

Table of Contents

How To

1

Make Edits

1

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

1

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.

1

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".

2

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.

3

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.

3

Request Access

4

How To

Make Edits

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

SEHD Wiki
A source for policies, procedures, handbooks and other resources from the
School of Education and Human Development

Log In

Search

Recent Changes Media Manager Sitemap

You are here: Welcome to the SEHD Wiki! » Handbooks » **Faculty Handbook**

handbooks:faculty_handbook

Login

You are currently not logged in! Enter your authentication credentials below to log in. You need to have cookies enabled to log in.

Log In

Username

Password

☐ Remember me

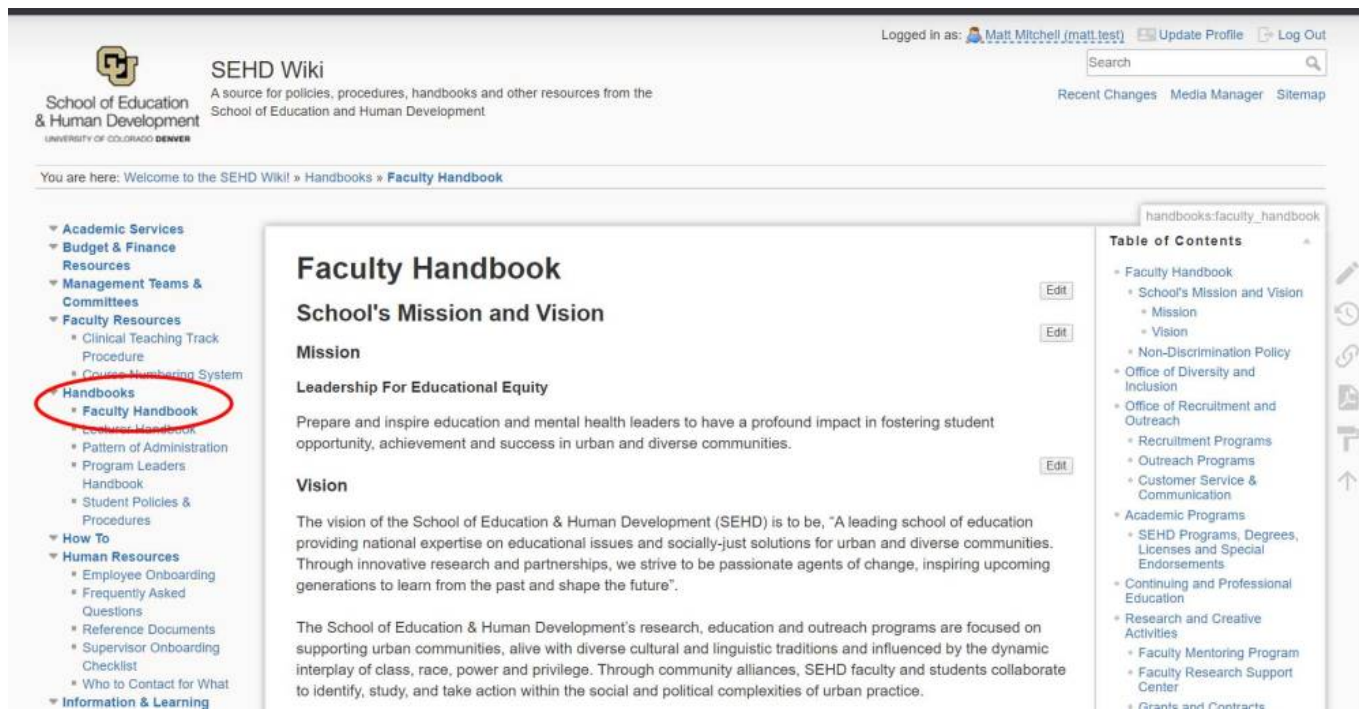
Forgotten your password? Get a new one: [Set new password](#)

handbooks/faculty_handbook.txt · Last modified: 2020/06/10 18:37 by [Matt Mitchell](#)

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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, it says 'Logged in as: Matt Mitchell (matt.test)' with links for 'Update Profile' and 'Log Out'. Below this is a search bar and links for 'Recent Changes', 'Media Manager', and 'Sitemap'. The main content area is titled 'Faculty Handbook' and 'School's Mission and Vision'. It includes sections for 'Mission' and 'Vision'. The 'Mission' section has an 'Edit' button next to it. The left sidebar shows a tree of navigation links, with 'Handbooks' and 'Faculty Handbook' highlighted. The right sidebar shows a 'Table of Contents' for the 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".



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.

The screenshot shows the SEHD Wiki interface. At the top, it says "Logged in as: Matt Mitchell (matt.1est)" with links for "Update Profile" and "Log Out". A search bar is present. Below the header, the page title is "Faculty Handbook" under the "School of Education & Human Development" section. A sidebar on the left lists various categories like "Academic Services", "Budget & Finance", "Management Teams & Committees", "Faculty Resources", "Handbooks", "How To", "Human Resources", and "Information & Learning". The main content area displays the "Faculty Handbook" with sections for "School's Mission and Vision", "Mission", "Leadership For Educational Equity", and "Vision". On the right, there is a "Table of Contents" for the handbook. An "Edit" button is circled in red next to the "Table of Contents" section.

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.

This screenshot shows the same SEHD Wiki page but in edit mode. The top navigation and sidebar are identical. The main content area shows the "Mission" and "Leadership For Educational Equity" sections. At the bottom of the page, there is a toolbar with various editing tools. Below the toolbar, there are buttons for "Save", "Delete", "DW Edit", "Cancel", "Back-up", "Revert", and "Edit Fonts". The "Save" button is circled in red. Below these buttons, there is a text input field for "Editor Height" set to "250" px, a checkbox for "Turn supplementary image paste support on", and a text input field for "Edit summary" with the word "Mission" entered. There is also a checkbox for "Minor changes".

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=1596047592>

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