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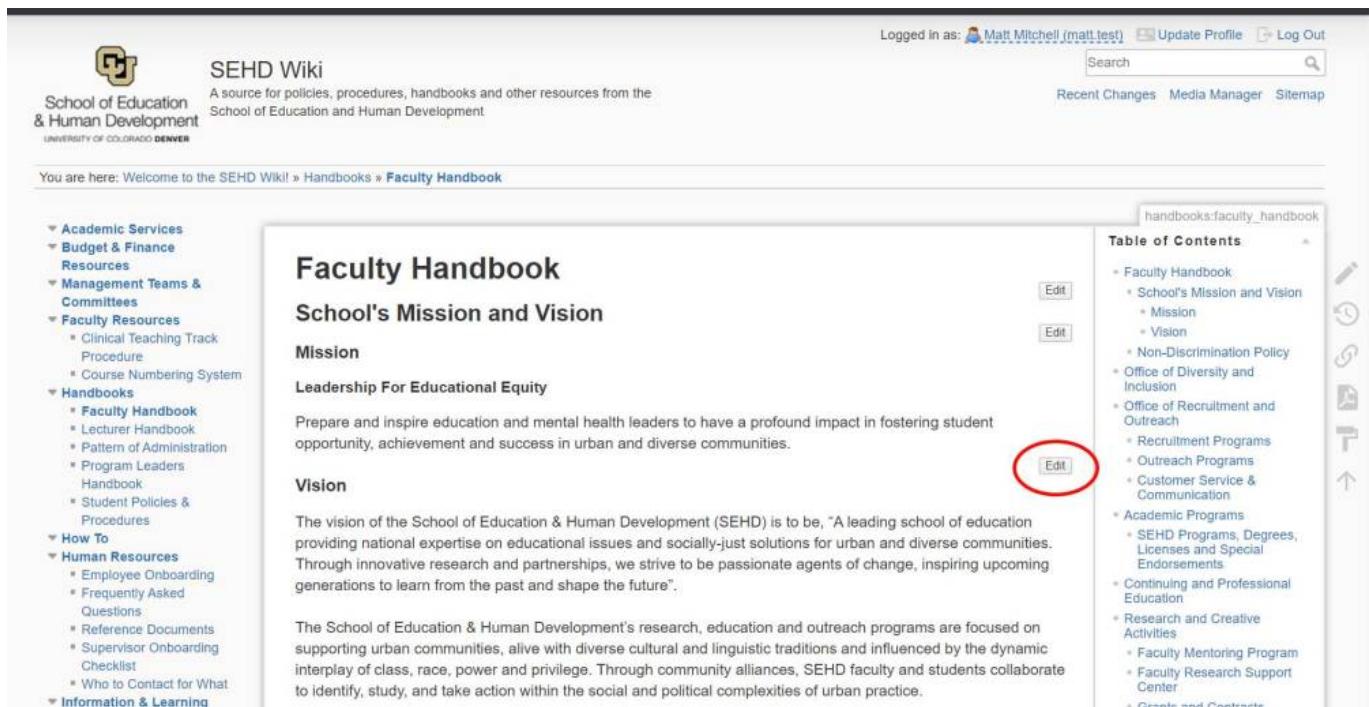
How To

Make Edits

1. Click 'Login' in the upper right corner of the screen and login with your wiki credentials.

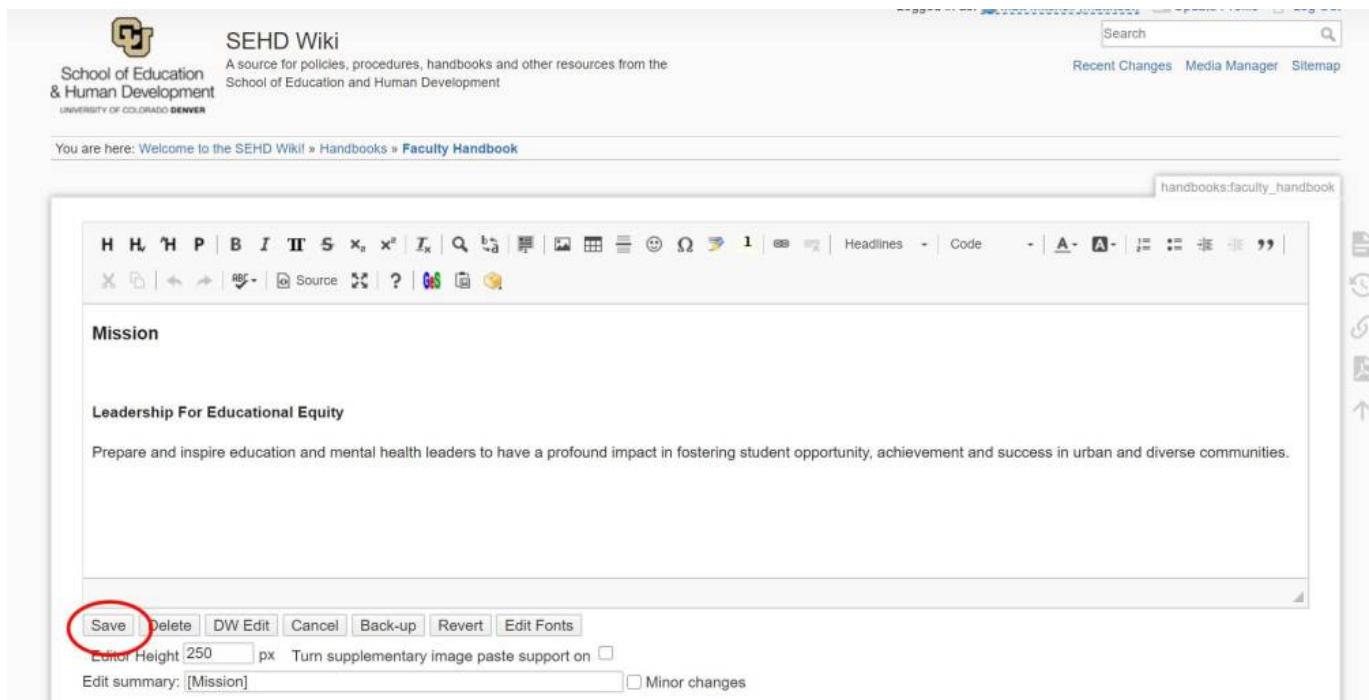
2. Navigate to the section of the website you would like to edit. In this case we are going to make some edits to the Faculty Handbook.

3. Click the “Edit” button that is **below and to the right** of the section you would like to edit. In this case we want to edit the “Mission”.



The screenshot shows the SEHD Wiki homepage with a sidebar containing various links like Academic Services, Budget & Finance Resources, Management Teams & Committees, Faculty Resources, Handbooks, How To, Human Resources, and Information & Learning. The main content area displays the 'Faculty Handbook' with a section titled 'School's Mission and Vision'. Under this section, there are two sub-sections: 'Mission' and 'Vision'. The 'Mission' section contains the text: 'Prepare and inspire education and mental health leaders to have a profound impact in fostering student opportunity, achievement and success in urban and diverse communities.' To the right of this text is an 'Edit' button, which is circled in red. The 'Vision' section contains the text: 'The vision of the School of Education & Human Development (SEHD) is to be, "A leading school of education providing national expertise on educational issues and socially-just solutions for urban and diverse communities. Through innovative research and partnerships, we strive to be passionate agents of change, inspiring upcoming generations to learn from the past and shape the future".' Below the 'Mission' section, there is a 'Table of Contents' sidebar with a list of topics including Faculty Handbook, School's Mission and Vision, Non-Discrimination Policy, Office of Diversity and Inclusion, Office of Recruitment and Outreach, Academic Programs, Continuing and Professional Education, Research and Creative Activities, and Grants and Contracts.

4. Make your changes on this page using the editor and click save when you are finished. Every save creates a new version of the document, allowing you to roll back changes to previous revisions if mistakes are made.



The screenshot shows the 'Mission' section of the 'Faculty Handbook' page in edit mode. The page includes a toolbar with various formatting options like bold, italic, and underline, as well as a source link and a help icon. Below the toolbar, the 'Mission' section is displayed with the text: 'Prepare and inspire education and mental health leaders to have a profound impact in fostering student opportunity, achievement and success in urban and diverse communities.' At the bottom of the page, there is an edit summary field containing '[Mission]' and a 'Save' button, which is circled in red. Other buttons in the footer include Delete, DW Edit, Cancel, Back-up, Revert, and Edit Fonts. There are also fields for Editor Height (set to 250 px) and Turn supplementary image paste support on, as well as checkboxes for Edit summary and Minor changes.

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Permanent link:
<https://wiki.cu.studio/help/start?rev=1591815661>

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