WIKI SCHOLARS

Wikischolars is an online collaboration service for the Columbia University research community. Researchers and instructors can request their own Wikischolars sites, which can be made publicly available or restricted to members only. A wiki is a website that is easily built, updated, and revised without using any technical or programming language.

Columbia also offers Wikispaces, a service specifically for Columbia courses. For more information on Wikispaces, please visit http://wikispaces.columbia.edu.

For those using a Wikischolar site to share private research data, please be aware that certain Columbia staff from the Center for Digital Research and Scholarship (CDRS) and the Center for New Media Teaching and Learning (CCNMTL) hold access to all wiki sites, solely for troubleshooting and technical support reasons.

This is an introductory guide to using a Wikischolars site. For more detailed help information, please browse the "Help" pages at http://wikischolars.columbia.edu/help, or email wiki-help@ columbia.edu.

In this guide:

> Requesting a Wikischolars site

> Basic wiki site elements

> Adding members

> Creating, editing, and linking pages

> Adding media

> Changing roles and permissions

Requesting a Wikischolars site

1. Email the following pieces of information to wiki-help@columbia.edu:

   • Your Columbia University UNI and affiliation

   • Three choices for the name of your wiki, in order of preference. Note that this will appear in the URL as "http://name.wikischolars.columbia.edu."

   • If different from the person submitting the request, the email address of the wiki manager/organizer.

2. Once your request is approved, a Wikischolars administrator will create your wiki with default settings, and the designated wiki organizer will receive an email invitation to join the wiki as a member.

3. Following a link in the email invitation, the organizer will be able to create a username and password and join the wiki as a member. For security reasons, we strongly encourage creating a log-in credentials that are different from one's UNI.

4. Once the new wiki member has been added to the system, the Wikischolars administrator will change the member's role to wiki organizer.

5. The wiki organizer can then alter settings, create and edit pages, and invite anyone into the wiki. The default site settings are **private**: only wiki members can view, create, or edit pages. An organizer can change this at any time.

Basic wiki site elements
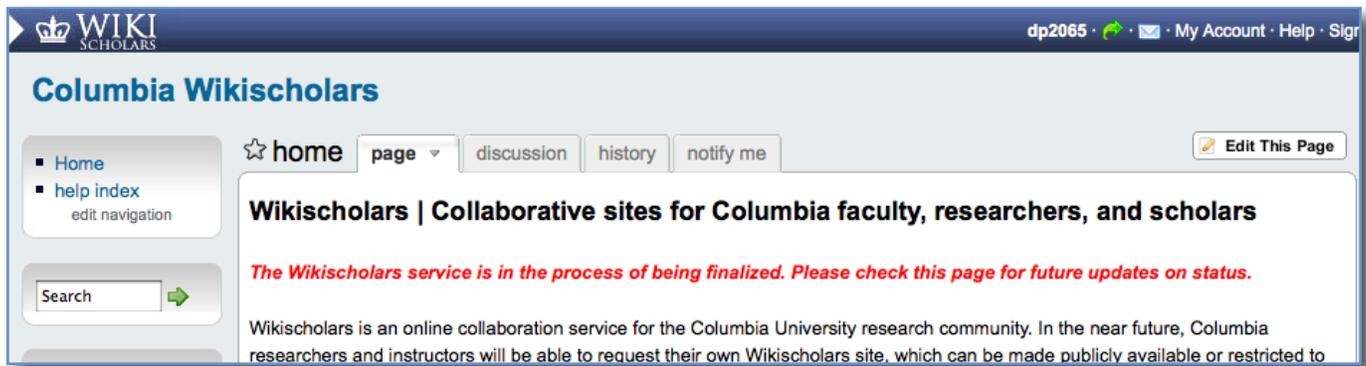
Left-hand navigation menu

On the left-hand side, you have a navigation that is present throughout your wiki site. The links on this navigation can be changed by clicking "edit navigation." Whenever you create a new page, its linked title will be automatically added to the navigation.

Horizontal tabs (always correspond to the page you're viewing)

Page

Your wiki site can contain many pages. For more details on creating, editing, and linking pages, please see page 3.

Discussion

A discussion page is a forum where people can post and respond to messages. Each page on the wiki has its own discussion page, so the discussion tab will always bring you to the discussion space corresponding to whatever page you are currently viewing.

History

By clicking on the History tab, you can see a list of all previous versions of the page you are currently viewing. This allows you to see what changes were made by which person, compare any two versions to see changes, and revert to a previous version of the page.

Notify me

This tab allows you to set up notifications so that you can be alerted when a person makes a change to the page you're on. You can either set up an email or RSS notification.

Top bar navigation

In the top right-hand corner, you'll see your username, a green arrow, a mail icon, "My Account," "Help," and "Sign Out." Clicking your username takes you to your account/user page and "dashboard," where you can read mail, navigate between wikis (if you are participating in more than one), and change profile settings. Rolling over the green arrow pops up a "Favorite Wikis" window, displaying links to any wiki sites you've added to your "Favorites Wikis" list on your dashboard. The mail icon takes you to the mail tab section of your account/user page.

"My Account" takes you to the "Settings" tab of your account/user page (the same area, but different tab, that clicking on your username takes you to, mentioned above). "Help" is a link to an index of all help pages.

Adding members

1. Log in to your wiki site.

2. Click on "Manage Wiki" in the left-hand navigation.

3. Under the "People" section of the "Manage Wiki" page, click on "Invite People."

4. Enter the email addresses of the people you'd like to invite. There is a default message that you can customize.

5. Once you click "Send," those you indicated will receive an email message that includes a link. This link will take them to a page where they set up their usernames and passwords, and thereafter become members of your wiki site.

Creating, editing, and linking pages

Your wiki site, by default, includes one page called "Home," which is commonly used to provide general information such as an introduction, updates, or list of page links.

Creating a page

1. On the left-hand navigation menu, click "New Page."

2. Enter the name of the page you'd like to create, and add any tags. (Tags are like keywords or categories that you can apply to a page. You can see and manage all tags via the "Manage Wiki" page).

3. Once you click "Create," you'll be taken directly to to the editing interface of your new page so you can add content.

Editing a page

1. As you view a page, you'll see a button above the page's right-hand corner that says, "Edit This Page." Clicking on it opens the "Editor," which gives you basic word processing options for styling and inserting content.

2. When you're done, you can make a note about whatever changes you're making, and this note will appear in the "History" section. You can also save a draft version or preview the page before saving it to the live wiki site.

Linking within and across pages

To create an internal link between existing wiki pages:

1. Open the editing interface for the page containing the text you'd like to link.

2. Highlight the word(s) you would like to link, and click the "Insert Link" icon in the editor toolbar.

3. In the dialogue box that opens, select "Wiki Link," and then choose the page you would like to link to.

4. Click "OK" to close the box, and then save your page edits.

To create an external link, you can either paste a URL directly into the body of a page, which will become active once you save your edits; or you can follow the steps above, except that you choose "External Link" instead of "Wiki Link." Paste the URL into the indicated text field, and hit "OK."

Adding media
Images & Files

Your wiki site has a repository for files that you can access through the "Content" section of your "Manage Wiki" page, where you can upload content from your computer.

To add an image or file to a wiki page:

1. Open the editing tool for a page, and position the cursor in the place where you would like to place the file.

2. Click on the"Insert Image" icon in the editing toolbar. This will open a dialogue box that gives you the option to insert from your Image & File repository (content you've already uploaded), or to upload from your computer, or to bring in a file from an external location. You can also choose to insert a link to the file, instead of the file itself.

3. Once you have chosen the image or file, it will be inserted in the page. For images, you'll see another dialogue box open at this point, giving you alignment, linking, sizing, and caption options. Remember to "Save" the page after you're done.

Using Widgets

You can place videos, calendars, audio, and other media on your wiki using widgets.

1. On the page you'd like to insert the media, position your cursor where you want the media embedded.

2. Click on the widget icon in the editing toolbar, which looks like a TV.

3. From the pop-up window, choose the widget category you'd like (Video, Audio, Spreadsheet, etc.), and follow the instructions provided.
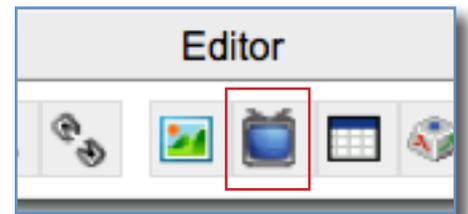
Changing roles and permissions
Wiki organizers can make members into organizers and customize permissions.

To change a member's role:

1. Log in to your wiki site, and click on "Manage Wiki."

2. Click on "Members" in the "People" section.

3. In the right-hand column within the list of members, under "Actions," choose "make organizer."

To alter permissions:

1. Log in to your wiki site, an click on "Manage Wiki."

2. Click on "Permissions" in the "People" section.

3. Here, you can change how public or private your wiki is, as well as set custom permissions for specific wiki pages.

For more information

Detailed instructions and help information can be found at http://help.wikispaces.com, or you can contact a Wikischolars administrator at wiki-help@columbia.edu.

About the Center for Digital Research and Scholarship

Columbia Wikischolars is one of a suite of services provided by the Center for Digital Research and Scholarship (CDRS) at Columbia University Libraries/ Information Services. Using innovative new media and digital technologies, CDRS empowers Columbia's research community with the online tools and services necessary to make the most of scholarly communication, collaboration, data-sharing, and preservation.

Our team can support your research process and projects with expert advice, innovative tools, and a diverse set of services. Service offerings focus on digital publications, conferences, research collaboration, sharing, and preservation in Columbia's research repository, Academic Commons. If you have questions or would like to start a project with us, please email Diana Price, Communications Coordinator, at dp2065@columbia.edu.

Visit our website at http://cdrs.columbia.edu.