

BGSU Wiki Tutorial



GETTING STARTED

A wiki is a website which allows people to add, modify, or delete the content via a web browser usually using a simplified markup language or a rich-text editor. Wikis use specialized wiki software and are usually created collaboratively.

Wikis serve many different purposes, such as knowledge management and notetaking. Wikis can be community websites and intranets, for example. Some permit control over different functions (levels of access). For example, editing rights may permit changing, adding or removing material. Others may permit access without enforcing access control. Other rules may also be imposed to organize content.

The tutorial on this page will explain how to set up and add content to your BGSU wiki, how to change permission settings for collaboration and editing, and how to get your published content seen by search engines.

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1. Accessing/Creating Your Wiki

Begin by Opening your web browser

Navigate to <http://www.bgsu.wikispaces.net>

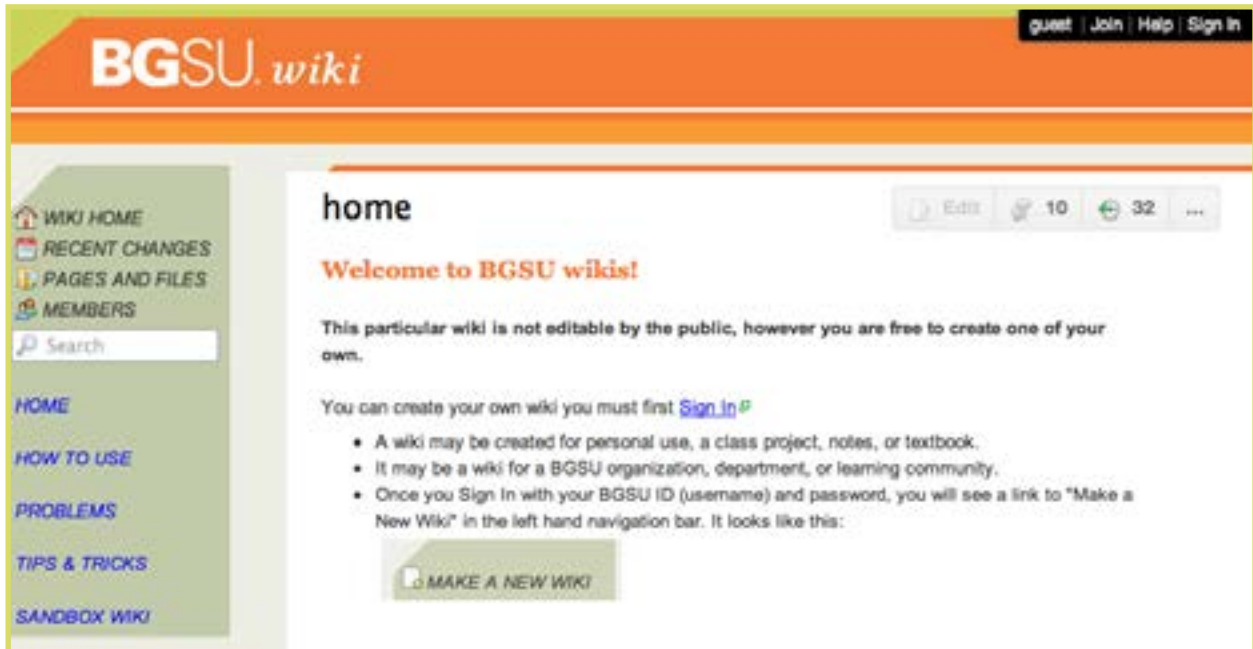


Figure 1. BGSU Wikispaces

Creating your Wiki page

You can create your own wiki you must first Sign In in the upper right corner of the page. (figure 1)

Once you Sign In with your BGSU ID (username) and password, click the link to [Make a New Wiki](#) in the center column of the page. (figure 1)

Choose a title and address for your wiki (figure 2)

Figure 2. Make a New Wiki

When you create your own wiki, you have complete control over permissions, look and feel, and other settings for your site.

You may create as many wikis as you like via the [Make a New Wiki](#) link. Once you've created a wiki, you can invite members to join you.

Need more help? Click on the [Help](#) link in the top right corner of your screen or see page 2 of this guide.

2. Wiki Layout and Functions



Figure 3. New Wiki Homepage

Once your first wiki is set up, the initial home page view will look similar to the screenshot in figure 3. There are a number of quick tips in the center of the page to direct you to basic tasks and a list of links in the left sidebar.

Functions accessible through the sidebar

Projects

Create team-based projects with multiple editors and users

Recent Changes

Track any recent changes to your wiki

Pages and Files

Add files such as jpgs or pdfs, add additional pages.

Members

Add and manage members.

Settings

The area where the majority of the functions are grouped. Here you determine look and feel, track stats and manage content

3. Projects

Projects

Create team-based projects with multiple editors and users.

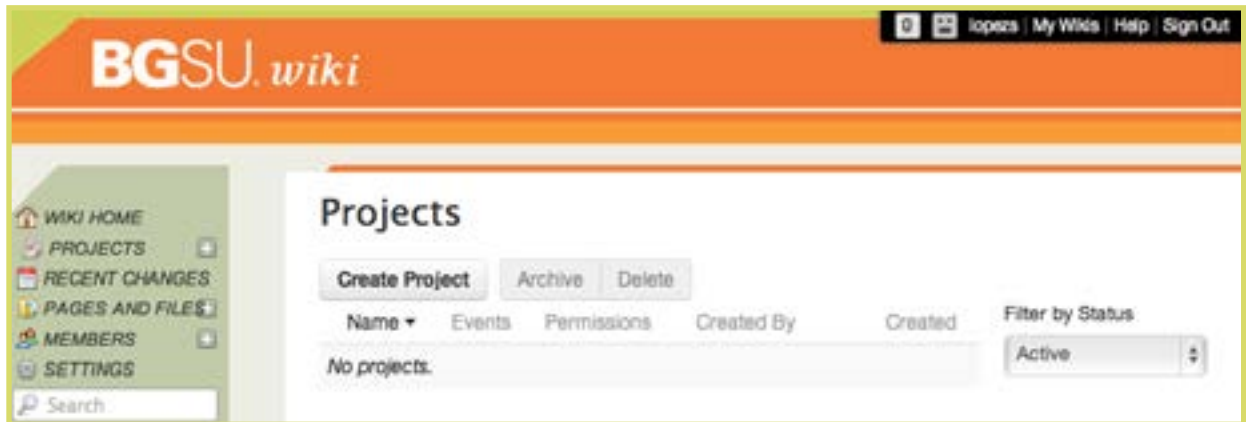


Figure 4. Create Project

To create a new project, just hit the **Create Project** button. Please note, to assign teams you must have them in your member library. To invite members, go to the **Members** link in the sidebar (Fig. X)

4. Pages and Files

Pages and Files

Add files such as jpgs or pdfs, add additional pages.

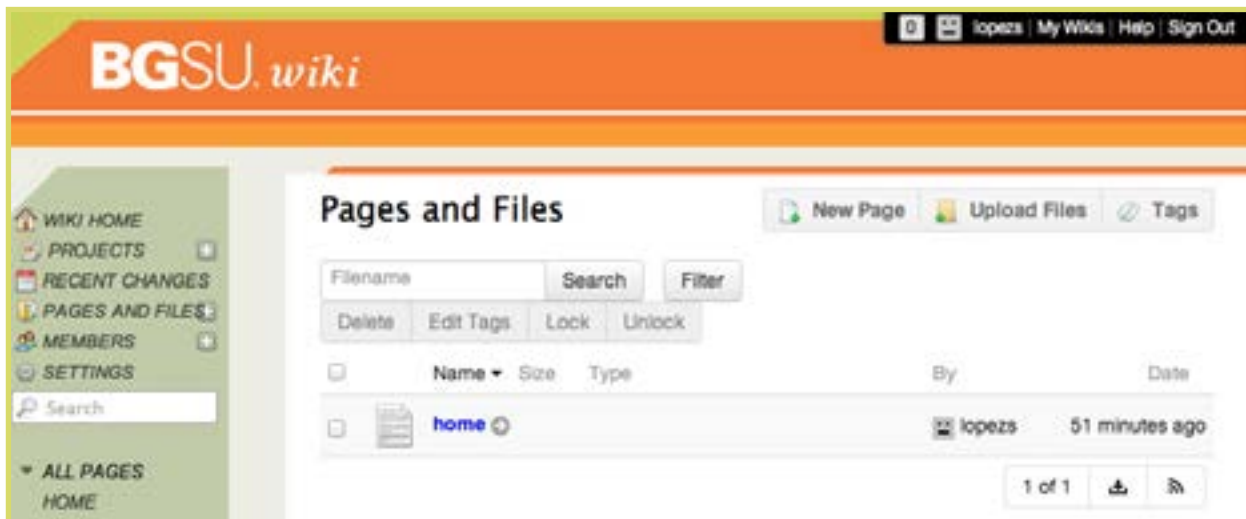


Figure 5. Pages and Files

Files and pages can be added by utilizing the proper buttons in the upper right corner. Once pages have been added, the order can be shuffled by dragging and dropping.

5. Members

Members

Manage team members

Members Invite People

Remove Make Organizer Demote to Member

<input type="checkbox"/>	Name ▾	Member Since	Type
<input type="checkbox"/>	lopezs	Today 10:38 am	Organizer and Creator

Pending Membership Requests

<input type="checkbox"/>	Name	Date	Comment	Status
<i>There are no pending membership requests.</i>				

Pending Email Invitations

<input type="checkbox"/>	Email	Date	Status
<i>You have no pending email invitations.</i>			

[See all pending email invitations](#)

Figure 6. Members

This is where team members are managed. Use the button in the upper right to invite new members. Change status of members with the buttons at top. See who has responded to invites and who has not.

6. Settings

This will likely be your most heavily-used section. Want to manipulate your layout, change colors, track stats or manage content? This is where you need to be.

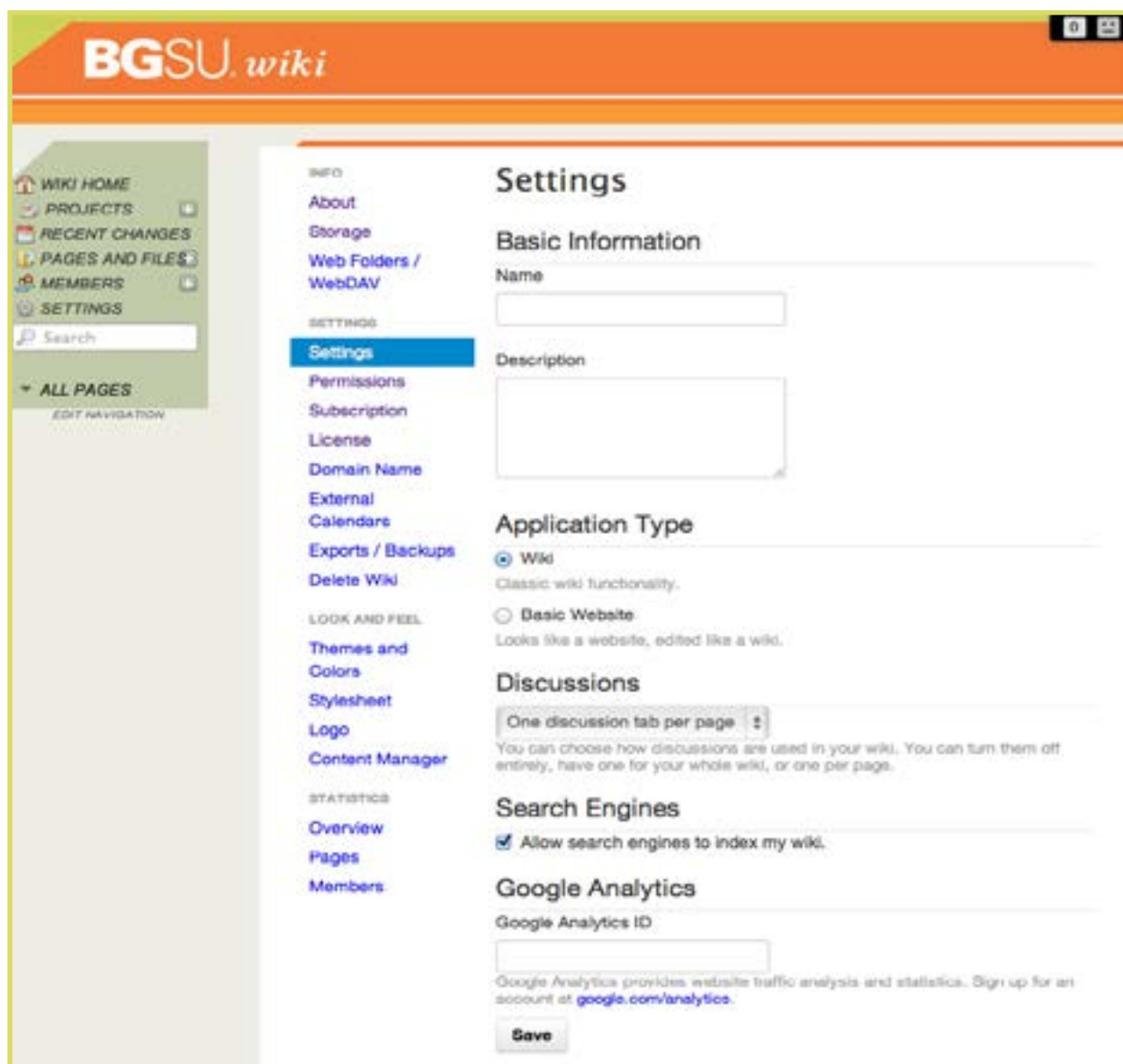


Figure 4. Settings

The default view of the settings page is shown in figure 4. In addition to the basic options, including name and description, notice there is a new submenu dealing with things such as Info, Settings, Look and Feel, and Statistics. Some, such as WebDAV, are best manipulated by advanced users and can't be properly dealt with here. Others are easily modified by new users and will be quite frequently. Taken from the top, they include:

3. Settings (cont)

Info Submenu:

About

Basic info: owner, date of creation.

Storage

Info on storage space used and where.

WebDAV

Allows you to manage your wiki using web folders.

Settings Submenu:

Settings

Name and description of wiki.

Permissions

Edit who can see your posts

Subscription

Not modifiable by user.

License

Protect your original content with a Creative Commons license.

Domain Name

Edit domain name. Once every thirty days.

External Calendars

Set up external calendars.

Exports/Backups

Export or backup your content.

Delete Wiki

Deletes your wiki.

Look and Feel Submenu:

Themes and Colors

Change the layout and color scheme of your wiki. A number of presets are provided for you and a limited amount of customization is possible. (Figure 5)

6. Settings (cont)



Figure 5. Themes and Colors