

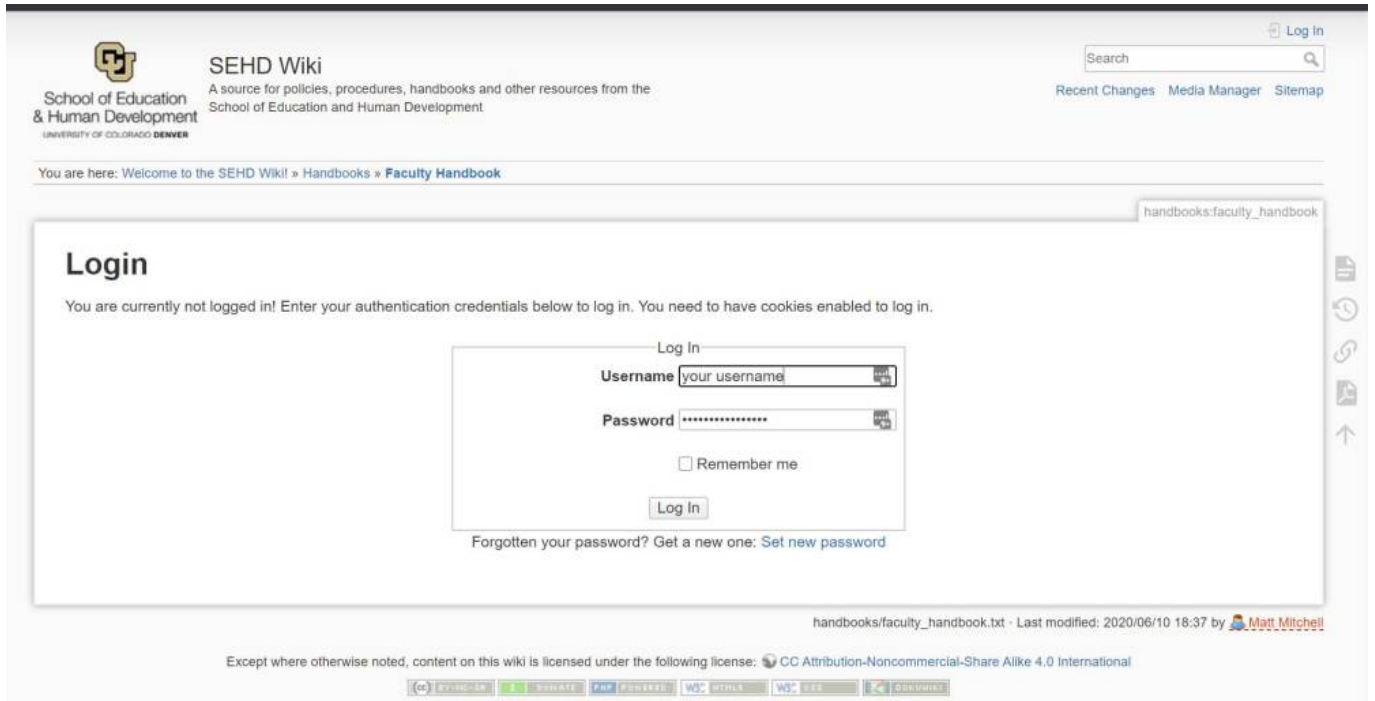
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How To

Make Edits

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



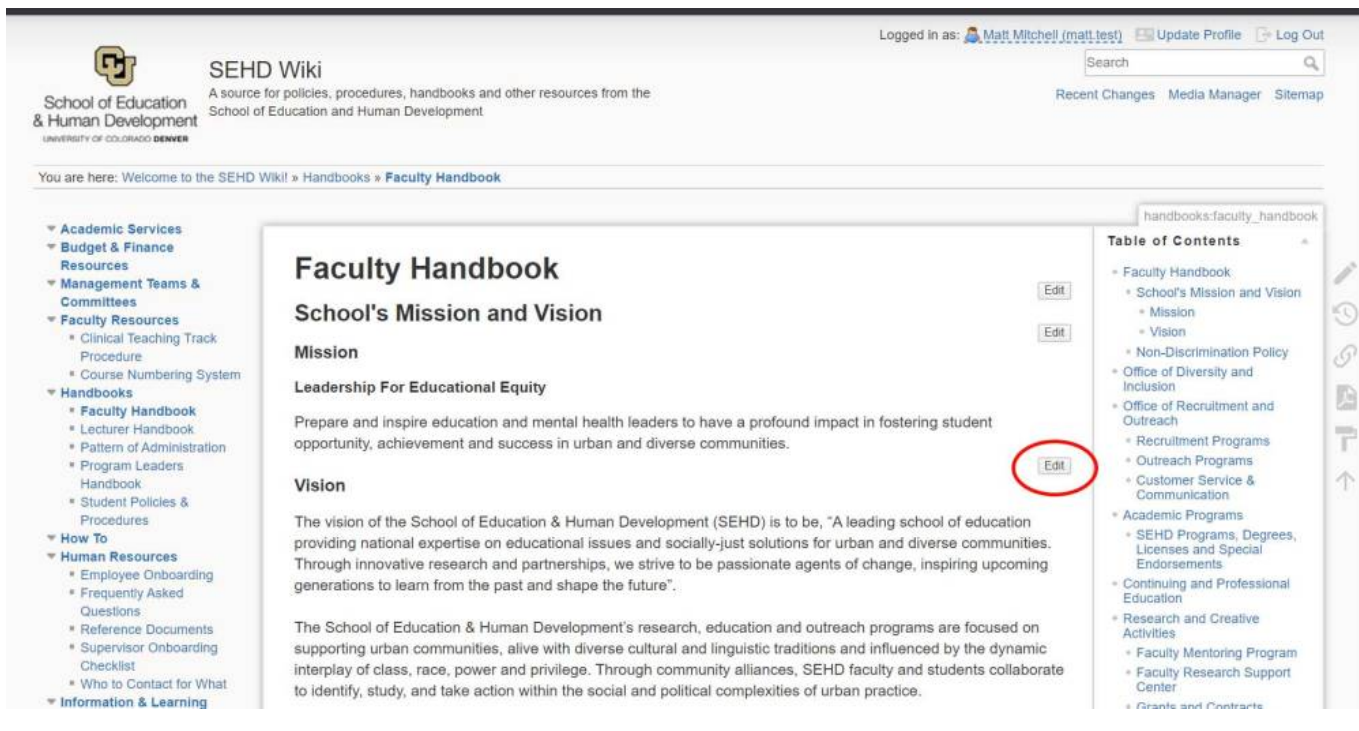
2. Navigate to the section of the website you would like to edit. In this case we are going to make some edits to the Faculty Handbook.

The screenshot shows the SEHD Wiki interface. At the top left is the logo for the School of Education & Human Development, University of Colorado Denver. The page title is 'SEHD Wiki' with a subtitle 'A source for policies, procedures, handbooks and other resources from the School of Education and Human Development'. The user is logged in as 'Matt Mitchell (matt.test)'. A search bar is at the top right. The breadcrumb trail reads 'You are here: Welcome to the SEHD Wiki! » Handbooks » Faculty Handbook'. The left sidebar contains a navigation menu with categories like 'Academic Services', 'Budget & Finance Resources', 'Management Teams & Committees', 'Faculty Resources', 'Handbooks', 'How To', and 'Human Resources'. The 'Handbooks' category is expanded, and 'Faculty Handbook' is circled in red. The main content area displays the 'Faculty Handbook' page, specifically the 'School's Mission and Vision' section. It includes sub-sections for 'Mission' and 'Leadership For Educational Equity'. The 'Mission' text reads: '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.' Below this is the 'Vision' section, which states: '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".' The 'Vision' text continues: 'The School of Education & Human Development's research, education and outreach programs are focused on supporting urban communities, alive with diverse cultural and linguistic traditions and influenced by the dynamic interplay of class, race, power and privilege. Through community alliances, SEHD faculty and students collaborate to identify, study, and take action within the social and political complexities of urban practice.' On the right side of the page, there is a 'Table of Contents' sidebar with a list of links to various sections. The 'Edit' button for the 'Mission' section is located to the right of the text.

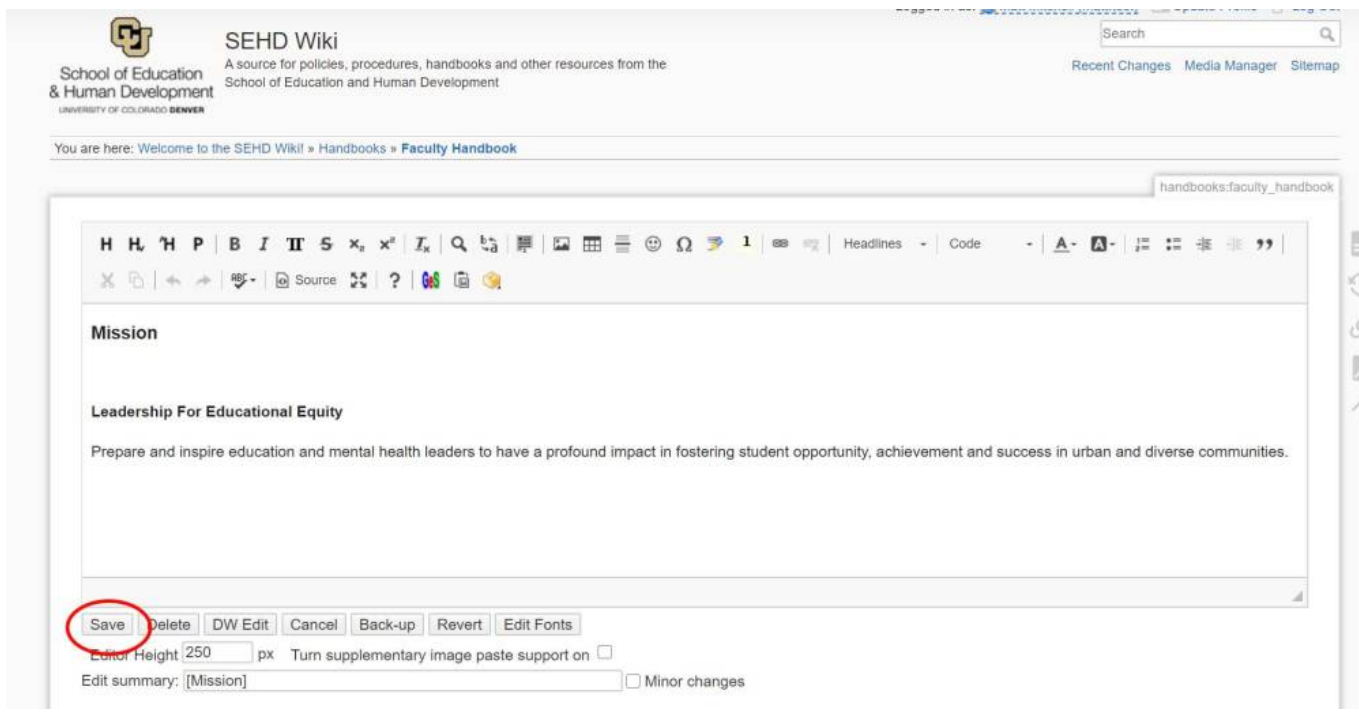
3. Click the “Edit” button that is **below and to the right** of the section you would like to edit. In this case we want to edit the “Mission”.

Hovering over the edit button for a second before clicking it can prevent it from opening the wrong section.

Sometimes when you click the “edit” button it will load extra sections or the wrong section entirely, if this happens it is best to just hit cancel and go back to the previous page and then hit the edit button again.



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.



5. This how to is meant to give you a quick introduction to making edits on the wiki. If you'd like to read more about what is possible with ckeditor please take a look at their documentation, a few examples are also highlighted below.

- [Inserting images](#)
- [Pasting from Word](#)

- [Basic Text Styles](#)
- Feel free to make edits and experiment in the [Wiki Playground](#).

Request Access



Email sehdhelp@ucdenver.edu to request access to the Wiki.

From:
<https://wiki.cu.studio/> - **SEHD Wiki**

Permanent link:
<https://wiki.cu.studio/help/start?rev=1596047493>

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