

Video Transcript

Nest Structures in Communities with the Group Tool

NARRATOR:

Hi everyone, welcome to this tutorial for Digital Commons administrators.

This video will focus on creating a flexible site hierarchy. I'll show how to use the Group tool to nest publication structures under the right collections, departments, or other categories for your institution.

First, let's take a brief look at how the site hierarchy displays here on the collections page, which is also called the communities.html page because of its URL. Each of these expandable tiers is a community. Clicking the plus icons next to them shows the structures that have been nested, or grouped, underneath.

This community, for example, contains several sub-communities. If I expand those, I see the grouped series and other publication structures that hold content. Not every structure needs to be in a community if it's not appropriate. If you don't group a structure, it will simply show up here by itself as a single tier.

Everything else that belongs under a category of some kind can be nested using the Group tool. So let's see how that's done.

Here is a demonstration site with this test series called Philosophy Faculty Publications. It's currently not grouped in a community; and one way I can tell is that the breadcrumb shows nothing between this series and the Home link, which is the top level of the site.

I need to place the series under the Philosophy Department community. I'll use the Group tool within this series to make that change. Since I'm an administrator and I'm currently logged in, the Administrator Toolbar appears for me at the top of the page. I'll click Configuration there to go to the series settings where the Group tool is located.

On the series Configuration screen, I'll click Group in the sidebar. Next, I need to paste or type the URL of the community where this series should be nested. I can enter either the full URL or just the community's label, which is "phil" in this case. I've entered the full URL for the Philosophy Department community. And I'll click Save Group.

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A confirmation message at the top of the page tells me the grouping was successful.

This process is the same for grouping any structure and also for grouping a community inside another community as well. You can nest as many levels as you need and the top three tiers will show up on the site Collections page.

So now that I've grouped this series, it's necessary to update so the change displays. I can always click "Preview ir_series" in the sidebar first before updating if I want to see how things will look.

I'll go ahead with updating now and click "Update ir_series" in the sidebar. Once that update is complete, I'll receive an email notification and can check the series to confirm the change.

Now on the series page, the community link appears in the series breadcrumb. In addition to the series itself, both the community page and the site collections page will need updates if I want to show the hierarchy change in those locations.

You can always wait to do those updates if you want to group more structures or make adjustments to the series before sharing more widely. I'm only grouping this series so I'll go to the community to update.

I can click the community link in the breadcrumb to get there; and I see that the Philosophy Faculty Publications series doesn't display yet. To update this community page, I'll go to the community Configuration screen. Then I'll click "Update ir_community" in the sidebar.

Next, I'll run an update at the site level. I can get there by clicking the site URL navigation link at the top of the configuration screen. Now at the site level, I'll click "Update site" in the sidebar. This updates all site level pages including the Collections page.

After the update, the Philosophy Faculty Publications series is now nested under its department on the site Collections page. And it now displays on the Philosophy Department community page.

A nice feature of the Group tool is that it creates a virtual hierarchy, so the URLs of structures and content don't change. This makes it easy to adjust your site organization in the future.

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If you have any questions, please don't hesitate to contact us at dc-support@elsevier.com.

Related resources and additional contacts are available at digitalcommons.elsevier.com.

Thanks for watching.