### Guide to the AguaClara Wiki

August 28, 2012

# Your Team's Wiki Page

Each individual subteam has their own wiki page. This is where you will find reports and presentations given by the team's previous members. This is also where you will be adding your team's reports and presentations for this semester so that future teams will know what your team accomplished. Below is a good example of what your wiki page should look like.

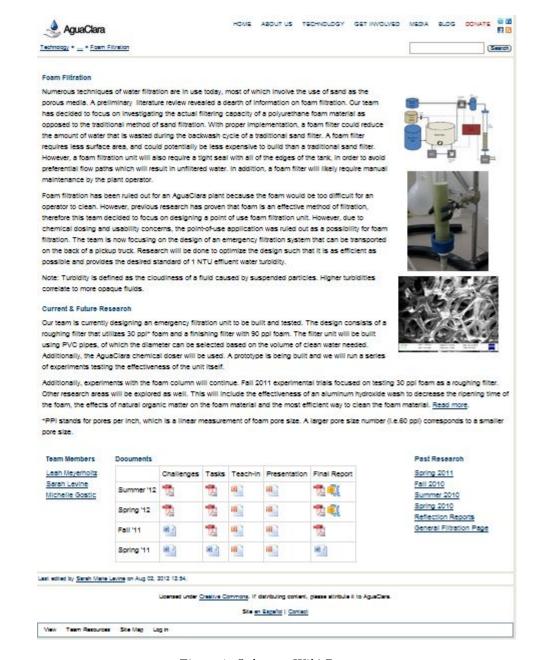


Figure 1: Subteam Wiki Page

## Beginning of the Semester Editing

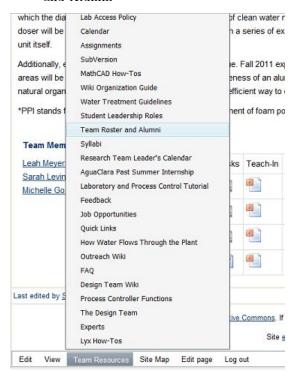
#### Individual Wiki Page

Everyone has their own individual wiki page. Your individual wiki page will include each semester that you have been in AguaClara and what you have accomplished that semester. Here are the steps you need to take to edit your individual wiki page

• Log on. Do this by clicking the "Log In" button at the bottom of the screen and signing in with your Cornell netid and password



 Hover your mouse over "Team Resources" and then click on "Team Roster and Alumni"



• Here you should find the names of all the current team members. Find your Name and click on your netid



• Now you are at your individual wiki page. To edit the page click on "Edit page" at the bottom of the screen



- Make sure you are under the "Wiki Markup" tab. Here is how you should format your page
  - h1. YOUR FULL NAME's Individual Contribution Page (This is the title of your page)
  - h3. CURRENT SEMESTER Contributions
    - \* Under this heading add what you and your team plan on accomplishing this semester. This will be updated at the end of the semester to include your actual accomplishments. Below is an example of what the wiki markup and the actual page should look like.
- Once you are done editting, click "Save"

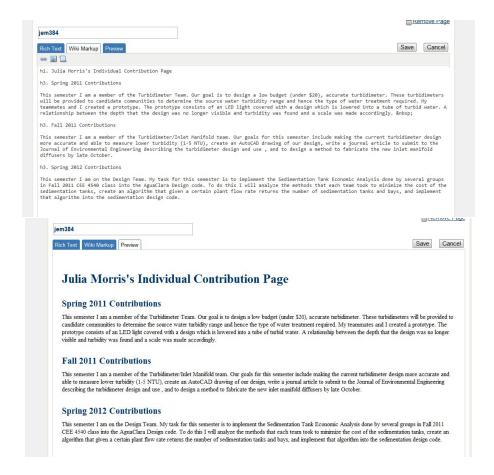


Figure 2: Wiki Markup Example (top) Individual Page Example (bottom)

#### Updating Your Team's Wiki Page

To find your team's wiki page you can search your team name or from the home page click on Research and then your team's wiki page should be under Active Research Teams.

At the beginning of the semester your team should update your team's description to include what you plan on accomplishing during the semester. To edit this Log In and click Edit page. You can then add/edit what your description in Wiki Markup. Make sure you Preview the page to make sure it looks the way you would like it to before saving.

Another update that will need to be made is the Current Members. Each page has a section that shows who the current members of the team are, and if you were to click on their name it will take you to their individual wiki page. In the Wiki Markup you should find a heading called Current Members. Below is what the Wiki Markup should look like in order for the name to show up

correctly

- h5. Current Members
- [Name | netid]
  - Add one of these for each member of the team.

Below is an example of what the Current Members wiki markup and wiki page section should look like

```
h5. Current Members

[Team Member 1 | netid1]
[Team Member 2 | netid2]
[Team Member 3 | netid3]
{column}
{column}
```

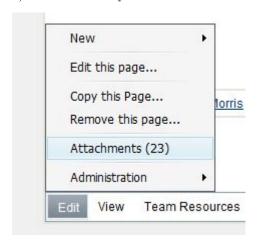
Figure 3: Current members wiki markup (left) and wiki page (right) example

#### During the Semester Editing

During the semester you will need to add a couple documents to your wiki's Documents table. Below is a guide on how to do just that.

#### Adding Documents to Documents table

- 1) Log in to the wiki with your Cornell netid and password.
- 2) Hover your mouse over Edit and then click on Attachments



- 3) Attach document that you would like to add to your team's documents table
- 4) Navigate back to your team's page and click "Edit Page"
- 5) Under "h5.Documents" you will see the wiki markup that makes up your table. You should see something similar to this

```
| | Challenges | Tasks | Teach-In | Presentation | Final Report | | Current Semester | | | | | |
```

Each vertical line represents a section of the table. For example, if you wanted to add your final report to the table, it should be added between the last two lines. The next steps will explain how to make sure that your document is represented as an icon

6) Add your document as an icon (pdf, powerpoint, word, or Zip File) to your document in the corresponding section of the table. The table below will tell you what wiki markup you should add to the table so that the correct icon appears in the table

Type of Document	Wiki Markup
PDF	$[!Research^pdf\_icon.jpg height=25! ^FILE\ NAME.pdf]$
PowerPoint	[!Research^ppt_icon.jpg height=25! ^FILE NAME.pptx]
Zip File	[!Research^WinZip_icon.png height=25! ^FILE NAME.zip]
Word Doc	$[!Research^*word\_icon.jpeg height=25! ^*FILE~NAME.doc]$

7) Preview your wiki page and make sure that the correct icon is appearing in the correct place in the table. If so, click Save.

### End of the Semester Editing

To make sure that your wiki page is complete at the end of the semester the following steps should be taken

- Make sure that all your reports and presentations (Final Report, Final Presentations, Teach-In, Task List, etc.) are located in the table under the current semester with the correct icons
- Attach to your wiki page any Mathcad, AutoCAD, or any other documents that might be useful for future team members
- Update your team's description to include a brief description of what you accomplished during the semester and what will need to be accomplished in the future
- Update your individual wiki page to include what you accomplished during the semester