Now that Confluence has been widely embraced within CUL as a tool for storing, sharing, organizing, and communicating our activities, it may be worth thinking about what steps can be taken to improve its utility as a current awareness tool for everyone.

The "Recently Updated" area of the Confluence dashboard provides an overview of new postings, and can serve as a way to keep up with activities around campus. By default, it monitors wikis from across Cornell's Confluence universe, so it includes wikis that have nothing to do with the library. You can control the number of updates that appear by clicking on the 'green +' and '-‘ icons in the upper right corner of the recently updated area, and you can control for which wikis updates are displayed by setting up your own list of favorites, or by taking advantage of the "Team" feature.

Confluence provides a way to label wikis by subject or organizational unit called "Teams." The dashboard can be configured to focus on a single team, allowing both the list of wiki spaces, and the recent updates, to be filtered by a specific area of interest. To limit your dashboard to just the library team, click on the "Team" tab of the Spaces section of the Dashboard and select "library" from the drop down menu labeled "View Spaces for Team:" You also have the option to add non-team wikis to your favorites list and monitor these by clicking on the "My" space tab instead of the "Team" tab.

Two things need to happen in order to maximize the utility of the team labeling feature. Right now, only about a third of all CUL-related Confluence wikis that are visible to the average staff member have had the library team label applied.

A) Confluence space administrators need to apply the appropriate label to their wikis

To add your space to the "library" Team, follow these steps:

1) Browse your space. Note: The location of the "Browse Space" (or just "Space") link varies depending on which theme is in use.
2) Click on the Space Admin tab or link
3) Click on the Edit Space Labels link.
4) Click on the "library" link under "Add Team Label" in the Team Labels section on the right.

As you request new spaces, please make sure they are added to the "library" team as well.

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B) Wikis need to be governed by the appropriate level of access control for viewing

When Confluence was first set up, there was no way to restrict viewing access only to staff in CUL. Thus a lot of wikis were set up restricted only to their immediate users, in order to prevent them from being too broadly accessible. That changed about six months ago with the ability to apply the "permit-library" group to Confluence.

Permit-Library allows Confluence contents to be restricted to just members of the CUL staff. It can be applied to all contents in a wiki space, or just certain pages. It can be applied to viewing or editing permissions. Note that wikis that authorize only a small group to view them will be invisible to anyone outside that group, regardless of whether they have had the library team label applied to them.

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To open up your Confluence wikis, or portions of them, to all CUL staff, add the group "Permit-Library" to your permissions:

1) Browse your space. Note: The location of the "Browse Space" (or just "Space") link varies depending on which theme is in use.
2) Click on the Space Admin tab or link
3) Click on the Permissions link (under Security)
4) In the Groups section, click on the "Edit Permissions" button
5) Still in the Groups section, type "permit-library" in the box labeled "Grant permission to" and then click on the "Add" button.
6) Note: the hyphen is required.
7) Adjust the permissions for "permit-library" to fit your preferences by clicking on the appropriate check boxes in the groups permission section.

As you request new spaces, please make sure to add "permit-library" permissions if you want CUL staff to be able to see the existence of the wiki, and monitor updates, via the Confluence dashboard.