

## INSTRUCTIONS MANUAL FOR USING THE WRITTEN AGORA

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### 1.1 LOGGING IN TO THE WRITTEN AGORA

1. To access the Written Agora, navigate to the following website using a supported Internet browser. The most recent versions of Firefox, Chrome or Safari browsers are best supported.  

**<http://agora.unl.edu>**
2. Hover your mouse over **ACCOUNTS** on the right-hand side of the toolbar and then click on the Log In menu item. The system will bring up a Google accounts page where you can sign in using a Google account.
  - a. If you already have a Google email, then you already have a Google account. Simply fill in your email address and password and press Sign in. The system should automatically redirect you back to the Written Agora site.
  - b. If you do not have a Google email, you can create a Google account and link it to your existing email. To do this, navigate to the Google accounts page (given below) and enter the appropriate information. After you have created an account, navigate back to the Written Agora and enter the email address and the password you used to create the Google account. You will only need to setup this account once and afterwards you can log in to the Written Agora using the same email address and password.  

**<https://accounts.google.com/NewAccount>**
  - c. **Potential pitfall:** The password you used to set up the Google account may differ from that used to check your email (e.g., on Yahoo). Make sure that you log in to the Written Agora using the password you used for the Google account.
3. Regardless, you can verify that you have logged in by checking the toolbar on the Written Agora. If your name shows up instead of **ACCOUNTS**, then you have logged in successfully!
4. **Important:** Remember to log out of your Google account after finishing a session on the Agora. This is essential if you are using a shared or public computer and do not want anyone else to log into the Written Agora using your account.
5. **Important:** For your privacy, we do not have access to your email password at any time. Your email and password are validated remotely at Google using a secured connection. If you forget your password, you will have to recover it using the tools Google provides.
6. Hover your mouse over your name on the right-hand side of the toolbar and then click on the **Join Group** menu item. The system will bring up an interface showing all the groups. The groups here are referring to the team that you are a member of for the course. Select your assigned group (team) and press the **Join** button. The teams for this course can be found under the parent group CSCE 475H Spring 2016.
7. **Pause:** After the first time you log in, **we will need to add you** to your group (team) on our side **before you can move on to the next section.** This will be done every day at 5:00 pm. Please inform the TA if you need to get the approval earlier.
8. **Potential Pitfall:** You will not be able to use the Written Agora fully unless you are logged into the wiki.

9. **Potential Pitfall:** If you start your login and request us to add you to your group (team) very late or very close to the deadline, you will likely not be able to move on to the next section before the deadline.

## 1.2 CREATING A WIKI PAGE

1. The following steps lists how to create a wiki page on the Written Agora. If you only need one wiki page per group, you need to check whether another team member has already created the wiki page. This is done by clicking on the **Browse** button (the ‘eyeball’) in the upper-right corner. Browse will bring up a table of pages organized by Title, Authors, etc. You browse for your group (team) page by entering your group name (or a part of it) into the blank space above the group column.
  - a. If a group (team) entry shows up, you can click on it to load your wiki page and move on to the next section.
  - b. If no group (team) entry shows up, then you should create a wiki page for your group. To do this, press home (house) button to regain access to the toolbar. Hover your mouse over **CREATE PAGE** on the left-hand side of the toolbar and then click on the **New Wiki Page** item. This will bring up an interface with title and content boxes. To create a new page, enter the title and press Submit.
2. After creating the page, you can immediately continue; there is no need to wait as you did in step 7 in the previous section.
3. Please take care not to create duplicate pages.

Figure 1 shows a screenshot of the Written Agora’s page once you have logged in. The **Join Group** menu item and the **CREATE PAGE** options are marked using yellow boxes.

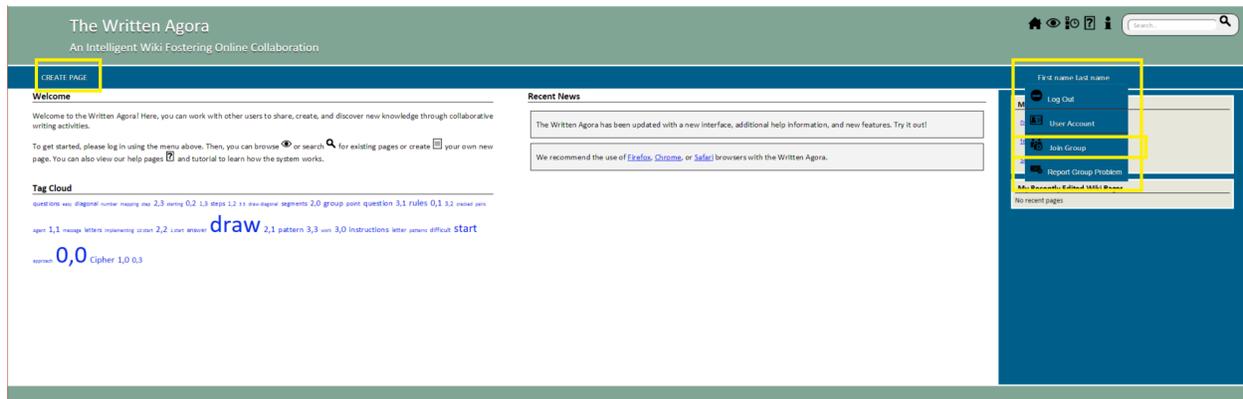


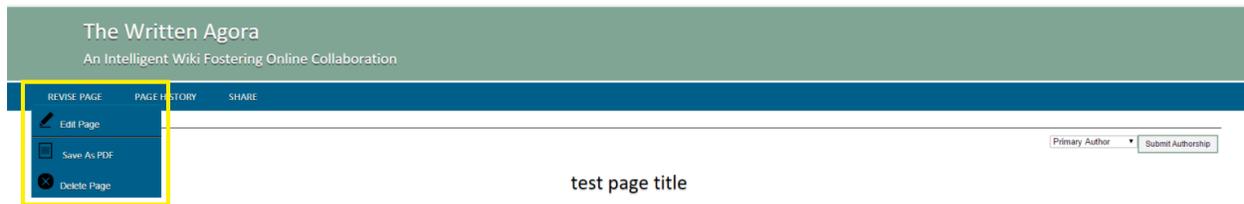
Figure 1 Screenshot highlighting the Join Group and Create Page options

## 1.3 ADDING AND REVISING WIKI CONTENT

1. If you are not at your wiki page, you can use the browse button to find your page as previously discussed.
2. **Potential Pitfall:** Make sure you are logged in (your name appears instead of **ACCOUNTS** before you try to edit you page).

3. While you are at your wiki page, hover your mouse over **REVISE PAGE** on the left-hand side of the toolbar and then click on the **Edit Page** item. This will bring up an interface with title and content boxes. Simply type your responses into the content box and press **Submit** when you are done.
4. **Note:** Each time you edit the wiki page, a new revision is added to the **PAGE HISTORY** option. As a result, content is never permanently deleted, so don't worry about revising what your group members have written.

Figure 2 shows the **REVISE PAGE** menu expanded for a wiki page that you (and other members of the team) have access to.



*Figure 2 Screenshot of the REVISE PAGE menu in a wiki page created by the team*