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.
1. Accessing/Creating Your Wiki

Begin by Opening your web browser

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

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)

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.

Figure 1. BGSU Wikispaces

Figure 2. Make a New Wiki
2. Wiki Layout and Functions

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.

![Create Project image](image1)

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.

![Pages and Files image](image2)

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

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.

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)
Figure 5. Themes and Colors