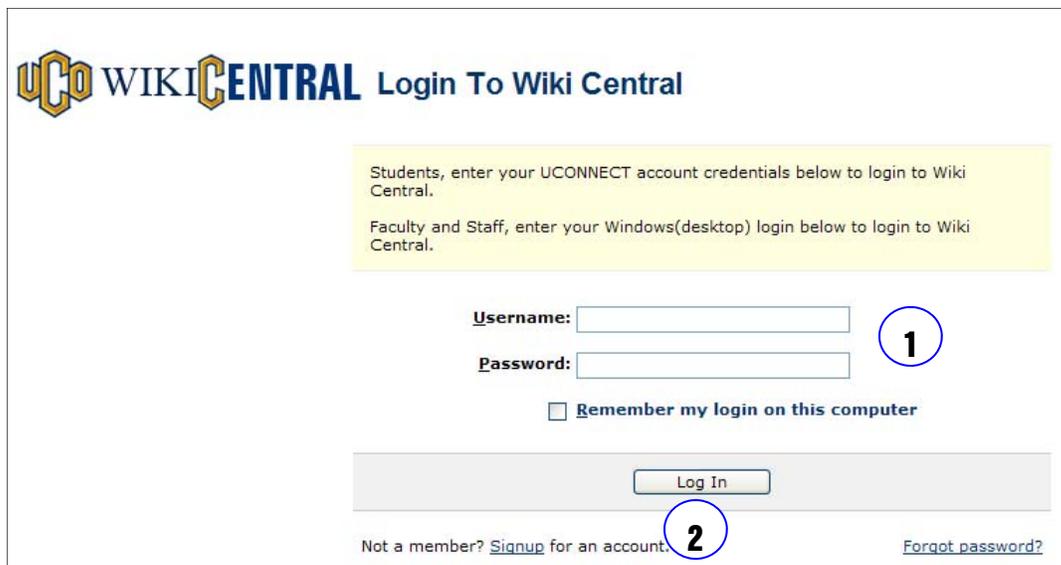


Quick Tips

Welcome to Wiki Central the University of Central Oklahoma's wiki site. Wiki Central is the launching point for all UCO wikis. This unique workspace allows users to easily create, edit, and link collaborative web pages. At an individual, team, corporate, or community level, the wiki allows editing of information by all contributors, and keeps the information safe. With this tool you can track a team's progress, assign tasks and group projects, and offer a common place for centralized communication. Visit the wiki at <https://wiki.uco.edu/>

Logging in to the Wiki:

1. Enter your user name and password.
Students use your UCONNECT login name and password.
Faculty and staff use your desktop login name and password.
MAC users use your UCONNECT login name and password.
Guests will use their email address as a login name, and the password provided.
2. Once you have entered your information, click **Log In** to begin.
If you encounter difficulties logging in, contact the Helpdesk @ 974-2255 or email support@uco.edu.



The screenshot shows the login page for UCO Wiki Central. At the top left is the UCO logo and the text "WIKI CENTRAL Login To Wiki Central". Below this is a yellow box with instructions: "Students, enter your UCONNECT account credentials below to login to Wiki Central." and "Faculty and Staff, enter your Windows(desktop) login below to login to Wiki Central." The login form includes a "Username:" field, a "Password:" field, and a "Remember my login on this computer" checkbox. A "Log In" button is located below the password field. At the bottom left, there is a link "Not a member? [Signup](#) for an account." and at the bottom right, a link "[Forgot password?](#)".

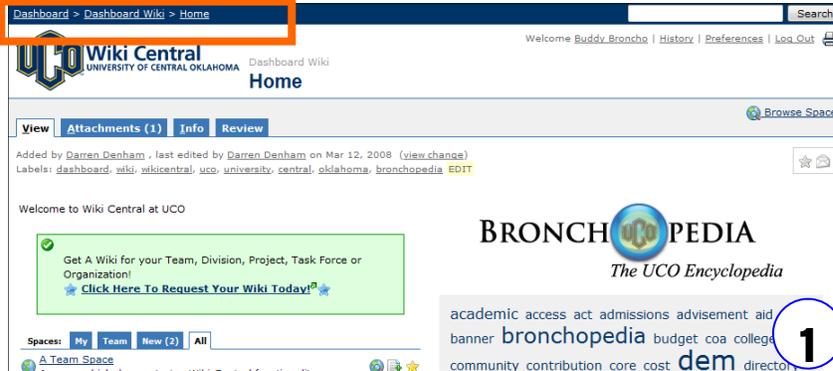
Annotations in the image include a blue circle with the number "1" around the password field and a blue circle with the number "2" around the "Log In" button.

The Personal Dashboard:

Personal Dashboard

A quick way to see what has been taking place in Wiki Central is by viewing your **Personal Dashboard**. This page will allow you to view the recent activity within your wiki, as well as other wikis to which you have access.

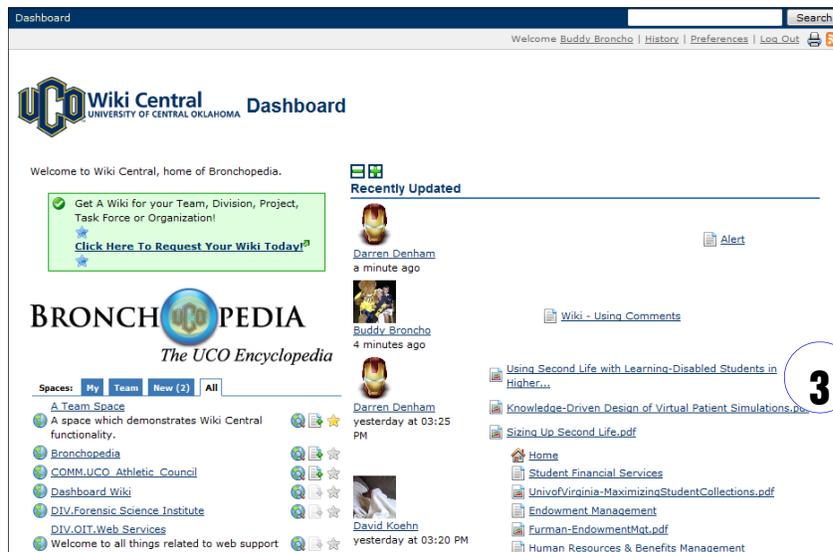
1. After logging in, you will see the **Wiki Central Dashboard**. Locate the yellow links at the top.



2. Click the **“Dashboard”** link, using the yellow links (called “Breadcrumbs”) to view your **Personal Dashboard**.

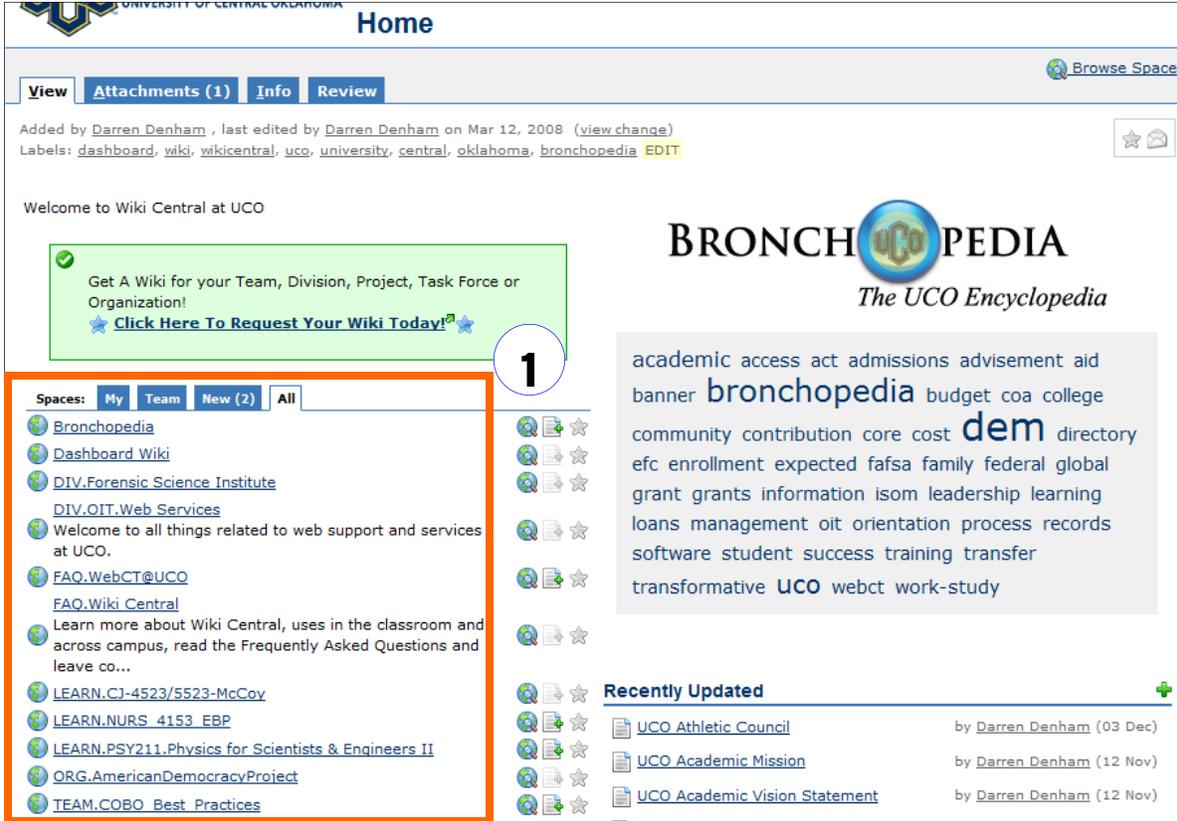


3. Your **Personal Dashboard** is now visible, and will display all recent activity.

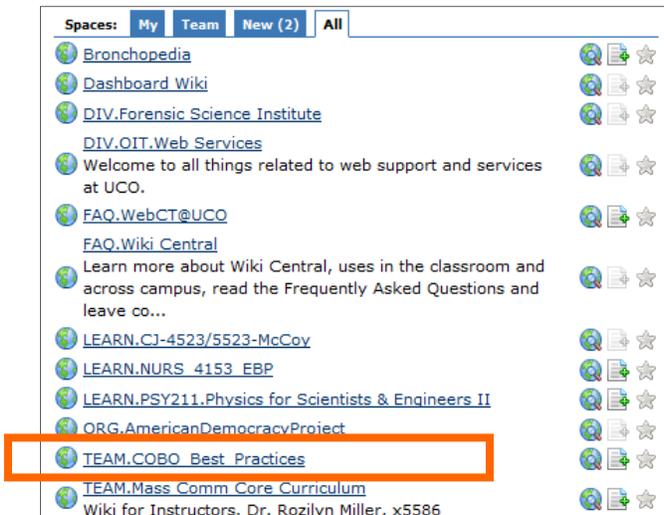


Finding Your wiki:

1. Once on your **Personal Dashboard**. Locate listing of wiki spaces on the left side of the page.



2. Scroll through this listing to locate your wiki, then click the name.



Adding a new page:

1. Click on the “**Add Content**” box located on the left-hand side of each space .



This link is only displayed if you have permission to create pages for the space. If you do not see this link, you probably do not have permission to add pages and should contact your space administrator.

2. The box expands to show the “**Add Page**” link. Click “**Add Page.**”



3. This will bring up a new page. Enter a “**Title**” for your new page.



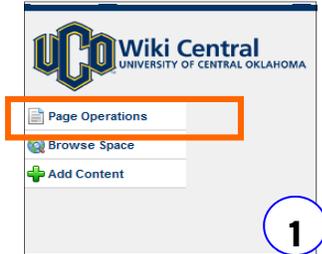
4. Add content for your page typing directly into the “**Rich Text**” window.



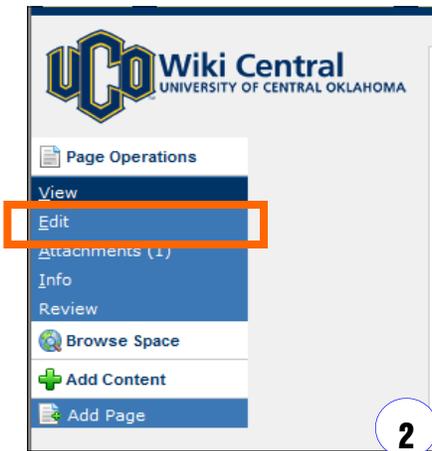
5. To see what your new page will look like click the “**Preview**” tab or to **Save**, click “**Save.**”

Editing a page:

1. Go to the page you want to edit and click on the **“Page Operations”** box located on the left-hand side of each space .

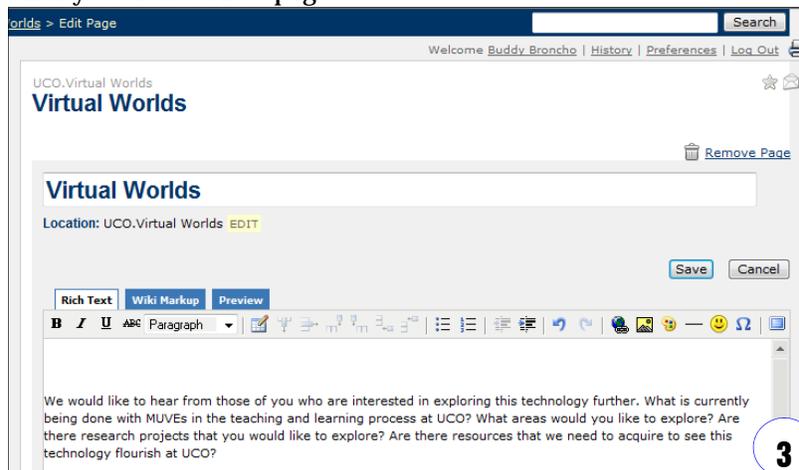


2. The box will expand and you can click the **“Edit”** link.



This link is only displayed if you have permission to edit pages for the space. If you do not see this link, you probably do not have permission to add pages and should contact your space administrator.

3. Your page is now available for editing. Make changes to the content or add new content as you would when you create a new page.

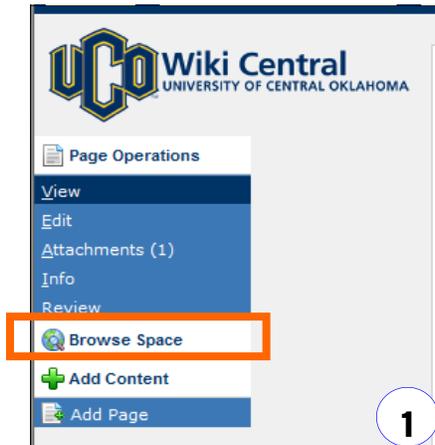


4. To see what your new page will look like click **“Preview,”** or click **“Save.”**

Attaching a document to a page:

Attachments are any files that are included with your page. Attachments are useful when you want to share information that is in another file format.

1. Go to a page and click on **“Attachments”** option under the **“Page Operations”** box located on the right-hand side of each space. This will open the **“Attachments”** page.



If other attachments have been added, a number will be displayed in parenthesis.

2. To attach a file, click the **“Browse”** box located under **“Attach File.”** Browse your computer or flash drive to locate the file you want to attach, then click **“Open.”**

Attach File	Comment
1. <input type="text"/> <input type="button" value="Browse..."/> <small>You cannot attach files with names containing '+' or '&' characters.</small>	<input type="text"/> <small>(Optional) Comment cannot be longer than 255 ch</small>

3. If desired, add comments about the attachment, then click **“Attach File(s)”** to add the document to your wiki page.

Attach File	Comment
1. <input type="text" value="C:\Virtual Patient Simulations.pdf"/> <input type="button" value="Browse..."/> <small>You cannot attach files with names containing '+' or '&' characters.</small>	<input type="text" value="This is a great article on Nursing in Second Life."/> <small>(Optional) Comment cannot be longer than 255 characters.</small>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
3. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
4. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
5. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>

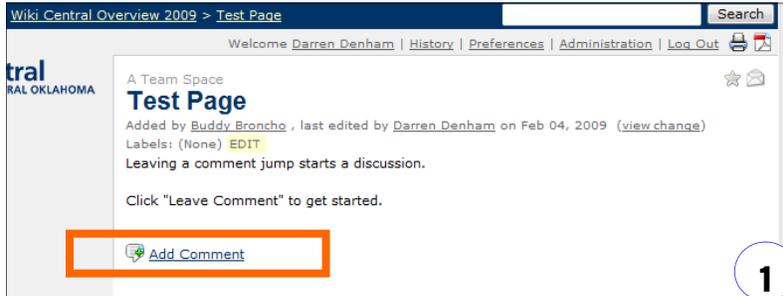
[Attach more files](#)

Note: Attachments are restricted to 10MB and file names and must not contain brackets[].

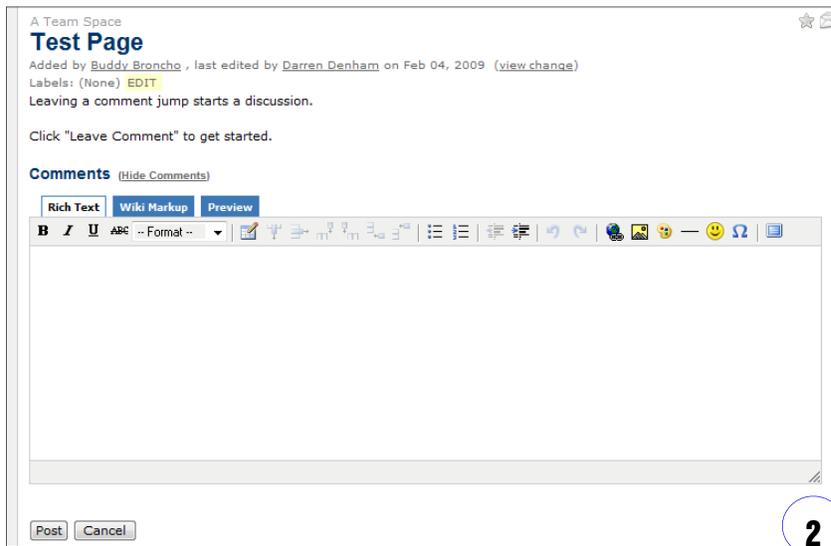
Adding a comment to a page:

When using Wiki Central as a collaborative workgroup, communication is essential. With the Comment feature, groups can interact answer questions, debate, provide feedback/suggestions, hold discussions, or make decisions within a wiki space.

1. Locate the “Add Comment” link at the bottom of the page.



2. A box will open where you can type in your comments.



3. When finished, click the “Post” button.



Note: Comments may be hidden when you visit a wiki page. To show Comments, click the link displayed below the page, and the list of comments will be shown.



Receiving Daily Notifications of updates to your wiki:

Daily Digest

Wiki Central can notify you every day of recent changes with the **Daily Update email**. This will be an email summary of all changes made to wiki spaces to which you have access to. This email is usually generated around midnight and contains the changes made during the previous day. The Daily Update email is turned off by default. Follow these steps to switch on the notification.

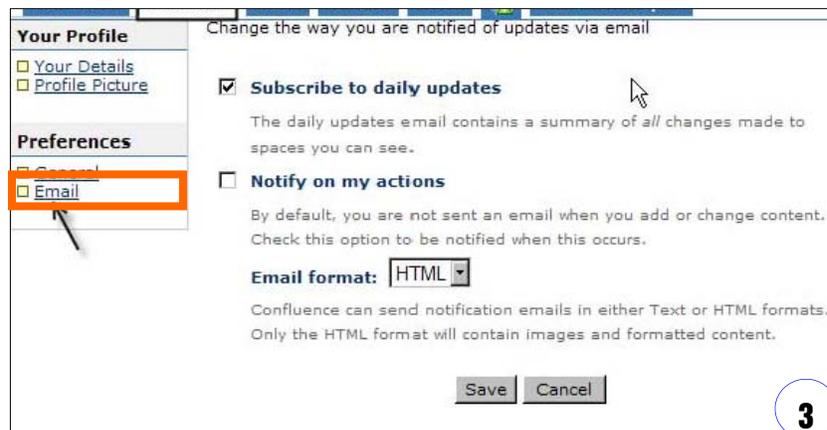
1. To set up a **Daily Update email** notification, click on the **Preferences** link in the upper right of the screen.



2. On the next screen, click on **Edit Profile**.



3. On the Edit Profile tab, select the **Email** link on the left hand side.



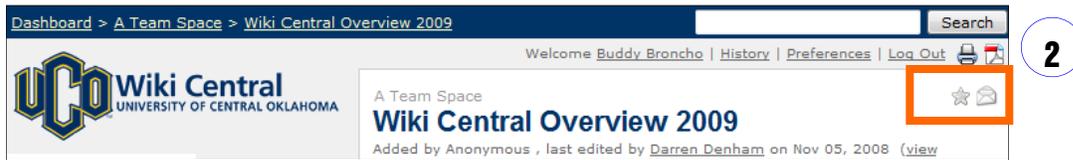
4. Check the box for **Subscribe to daily updates** and then click **Save** to apply the changes.

Receiving Instant Notifications of updates to a single page in your wiki:

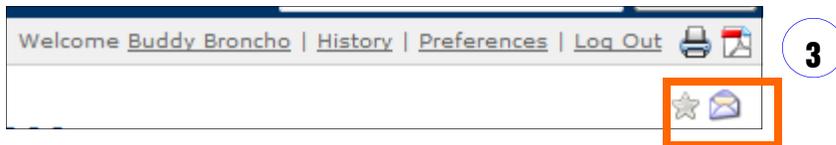
Watch A Page

You can **“Watch”** individual pages within your wiki to be notified by email when content is added or updated. When you have chosen to “Watch” a page, you will be emailed instantly when a change or update has been made.

1. Go to the wiki page you would like to **“Watch.”**
2. Look for an **envelope icon** in the upper right side of the page..



3. Click the grayed-out **envelope icon** to start the **“Watch.”** The **envelope icon** will now appear in **color**.



The “Watch” is available on every wiki page, and is turned off by default.

4. If at anytime you wish to discontinue the **“Watch,”** visit the page and click the envelope icon to return it to the grayed-out color.

Note: By watching a page you will be informed through email of **any** changes made to the page. For example, if someone were to edit a page, then edit it again just to change a spelling mistake, you would receive two emails from your **“Watch.”**

In addition, this method will not notify you when a new "Child" page is created. This can be accomplished with the third notification method, described on page 9.

Receiving Instant Notifications of ALL page updates in your wiki:

Watch An Entire Wiki Space

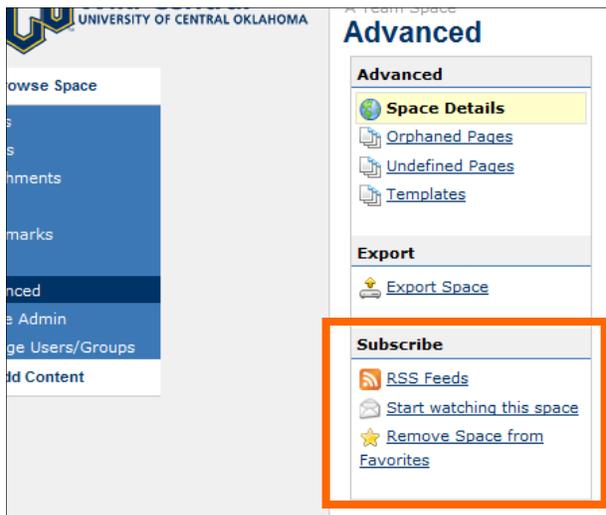
In addition to choosing to “**Watch**” individual pages , you can also opt to be notified via email of ANY change to ANY page within your wiki, including creation of new pages and file uploads.

1. Go to the wiki space you would like to “**Watch.**”
2. Click on the “**Browse Space**” menu on the on the left-hand side of each space to view a list of options.



3. Now, click on the link labelled “**Advanced.**”

4. In the “**Subscribe**” box in the middle of the page, click “**Start Watching This Space.**” The grayed-out envelope icon will now appear in color.

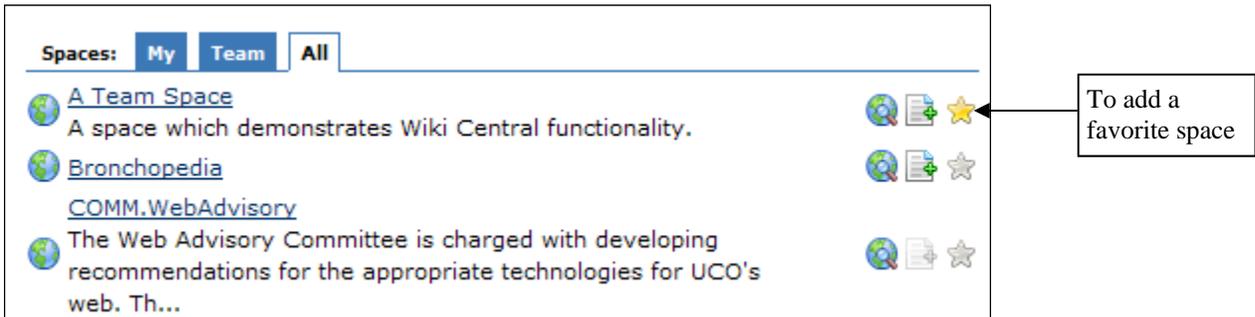


If at anytime you wish to discontinue the Watching an Entire Wiki Space, follow the same instructions and click the envelope icon to return it to the grayed-out color.

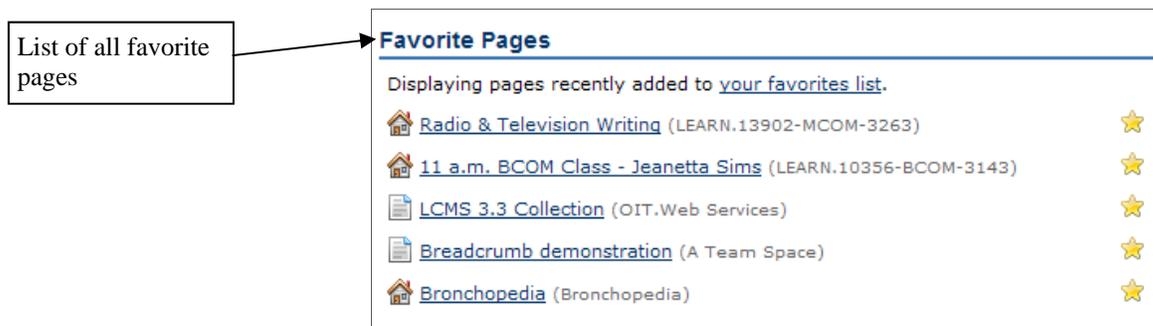
Note: When you watch an entire wiki you will receive email updates on EVERY change that is within that space.

Favorites

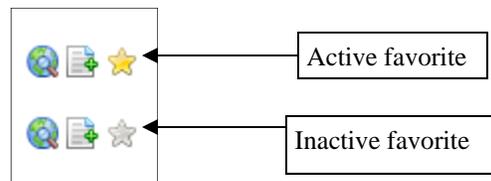
You can tag pages and spaces as favorites. Once you add a space or page to your Favorites they will appear in the **MY** tab on the dashboard. To add a Favorite space or page click on the **STAR** icon at the top corner of the screen. The star icon will turn yellow letting you know that you have added it to your favorites list. Your favorites list is located at the left side of the page on the Wiki home page.



Additionally, you can view a list of all your Favorites on your Personal Dashboard in the lower right-hand corner (Select "Dashboard" on your Breadcrumbs to view your Personal Dashboard).



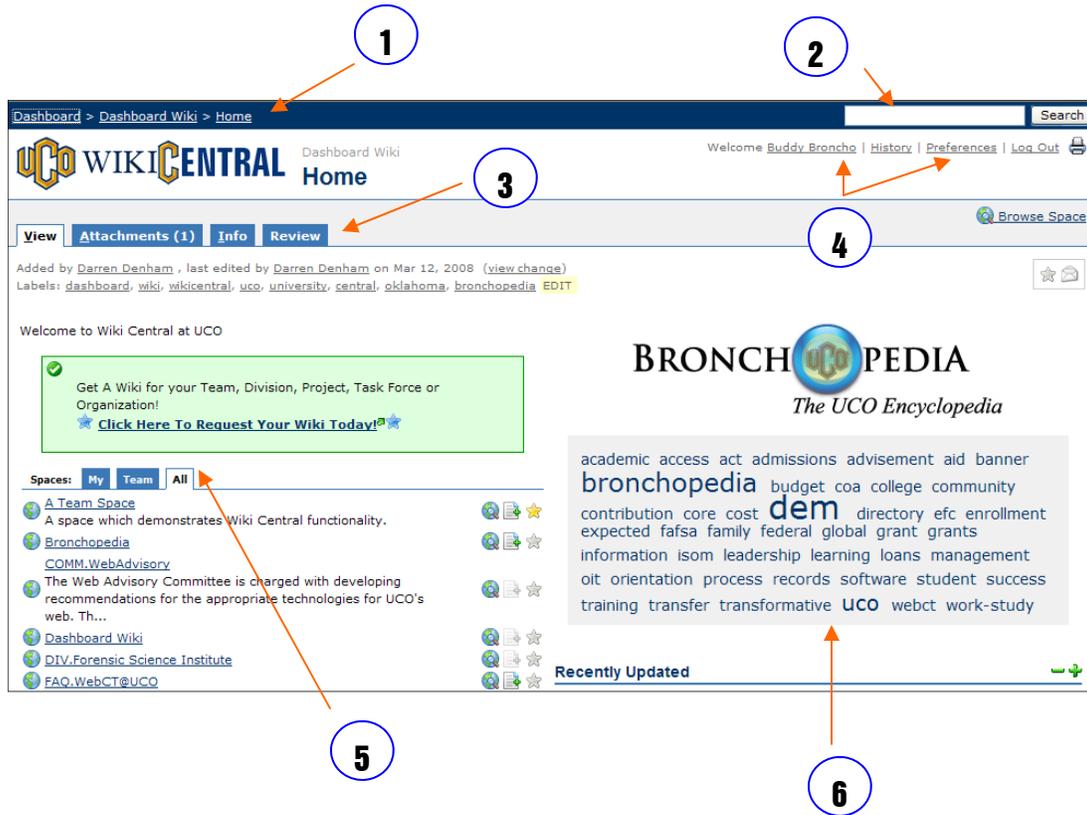
To remove a page or space from your favorites click the **STAR** icon (it will turn gray) to remove from your favorites list.



To learn more about **Wiki Central**, visit wiki.uco.edu and view the [FAQ.Wiki Central](#) wiki space for more tips, tricks and ideas.

At A Glance:

When you first enter Wiki Central, the welcome page displays the home page. This is where some of the essential tools for navigating the site are located.



Terms to know:

1. **Bread Crumbs** — The path which you navigate through WIKI Central. By click on the bread crumbs this will help you navigate backwards and trace your path through the site.
2. **Search Bar** — Allows you to search the wiki for content.
3. **Navigational Tabs** — Allow you to post and view specific items in their collaborative work space.
4. **User Preferences and Profile** — Where you can upload your profile and change your user preferences (example: add a watch to a page or edit profile information).
5. **Spaces** — Individual wikis are known as “spaces.”
6. **Bronchopedia** — UCO’s Encyclopedia of terms and definitions.