

## Space Details

<b>Key:</b>	confhelp
<b>Name:</b>	Confluence Help
<b>Description:</b>	
<b>Creator (Creation Date):</b>	ljparkhi (Aug 14, 2008)
<b>Last Modifier (Mod. Date):</b>	ljparkhi (Aug 14, 2008)

### Available Pages

- Quickstart Guide

## Quickstart Guide

This page last changed on Oct 13, 2008 by mregnell.

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## Overview

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## What is a Wiki?

<p><b>Confluence</b> is a <b>Wiki</b>. A wiki is a collection of web pages designed to let users with access to them, contribute or modify content. Wikis use WYSIWYG and/or a markup language editors. Wikipedia is one of the best-known wikis.</p>



**"Wiki" is an Hawaiian word for "fast".**

**"Wiki" is also expressed as a "bacronym" for**

**WHAT I KNOW IS.**

**How Does Confluence Compare with Other Publishing Options?**

Feature	Confluence	Moodle	CommonSpot	Personal Web P
Access	Easy (Login) From Anywhere	Easy (Login) From Anywhere	Moderate (Login) VPN if off-campus	Easy (Login) From Anywhere
Assignments Control	No Can be mimiced by easy content entry	Yes	Yes	No - Unless Programmed
Collaboration	Yes	Yes	No	No - Unless Programmed
Commenting	Yes	Yes	No	No - Unless Programmed
Development Tool	Built-In WYSIWYG Wiki Markup	Built-In WYSIWYG	Built-In WYSIWYG	Application Dreamweaver HTML
File Uploads Faculty	Yes	Yes	Yes	Yes
File Uploads Students	Yes	Yes	No	No - Unless Programmed
Instructional Technology Consultation	Yes	Yes	Yes	Yes
Navigation	Dashboard Side Nav Bar Tabs Breadcrumbs Parent-Child Hierarchy	Home Pg Directory All-on-One page Breadcrumbs	Must Know URL Side Nav Bar (requires Template editing) Breadcrumbs	Must Know URL Must be Coded
News/Blogs	Yes	Yes	No	No - Unless Programmed
Online GradeBook	No	Yes	No	No
Online Quizzes	No	Yes	No	No
Permanence	Perpetual	Transient Archived	Transient Archived	Perpetual
Searching	Yes	No	No	No
Skill Level	Easy	Easy	Moderate Requires knowledge of HTML	Difficult Requires knowledge of HTML, Web page design, Hosting protocols
Space Management	By Owner	By Owner	ITS	By Owner
Support	Online In-House Training Consulting	Online In-House Training Consulting	In-House Training	In-House Training
Tools	Plug-Ins Macros	Built-In WYSIWYG	None	3rd Party Programmed
User Management	By Owner	Automatically and By Owner	Restricted Automatically	No - Unless Programmed

## The Colby Wiki?

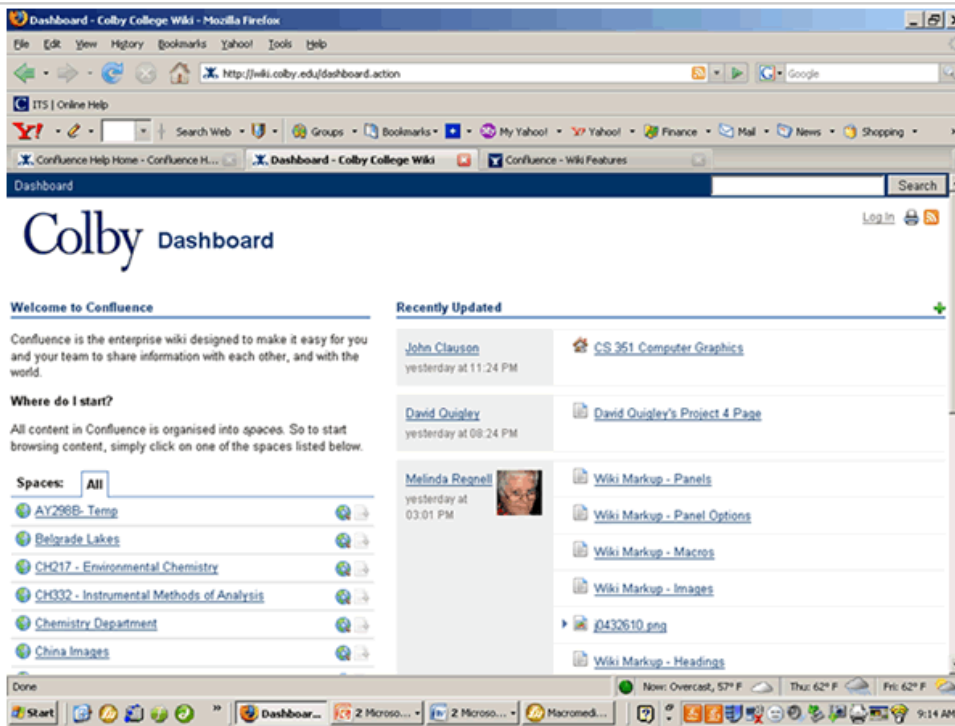
The Colby Wiki can be found at:  
<http://wiki.colby.edu>

## The Dashboard

Your first view of the wiki will be the "Dashboard". The Dashboard is the front page of a Confluence site. It provides an overview of the site, access to all spaces to which you have access, and displays a list of the most recently updated content within them. You can go to the Dashboard from any page on your site by clicking on the logo beside the page title or via the breadcrumbs located at the top of every page. The Dashboard is the only place in Confluence from where you can:

- Access all existing spaces on the site
- Add a new space to the site

By default, the Dashboard is also the site homepage. However, you can set any other page in Confluence as your homepage by using "**Space Admin**" or "**User Profile**" settings. (See [About Spaces](#))



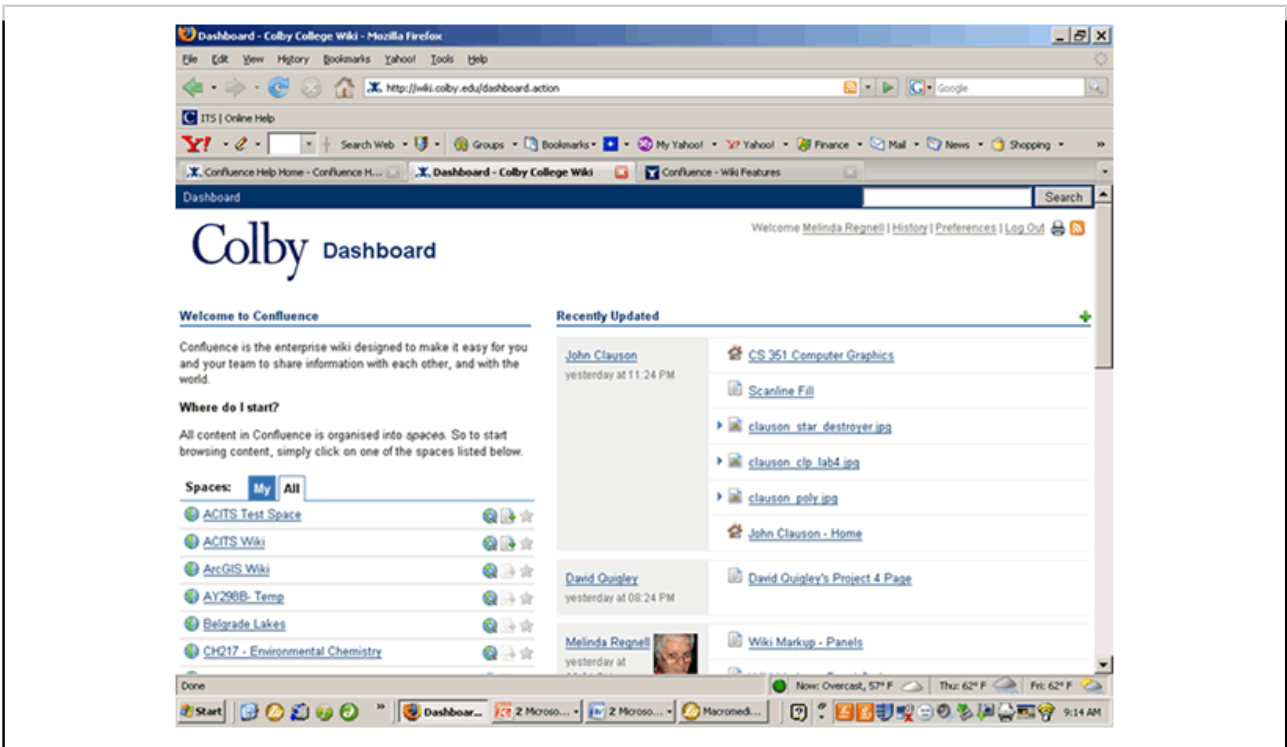
You will see all the Public spaces listed on your left; and recent page changes and updates on your right.

To increase the span of time listed under the "Recently Updated" display, click on the green plus + sign at the top right of the display. Reduce it again by clicking on the green minus - sign that then is displayed.

Log into the Colby Wiki by clicking on the Log In link in the upper right hand corner of the page. You will be prompted to supply your Colby Username and Password.

Once logged in, you will see any additional spaces that you have access to based on your username and password (spaces to which your name has been added by the space owner).

Confluence provides a hierarchical listing of pages that allows users to easily find content both by scanning the hierarchy or by searching on keyword phrases. Users can easily upload files and post comments. Confluence also provides a "**News**" facility that functions much like a blog.



Notice the differences in the first and second screen shot above. The second one contains more, and different, Wiki Spaces based on the user login. Take a moment to click on some of the spaces listed on your Dashboard and look at the space pages.

## Dashboard Icons

Below is a list of the icons found on the Confluence Dashboard, and their function.

Icon	Use/Meaning
	You can browse the space
	Grayed-out: You have no editing rights in the space
	With green plus sign: You have editing rights to pages in the space
	Grayed-out: The space is not part of your "My Spaces" listing
	Yellow: Clicking will turn it yellow and put the listing in your "My Spaces" listing
	Watch: When clicked, you are emailed whenever there is a change made to the page
	The home page of any space
	Create an RSS Feed Allows you to monitor changes or updates to pages (See Creating and Subscribing to RSS Feeds)
	Browse through listings of users with personal spaces You can bookmark or send mail to users from these pages

## Dashboard Tabs

























You will also find tabs on the Dashboard:

**Spaces:** **My** **New (1)** **All**

“My” lists all spaces that you have indicated as “Favourites”

“New” lists newly created spaces that you can access



“All” lists all spaces that you have access to, including ones you have created

<a href="#">ArcGIS Wiki</a>	  
<a href="#">AY298B- Temp</a>	  
<a href="#">Belgrade Lakes</a>	  
<a href="#">CH217 - Environmental Chemistry</a>	  
<a href="#">CH332 - Instrumental Methods of Analysis</a>	  
<a href="#">Chemistry Department</a>	  
<a href="#">China Images</a>	  
<a href="#">C-STAT</a>	  

## Favourites

### Favourite Pages

Displaying pages recently added to [your favourites list](#).

 <a href="#">Fall 2008 Schedule</a> (Student Tutors)	
 <a href="#">Home</a> (Student Tutors)	

When you click on the gray star beside a space listing, it becomes yellow and the listing is placed here, in the Favorite Pages list. This is a handy way to access a much-used page that is several levels down in the hierarchy without having to make all the intermediate "clicks" to get to it. In the above example, The "Fall 2008 Schedule" actually sits inside the "Student Tutor" space, under another page titled "Hours". Listing it here allows the user to access it with one click, rather than three.