

CSI Central FAQ

- **What is CSI Central?**

CSI Central is a wiki that houses information of use to CSI. This information can include (but is not limited to) department guidelines, instructions, cautions, and routine information.

- **Where is CSI Central located?**

<http://sites.google.com/a/chaucer.umuc.edu/csicentral/home>

- **Who has access to CSI Central?**

CSI Staff

- **What is my ID or password?**

It's identical to your Chaucer ID and password. Laddie can help if you need it reset.

- **How do I edit an existing document?**

Click the "Edit page" button in the upper right corner.

- **How do I start a new page?**

Click the "Create page" button in the upper right corner.

- **How do I upload images?**

Choose Insert > Image from the edit bar.

- **How do I rename or delete a page?**

Click the "More Actions" button

Use the "move page" tab at the top of the page to rename; use the "delete page" tab to delete.

- **Can I revert a page, or see what was changed on the page?**

Yes – use the History tab.

- **Can I get alerts when a page I author has changed?**

Yes – use the "Watch" tab, then check your preferences to be sure you get email when pages on your watch list change.

- **How can I comment a page to explain why I changed something?**

Each page has a "talk" tab you can use to add comments.

FIVE GOLDEN RULES

Use CSI Central. Before sending an email to all of CSI, ask yourself if this is something that should be in CSI Central. If it is then go ahead and put it in; then send everyone an email about the valuable information you've placed in CSI Central. (Also if we don't force ourselves to use CSI Central then it'll stagnate and die and Sharon might start crying.)

Remain professional. It's often tempting to create pages devoted to Olympic athletes, Dilbert comics, or your Christmas wish list. Resist temptation. Please use CSI Central for work-related information.

Respect others. If someone else has authored a page and you later discover it needs extensive corrections then go ahead and correct it; but ask the original author to review the changes for accuracy. If it's a minor change then just fix it and move on.

Stop redundant repetition again. If the information lives somewhere else *don't* put it in CSI Central. Link CSI Central to the information instead.

It's a wiki, not an FTP site. You created the instructions in Word, so it makes sense to just upload the Word doc, right? 'Fraid not. Others can't easily update the Word doc, and over time we'll get dozens of copies with minor updates bloating CSI Central out of proportion. Instead use the wiki tools, and regard CSI Central as the final, ultimate document. Exceptions are uploading blank documents that CSI staff will have to fill in – things like a blank PAD or a blank Professional Development Plan.