

Wiki FAQs

Here are some of the most Frequently Asked Questions (FAQs) about the Queen's Wiki. Click on a question to view the answer. If you have a question that is not answered here, please [contact the IT Support Centre](#)

This is a known issue for any user that has never accessed the Queen's Wiki (see Error of "No matches found" in Wiki Known Issues).

To resolve the issue, please have the new user activate their Wiki account by signing in at <https://wiki.queensu.ca> using their NetID and password.

After they have signed in successfully, they will then be searchable within the Wiki user directory and can be added to spaces.

Queen's faculty, staff and students can log-in to the Wiki using their Queen's NetID. The 'Log in' link is located at the top right of every Wiki page. If you see your profile picture/icon instead, you're already logged in.

Requests for external user account(s) can be made on a space-by-space basis **by contacting the IT Support Centre.**

You may request an wiki account for an external user by contacting the IT Support Centre.

Queen's full-time faculty and staff may request a **group wiki space** by completing the [Wiki Space Request Form](#), with the following information:

1. The desired Wiki space name.
2. Your department and group name.
3. The name of the person who will be the owner of the space.
4. The name of the person who will be the space administrator.

Yes, any user with a Queen's NetID may create a personal space. After logging in to the Queen's wiki, select the drop-down menu associated with your profile picture/icon (top right of screen) and select 'Add Personal Space'.

For more information, refer to [Setting Up your Personal Space](#).

Only Wiki Administrators (ITS) have the ability to edit the Anonymous permission. If you would like to make your space public, contact the IT Support Centre.

Every course at Queen's has an LDAP group associated with it. The LDAP group contains all the students registered for the course. The group is updated nightly.

Here's a break-down of the different parts that make up the LDAP group name:

Subject_CatalogueNumber_ClassSection_Term_Ancillary

Here's an example of how the name of a course's LDAP group is made:

Course: BIOL 102, section 001, summer session

LDAP group name: BIOL_102_001_5_6W1

where:

BIOL = Subject

102 = Catalogue Number

001 = Class Section

5 = Term (Winter = 1; Summer = 5; Fall = 9)

6W1 = The last part of the LDAP group name varies. It can safely be ignored.

To add a course (LDAP) group, to your Wiki space

- Go to your space and choose **Space Tools > Permissions** on the sidebar.
- Choose **Edit Permissions**.

The 'Edit Space Permissions' page is divided into the following sections:

- Groups – a list of groups which already have permissions to access the site.
- Individual Users – a list of users who already have permissions to access the site.
- Anonymous Access – the space permissions granted to all anonymous users of the site.

To search for the course (LDAP group):

- In the Groups section, select **Edit Permissions**
- Choose the  icon.

- The **Group Search** window opens. Enter all or part of the course name (e.g. BIOL_102). You can use an asterisk '*' as a wild card.
- Check the boxes to select the required course(s).
- Choose **Select Groups**. The course name(s) will appear in the text box in the 'Groups' section.
- Choose **Add**.
- Set the permissions you'd like, and click **Save All** at the bottom of the screen.

You can 'watch' a page, blog post or space. You will receive a notification by email whenever anyone adds or updates content on that page or space. You can also subscribe to daily email reports and other notifications of various updates, as described below.

You can subscribe to the following email summary reports:

- A daily report of updates to all spaces that you have permission to view.
- An immediate report of all blog posts added or changed, in all spaces that you have permission to view.
- An immediate report of all updates made by the people you are following, in all spaces that you have permission to view.
- An immediate report when someone follows you.
- A daily or weekly report of recommended updates, in all spaces that you have permission to view.

To edit your email notification settings:

1. Choose **your profile picture** at top right of the screen, then choose **Settings**.
2. Click **Email** in the left-hand panel.
3. Click **Edit**.

Email Settings

- Autowatch
Pages and blog posts that you create, edit or comment on will automatically be watched for future changes.
- Subscribe to daily updates
You will receive a daily email report summarising all changes that you have permission to view.
- Subscribe to all blog posts
You will receive an email when any blog post is added, even if it is in a space you aren't watching. You won't receive emails for comments on those blog posts, or changes to them.
- Subscribe to network
You will receive an email when anyone you are following adds or changes content. This includes status updates.
- Subscribe to new follower notifications
You will receive an email when anyone chooses to follow you.
- Notify on my actions
You will receive notifications for changes you make, in addition to other people's changes.
- Show changed content
Check this option to see changes made in Edit notification emails.
- Subscribe to recommended updates
You will receive an email with recommended items based on comments and likes

For additional information, please visit on [Subscribing to Email Notifications](#) in Confluence Documentation.