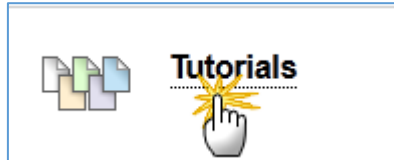


How to set up a wiki for Tutorial bookings

Access your wiki

1. Go the 'Book a Tutorial' part of the SASM school area on studentcentral
2. Find your folder and access it
3. Click the link to access your wiki

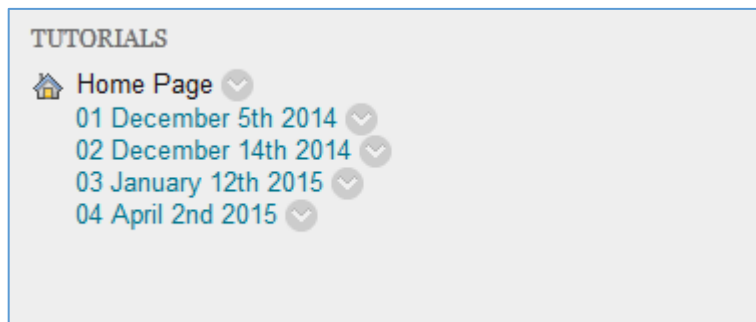


- The first page is always the Home page
- To get you started, the Home page has already been prepared but you can change it if you want to
- The suggested format for the wiki is to create a page for each date on which you can offer appointments
- If you prefer to put the information in a table, create it in Word first, then paste it onto the wiki page

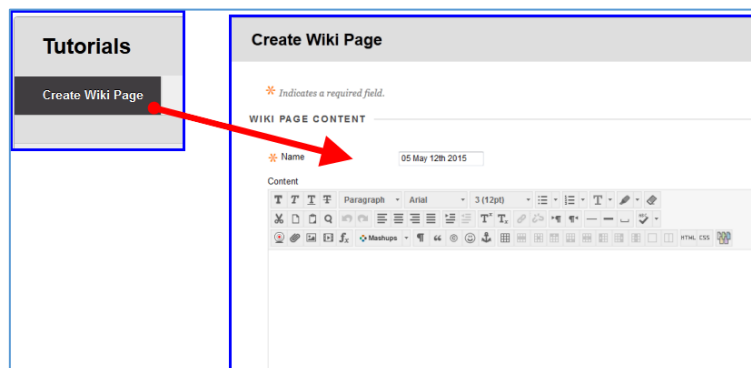
Create a page

Pages are listed in the panel to the right of the screen. You can copy content from one page to another.

By default, pages are in alpha order so when naming pages, prefix the name with a number, to keep them in date order.



1. To create a new page, click **Create Wiki Page**
2. Type a name for the page
3. In the **Content** box, enter a few brief instructions for students, together with the tutorial times
4. When the page is how you want it, click **Submit** to finish



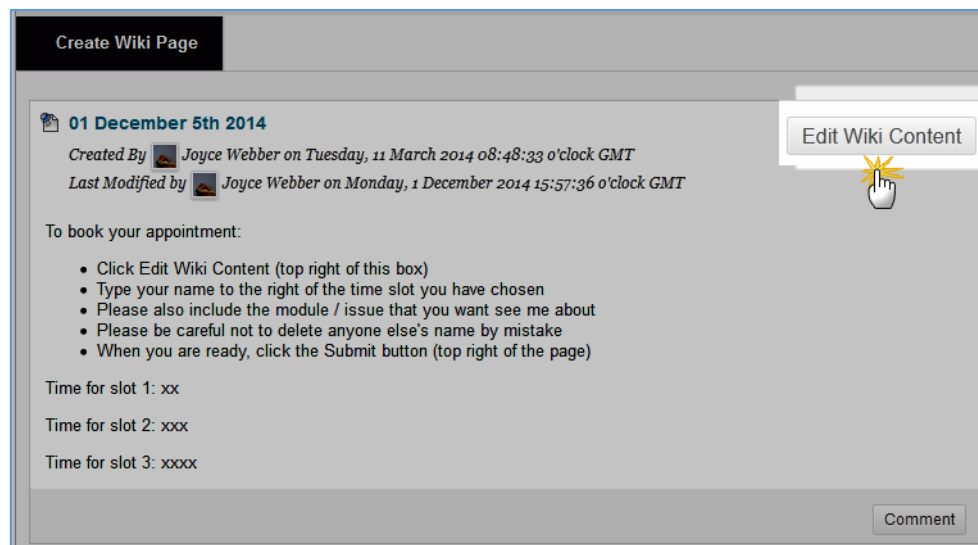
Continue creating pages in this way until you have the number you need.

Copy content from one page to another

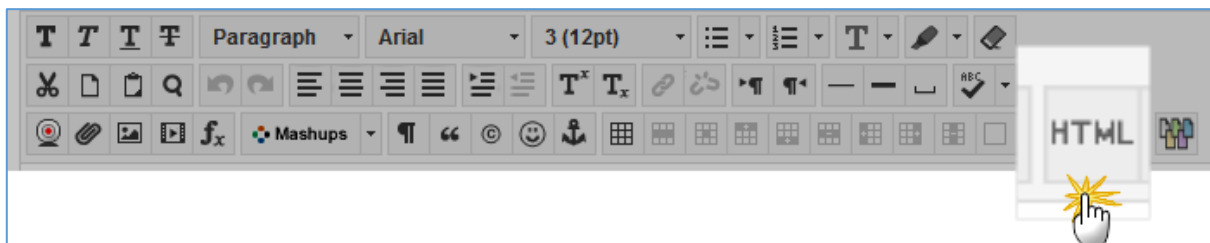
When you have set up a page how you want it, you can copy the content to other pages and then customise it for the new page.

To ensure you make an exact copy, including any formatting or special layout, you have used, follow these steps:

1. Go to the page which has the content you want
2. Click **Edit Wiki Content**



3. Click the **HTML Code View** button; this opens the HTML Code View window



4. Highlight all the content (hold down the CTRL key while you type the letter A)
5. Copy the highlighted content (hold down the CTRL key while you type the letter C)
6. Close the HTML Code View window
7. Go to the page where you want to paste the content
8. Click the **HTML Code View** button
9. Paste the content into the HTML Code View window (hold down the CTRL key while you type the letter V)
10. Click **Update**
11. Click **Submit** to save the changes on the wiki page