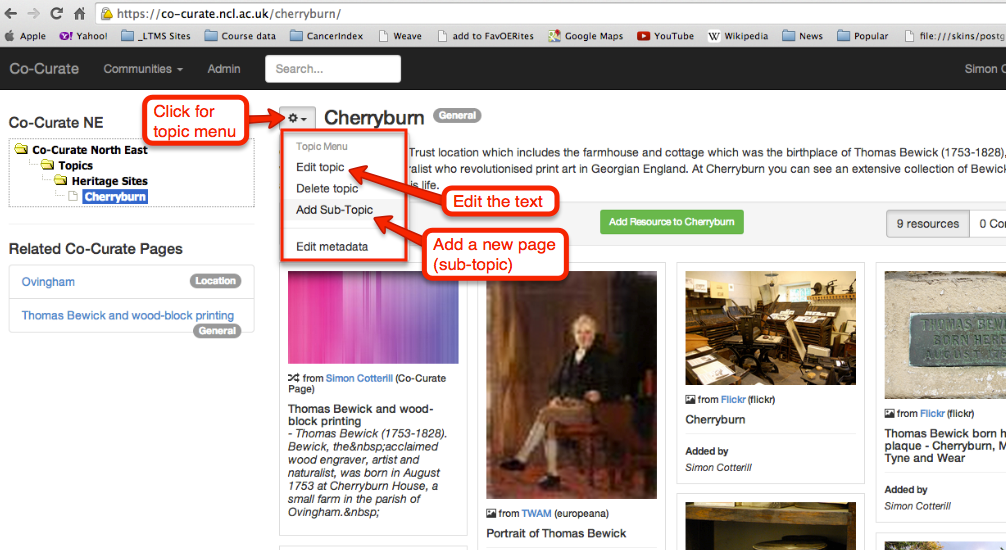
1. Click on the ‘Communities’ menu (top-left)
2. Click on ‘View All Communities’
3. Click on ‘Join’ next to the desired community(s)

*Hint:* please do join the **Co-Curate NE** community

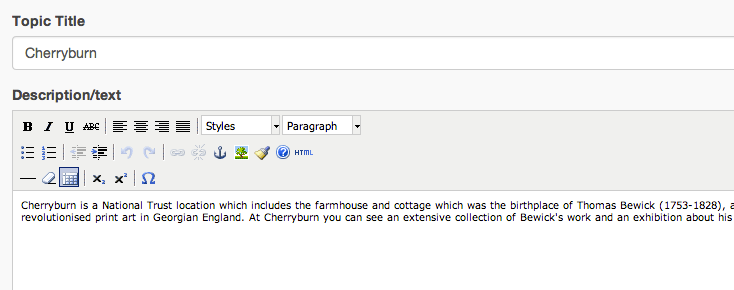
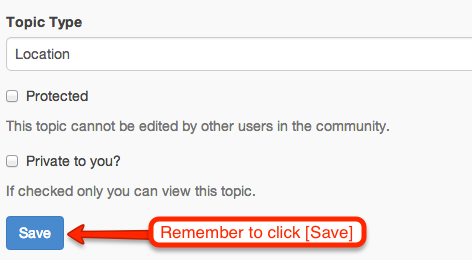


* Contact the team to request a community for your group / school.

Creating / Editing Pages (requires login and community membership)



* Advanced editor:
  + Include links, images, lists etc. within the content area
  + Supports superscript (for references)



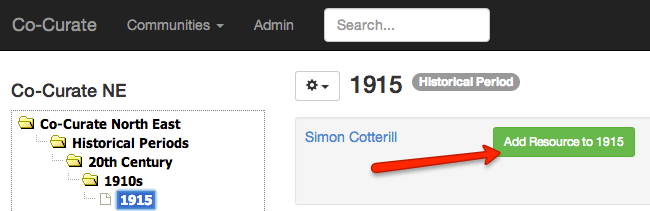
*Hint: your content can be as long as you*

*want – but for a Web-based audience it*

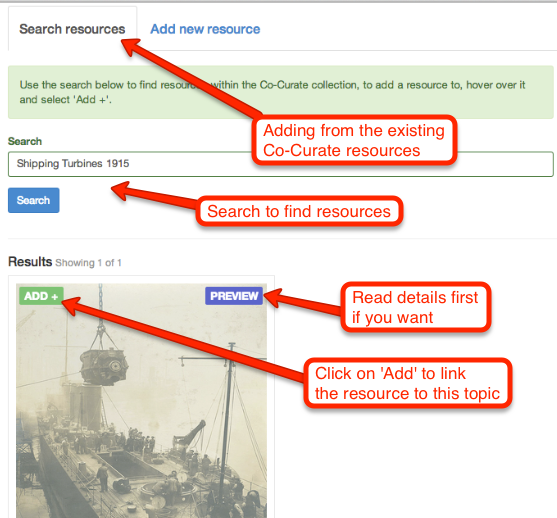
*is best break down lengthy texts into*

*smaller sub-topic pages.*

## Adding Resources



* Click on the green “Add Resource” button to launch the pop-up:



* If you add a Co-Curate page then it will also be listed under “Related Pages”.

### Adding a link to an external resource

## 

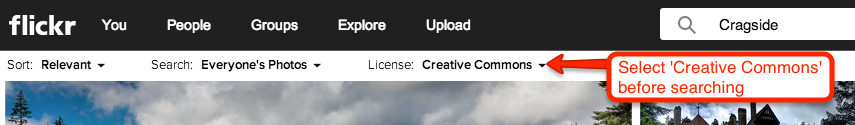
* For a Website/Web page add a URL and title (other fields are optional)
* For a video from YouTubetype in(or copy and paste in) the video ID:



* For a photo from Flickr type in (or copy and paste in) the Photo ID:

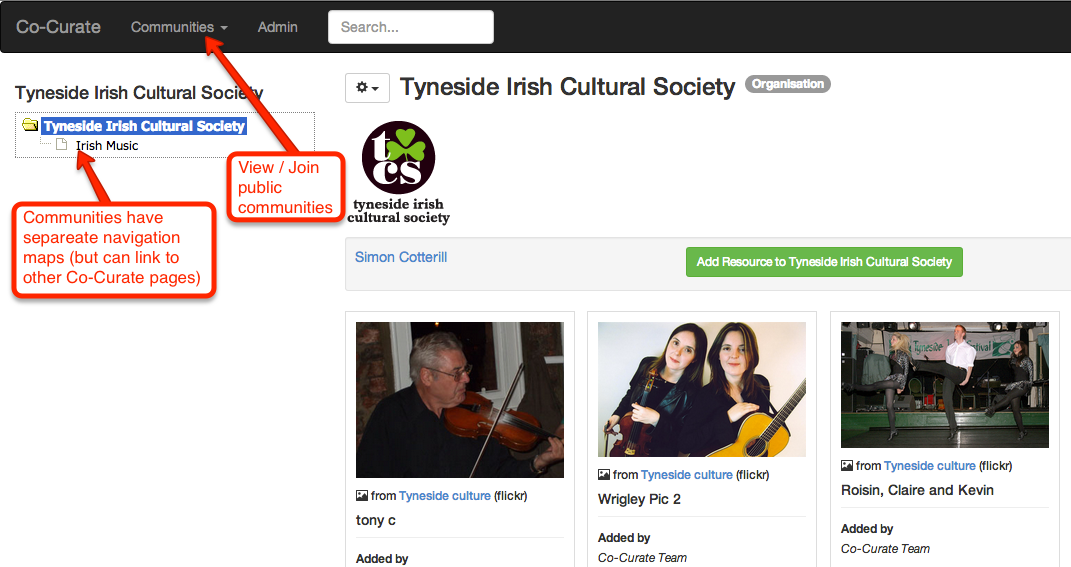


* If searching Flickr for resources to add please filter license on Creative Commons:



When resources are added from YouTube or Flickr information is automatically retrieved using the API (title, description, thumbnail, license etc). Also, when a resource is added it is instantly inserted into the search index.

## Communities



## Adding comments

* Comments on topics and resources are made using Disqus (requires social login)

