



# Getting Started with Confluence

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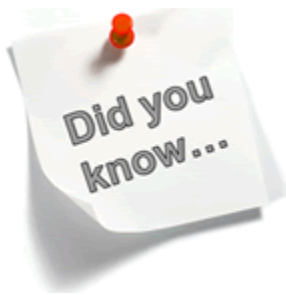


## Introduction

**Confluence** is a **Wiki**.

### What is a Wiki?

- Collection of web pages designed to let users with access to them, to contribute or modify content
- Uses WYSIWYG and/or a markup language editor
- [Wikipedia](#) is one of the best-known wikis.



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

"Wiki" is also expressed as a "bacronym" for **WHAT I KNOW IS**.

### How does Confluence Compare with my Other Options?

Application	Skill Level	Flexible/Expandable	Available Tools	Ease of Access
<b>Confluence</b>	Low	Medium	Some (Macros)	High
<b>Moodle</b>	Low	Medium	Many	High
<b>CommonSpot</b>	Modium	Low	None	Low
<b>Personal Web Page (Dreamweaver)</b>	High	High	Many (Require programming)	Medium

### When Would I Choose Moodle Over Confluence?

Do you want to use an online grading utility? Choose Moodle.

Do you want to use online quizzes that provide branching? Use Moodle.

Do you want to discuss your choice with an expert? Contact [Ellen Freeman](#) (4234).



## What Does Confluence Give Me?



Confluence offers a broad array of services and features.

- Easy Navigation  
Hierarchical listing of pages allows students to easily find content they are seeking
- Online discussions  
Create pages and comments on pages real-time feedback and secure collaboration
- Individual user management and group assignments  
Limit access to specific pages (or entire spaces) to individual students or groups of students
- News facilities  
Notify your entire class of deadlines, presentations, etc.
- Email capabilities  
Email your entire class
- File uploads  
Upload most forms of digital files, including multimedia
- Searching  
Search the space by keyword or label identifier

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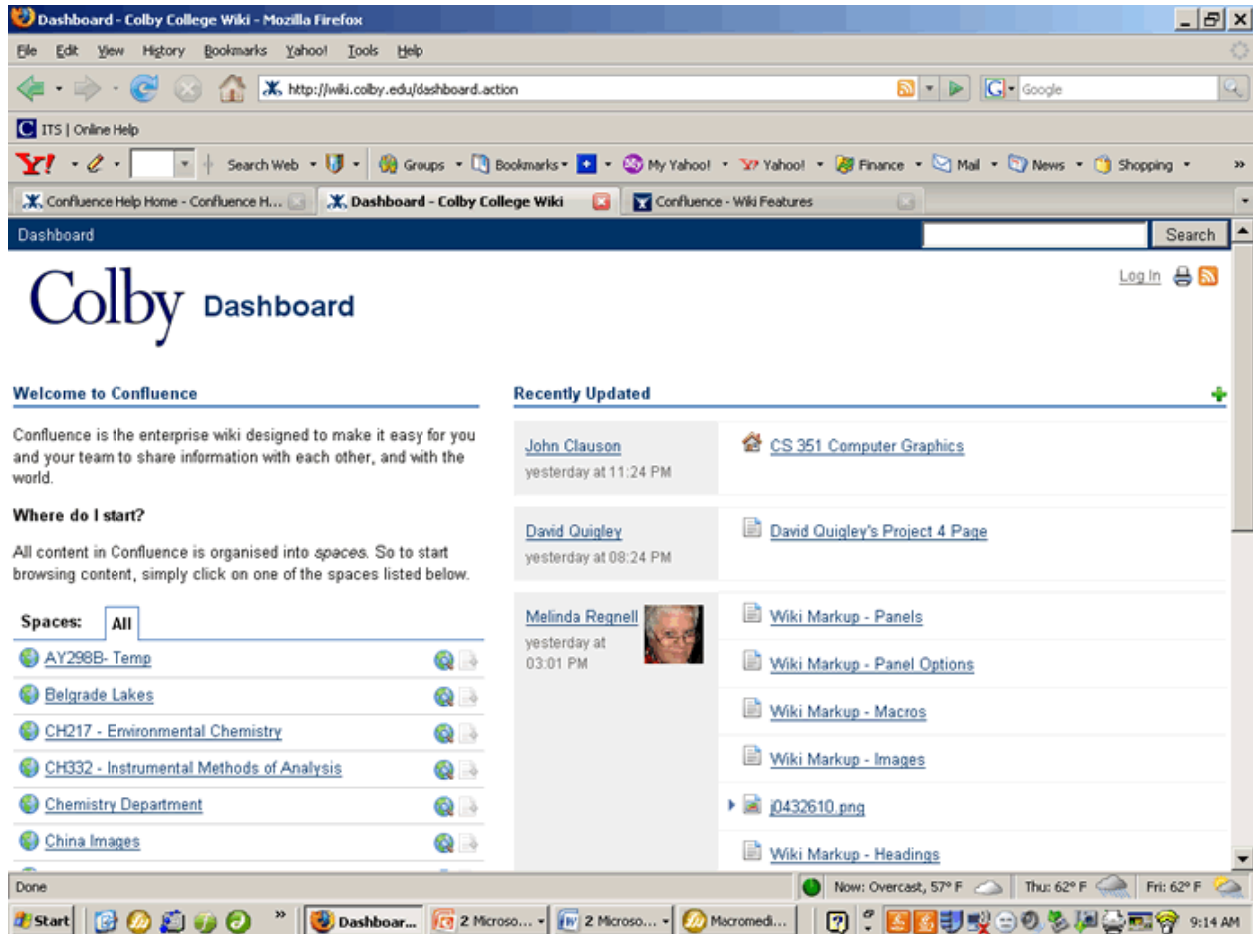
## Confluence at Colby

### Where is the Colby Wiki?

You can find the Colby Wiki at:

<http://wiki.colby.edu>

Your first view of the wiki will be the “Dashboard”.



You will see all the Public pages listed on your left; and recent changes 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.

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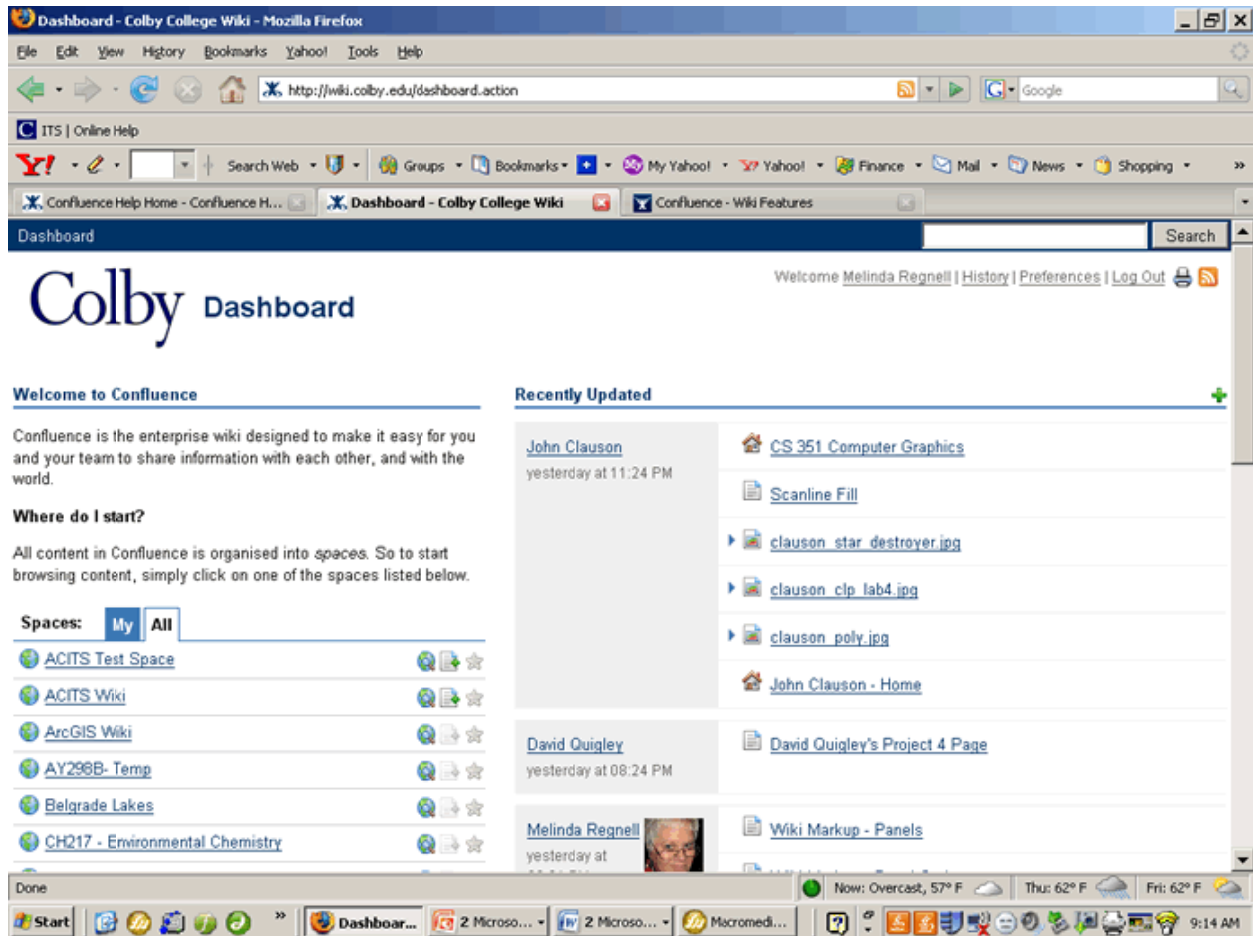
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Log into the Colby Wiki by clicking on the [Log In](#) link in the upper right hand corner of the page. You will be prompted to supply your Colby Username and Password.

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



Notice the differences in the first and second screen shot above. The second one contains more and difference Wiki Spaces based on the user's login.

Take a moment to click on some of the spaces listed and look at the space pages.



## Dashboard Icons

Icons you will find on the Dashboard:

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
	The home page of any space
	Create a 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

<p>"My" lists all spaces that you have created and limited access to</p> <p>"New" lists newly created spaces that you can access</p> <p>"All" lists all spaces that you have access to, including ones you have created</p>	<b>Spaces:</b> <b>My</b>   <b>New (1)</b>   All
	<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>

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## Favorites (or "Favourites" as per the British spelling...)

### 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.