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▼ Click here to expand...

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DOCUMENTATION NAVIGATION

Also see:

- New User Instructions - view only
- New User Instructions - Student and Visitor

Question 1

What is a structure of the Policy space?

Policy Confluence space is built around the original policy structure with added navigation and search features.

Navigation for the Policy page, Section its in, and the entire Policy Catalog is located on top of each page and collapsed by default.

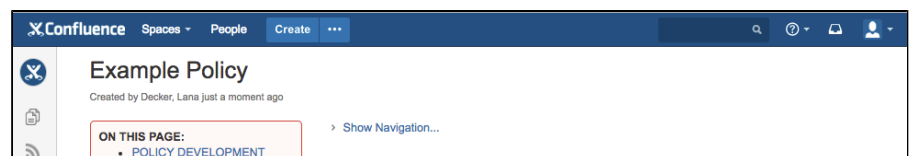
You can expand navigation pages by clicking??>??Show Navigation...

Admin and KB pages have slightly different layout, but all pages in IE space have 3 navigation sections:

1. On this page
2. In this Section
3. Documentation Navigation

▼ Show Examples...

Collapsed Example:



Expanded Admin Example:

Example Policy

Created by Decker, Lana just a moment ago

ON THIS PAGE:

- POLICY DEVELOPMENT
- PROCEDURES FOR IMPLEMENTATION AND REVIEW

▼ Show Navigation...

IN THIS SECTION

Home: Institutional Effectiveness

Section: ADMINISTRATION Pages

Documents:

> Click here to expand...

DOCUMENTATION NAVIGATION

- Academics
- Auxiliary
- Board of Trustees
- CAAS
- Communication

Expanded Policy Example:

Academic Disability Accommodations

Created by Decker, Lana, last modified on Jun 25, 2018

▼ Show Navigation...

IN THIS SECTION

Home: Institutional Effectiveness

Section: Academics

Documents:

- Academic Disability Accommodations
- Developmental Courses
- Policies Under Administration - Academics

ON THIS PAGE:

- POLICY DEVELOPMENT
- PROCEDURES FOR IMPLEMENTATION AND REVIEW

DOCUMENTATION NAVIGATION

- Academics
- Auxiliary
- Board of Trustees
- CAAS
- Communication
- Development
- Finance
- Financial Aid
- Grad School
- IT
- Libraries
- LUO
- LUPD
- Marketing
- Provost
- RO
- School of Communication and Creative Arts
- School of Law
- Schools
- Student Affairs

Question 2

What is a structure of a Policy page?

Page Navigation:

Default Confluence Options:

- Blue **Confluence Bar** is used to navigate between spaces, search, and create new pages within a space.
- **Pages / ... / Section_Name** navigation links show you shortcuts to home page (all pages), Parent page, as well as provide you options to? Edit, Favorite, Share and Action Menu access
- **Collapsible Sidebar** (gray vertical bar in picture on the left) can be shown by dragging border of the bar to the right (show more) or left (show less / collapse)

Additional features at the bottom of the page:

- **Like** feature allows you to "like" the page (and get notifications when its being updated)
- **Label** feature is used to search of content (similar to key words)

- Comment feature can be used to?@ mention someone. (they will get the email with your comment)

Custom IE options:?

- [Show Navigation...](#) add another layer of "at your fingertips" content display / navigation. It has
 - On this page (red)
 - In this Section (blue)
 - whole Documentation tree view sections (green)

Page Body

Policy consists of 2 viewable sections:

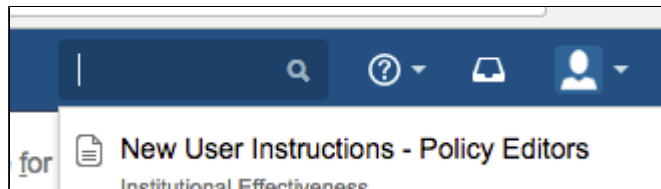
- Policy Development and
- Procedures for implementation and review

Question 3

How do I search for a Policy?

Search by Page Name

- If you know the name of the page you are looking for, you can use Search feature at the top of the page:



- By default, you will see list of recently viewed pages as well as link to see More recently viewed pages.
- If Confluence search returns no matches in full, it will search for partial matches in the name of the page, then label, then content of each individual page.

Search by Label

Confluence offers search by label option located on [Institutional Effectiveness Documentation](#) page:

All Labels (Key Words):

- ro
- financial_aid
- provost
- libraries
- grad_school
- it
- auxiliary
- lu
- caas
- student_affairs
- communication
- schools
- academics
- employee
- change_forms
- current
- marketing
- school_of_law
- admission
- application
- board_of_trustees
- finance
- school_of_communication_and_creative_arts
- theme-press-layout
- theme-press-tour
- transcript
- gpa
- bowhunting
- broken_enrollment

MORE INFORMATION

Find by phrase or keywords:

Find by Label:

25live academic_honesty academics access accommodations admission advertisement aid alternative_convocation appeal application auxiliary board_of_trustees borrowing_services bowhunting broken_enrollment bulletin_board caas campus change_forms circulation classroom code_of_conduct college collegenet communication community_boards complaints conditional_enrollment courses development disability discrimination ethnic evaluation event facebook finance **financial_aid** flyers ged gpa grad_school grant grievance group_study_room handbook harassment high_school homeschool honor_code hunting ill instagram interlibrary_loan international_study it learning_commons liberty_way libraries licensing lu lupd marketing non-degree official_transcript permission personal_conduct plagiarism policy posters preliminary_transcript procedures **provost** racial re-apply recommendation reference requirements research research_assistance reservation resident resource_sharing **ro** scholarship school_of_communication_and_creative_arts school_of_law schools security services social_media software special_student student_affairs study_abroad title_vii transcript tuition twitter

- Note that only most popular, not all, labels are shown in each list.?
- You can use Search bar to find a less popular Label

Read Atlassian Documentation?on how to use more advanced search options.

Question 4

How do I save / print a copy of a Policy?

Detailed? step by step instructions on Printing a copy of the Policy can be found on?Printing instructions page.

- For better result, please make sure to export your policy page in PDF format before printing a physical copy of it or sending it over as an attachment.?

Question 5

**How do I request changes to a Policy?
How do I submit a typo / error report?**

good question!!! - need an answer

Question 6

1. If you cant find a Policy, please make sure the name of the policy or the name of the page where policy is located is correct - and you have permissions to access it.

I cant find a Policy Im looking for, why? How do I fix it?

2. If you are unable to view the policy that exists, please check with Policy Administrator to make sure you have permissions to view it and with your Confluence administrator to verify that your permissions were set correctly.

Question 7

I found a policy, but I cant see it, why? How do I fix it?

If you are unable to view the policy that you can see listed in Documentation tree, this is most likely due to mismatched permissions configured for your user.

Please check with Policy Administrator to make sure you have permissions to view it and with your Confluence administrator to verify that your permissions were set correctly.