Quick Guide for Wiki Space Administrators

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Quick Guide to Aalto Wiki

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Please read more about the new features in Aalto Wiki version 5!

Click the images for a bigger version.

1. Setting up a Wiki Space

> (i) **A Wiki Space is a collection of web pages about a topic, project, course etc. To create content in Aalto Wiki you must first create a Wiki Space for it.**

First check the rules of Aalto Wiki! Then consider whether you need a personal Wiki space or if you want to start administering a Wiki global space of, e.g. a working group.

- Personal wiki spaces are created from the user menu (your username in the top right part of the window) and choosing Create Personal Space, for details see Quick Guide for Wiki Users.
- Collaborative wiki spaces can only be created by Aalto employees and students, using the Create a Space tool.

2. Creating A Wiki space

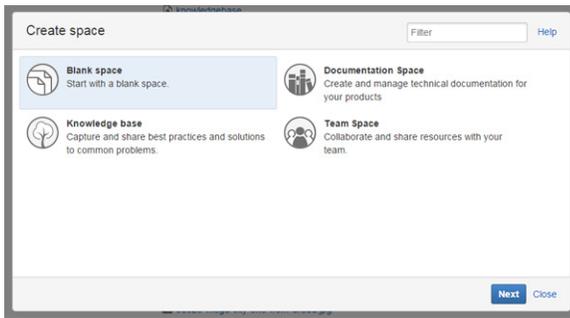You can create a Wiki space you can go to Aalto Wiki frontpage (dashboard) and click Create Space button:

Create Space

From here you can choose what kind of a Wiki space to create. Personal wiki space is for you own personal use, but you can change the permissions later on. Other space types are inherently open to other users as well.

Unknown macro: 'widg

There are now four different wikispace types. These types are intended for different kind of collaboration.

1. Blank Space - the default blank space without any ready made features
2. Documentation Space - a space with ready made features for documenting
3. Knowledge Space - a space for faq:s resources and best practises
4. Team space - a space design for project teams and collaboration teams

The type of the space will affect on the way content is stored in the space. If you are now sure what kind of collaboration you are using the space for, create a Blank space.
More information about spaces : https://confluence.atlassian.com/display/DOC/Working+with+Spaces

Next you will have to give your wiki space a name, and a space key.
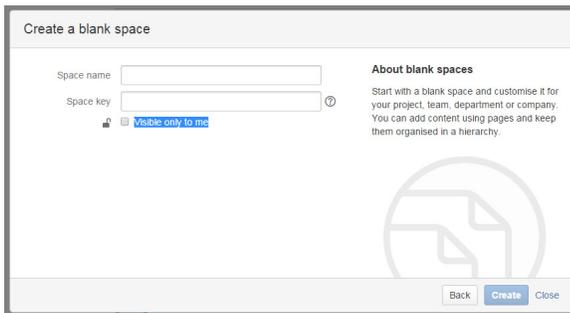
The Space name is the "Title" of your wiki space, and can be changed later on.

The Space key is a shortname for the space and is a part of the URL to the wiki space, **this cannot be changed later and has to be unique**.

> ⓘ **If you want the wiki space to be for personal use, or you want to create content for your wiki pages first choose the "Visible only to me".**

2. Preparing the Wiki Space for Use

The launch of your global wiki space will go more smoothly if you prepare your Wiki space first:

1. State the purpose of the wiki space briefly and clearly: why it exists and what it is meant for. **Encourage users to participate in creating and modifying pages**; do not make pages 'too complete'.
2. Add specific instructions in the space and provide links to additional instructions. You can also link into the existing Aalto Wiki instructions, or into Atlassians Confluence -instructions.
3. It is also worth defining the copyrights of the material to be created in the space.

> ✓ **Useful links:**
>
> Wikipatterns offers clear instructions that facilitate wiki adoption: http://www.wikipatterns.com

3. Managing User Groups and Permissions

As the creator of the Wiki space you are automatically also the Space Administrator or Admin, and can set restrictions for viewing the page, but please note the following rules:

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Managing wiki space permissions :

📄 Unknown macro: 'widget'

Managing wiki page permissions :

📄 Unknown macro: 'widget'

To adjust space permissions in Global theme, click **Space Tools > Permissions**

To adjust space permissions in Documentation theme, click **Browse Space > Space Admin > Permissions** (See picture below - click to enlarge picture).

3.1 Managing Groups

By default, all spaces are open, which means that all registered users ('confluence users') can read and comment on them. If you want access to be restricted only to those with Aalto username, add the group aalto_users, aalto_staff and/or aalto_student. You can remove groups from your space by removing all their permissions.

1. To assign permissions go to: Browse space > Space admin > Permissions.
2. Choose 'Edit Permissions' under the heading 'Groups'.
3. If you want to add a group, write the name of the group under the heading 'Groups' into the text box 'Grant permission to' and select 'Add'.
4. Add or remove permissions.
5. Save changes by clicking 'Save All'.
6. Check that everything was done correctly.

ⓘ   If you want to delete the entire group, uncheck all the boxes and save!

✓   **Useful links:**

   https://confluence.atlassian.com/display/DOC/Assigning+Space+Permissions

✓   **HAKA tip**

   The user group haka_users consists of reliably identified users whose home organisation is a Finnish university, polytechnic or research institute.

3.2 Custom Space User Management

- Custom Space User Management Instructions

3.3 Individual Users

It is often necessary to assign permissions separately for each user in a group, especially if you want access to the wiki space to be restricted, or want to grant more rights to certain users belonging to a group than to the entire group.

Select the users as follows:

1. Go to permissions: Browse space > Space admin > Permissions.
2. Select 'Edit Permissions' under the heading 'Individual users'.
3. Write the usernames one by one or separated by commas to the text box 'Users to add'.
4. You can also use a search tool: click the magnifying glass icon to find a username either by typing part of the name or the user's email address.
5. Select 'Add'.
6. If you cannot find the persons you are looking for, they probably are not registered users of the wiki service yet.
7. Add or remove the necessary permissions.
8. Save all the changes by clicking 'Save All'.
9. Make sure that everything was done correctly.

   ⓘ   If you want to permanently remove a user from the wiki space, uncheck all boxes and reload the page.

3.4 Anonymous Users

All wiki spaces are by default 'open' in that they allow access to anonymous users. However, you can restrict the permission to view the space only to individual members and member groups by removing the permission to anonymous access:

1. Go to permissions: Browse space > Space admin > Permissions.
2. Select 'Edit Permissions' under the heading 'Anonymous Access'.
3. To deny the permission to view, uncheck 'View'.
4. To deny the permission to comment, uncheck 'Comments - Create'
5. Save all the changes by clicking 'Save All'.
6. Make sure that everything was done correctly.

⚠   **Anonymous users must only be granted permission to read and comment!**

5. Backup Files and Archiving

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> (i) **The space admin is responsible for making backups files of the wiki space on a regular basis.**

To make a backup file:

1. **Log into your space.**
2. **Select 'Browse Space' (Documentation theme & Aalto Intranet theme) or 'Space tools' (Global theme)**
3. **Select 'Advanced' (Documentation theme & Aalto Intranet theme) or 'Content Tools' (Global theme)**
4. **Select 'Export Space' or 'Export'.**
5. **Select 'Export Format'**
   a. **XML export -> for other Confluence instances**
   b. **HTML -> as a static web site**
   c. **PDF -> every page as a pdf file.**
6. **Check the boxes beside all the pages (plus comments and attachments).**
7. **Select 'Export'.**
8. **Save the file for archiving.**

> (i) If you want to restore a space of which a backup file has been made, please contact the wiki service administrators.

6. Removing the Wiki Space

> (!) Space admins are strongly advised to archive the space before removing it, because the removal is irreversible!

Consider carefully whether removing the space is necessary, and inform all users of the removal well in advance (including visitors).

If you are certain you want to remove the space, go to Space Admin: **Browse Space > Space Admin > Remove Space.**