

# **The ADC Admin Wiki: Development, Functionality and Lessons Learned**

University of California  
San Francisco



Department of Neurology  
Memory and Aging Center

Caroline Prioleau Latham  
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# Select the Right Tool

- Websites and blogs
  - Can have strong visual presentation
  - Webmaster controls the content
  - Can be interactive
- Wikis
  - Great for best practices, project management, notes
  - Users maintain the content using wiki markup
- Social media
  - Interactive
    - Commenting, “liking,” conversations, asking questions, sharing
- Forums (Q&A)

# Wikis

- Software packages
  - MediaWiki
    - free, open source, most popular, Wikipedia
  - Confluence
    - academic pricing, open source, rich interface, easy interface with MS Office, groups
  - TikiWiki
    - free, open source
- User types
  - Users (create, edit content)
  - Administrators (create accounts, delete/undelete pages, protect pages, edit interface)
  - Bureaucrats (edit user rights)

# The ADC Administrators' Manual

- Wanted an inexpensive way to share best practices, samples of past work and helpful tools and tips
- Wanted users to be able to update as needed
- Wanted a training resource for new administrators (institutional memory)

# Information Architecture

Decided to cluster content into 4 main “buckets”

1. Overview / Orientation
2. Cool Tools & More
3. Grant & Fiscal Management
4. Helpful Links, Minutes & Calendars

## ADC Administrator's Manual

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# Main Page

## ADC Administrator's Manual

*A Collaborative Online Manual and Resource for  
NIA-funded Alzheimer's Disease Centers (ADC)*

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### search


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### Overview/Orientation

- [ADC](#)
- [ADC Newsletters \(please update your urls\)](#) 
- [ADC Sites](#)
- [ADC Personnel Directory](#) 
  - [ADC Directory Update Form](#)
- [ADC Steering Committees \(PDF\)](#) 
- [Alzheimer's Disease Education and Referral \(ADEAR\)](#)
- [Admin Experts](#)
- [Community Partners](#)
- [Glossary](#)
- [Legislative Information](#)
- [National Alzheimer's Coordinating Center \(NACC\)](#)
- [NACC Contact List](#)
- [Publications](#)



### Cool Tools & More

- [Advisory Meetings](#)
- [Forms & Templates](#)
- [Logos and Images](#)
- [Meeting Management Tools](#)
- [RFAs AG-03-006, AG-04-011, AG-05-010, AG-09-001](#)
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### Grant & Fiscal Management

- [Help with Grant Applications, NIH notices](#)
- [Progress Reports](#)
- [Pilots](#)
- [Clinical Trials](#)
- [New Topics or Suggestions for Grant & Fiscal Management](#)

### Helpful Links, Minutes & Calendars

- [ADC Annual Administrators' Meeting Agenda & Minutes](#)
- [ADC Biospecimen Best Practice Guidelines](#) 
- [ADC Collaborations & Initiatives](#)
- [ADC Genetic & Neuroimaging Databank Repositories](#)
- [ADC Meetings & Related Events Calendar](#)
- [ADC Progress Reports Guidelines](#) 
- [NACC Calendars](#)
- [NIH Sites for ADC Administrators](#)
- [Neurology: Professional Resources](#)
- [Professional Societies](#)

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## Main Page

### FTLD California Consortium

*A consortium between UCSF, UCLA, UCSD and UC Davis to assess the reliability and validity of new diagnostic criteria for frontotemporal lobar degeneration (FTLD)*



#### Tools

- [UCSF Modules](#)
- [Unfinished Modules](#)
- [Caregiver Interview](#)
- [Neurological Exam](#)


#### Resources

- [Consortium Participants](#)
- [Participant Instructions](#)
- [FTD Criteria](#)
- [FTD Criteria \(PDF\)](#)
- [UCSF Neuropsych Tests](#)
- [Meetings](#)

#### Technical Help

- [Notification of changes](#)
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Click [here](#) to leave feedback or request features

This site is best viewed with [Firefox](#) 

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Consortium for Frontotemporal Dementia Research

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    - [Research in Progress June 2010](#)
    - [UCSF/Gladstone/UCLA FTD Update November 2009](#)

### Administrative

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- [Application Process](#)
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- [Internal Advisors' Wiki](#) 

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Memory and Aging Center

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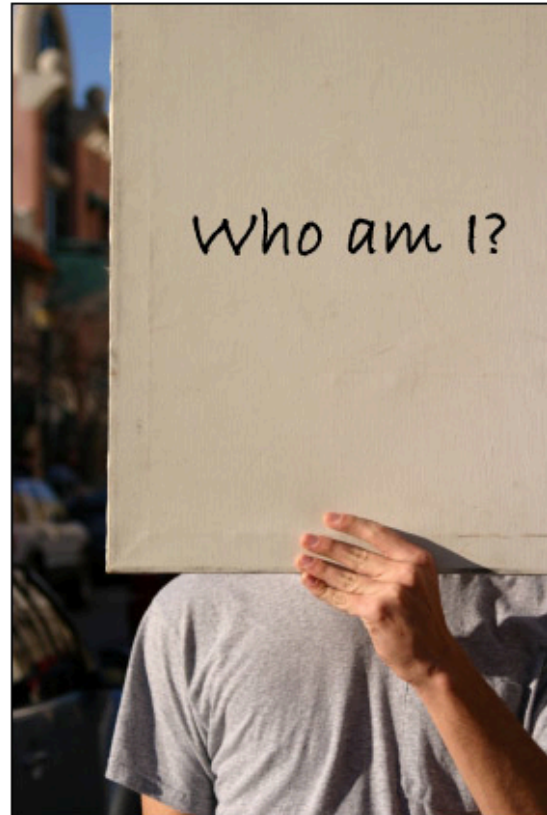
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## Main Page



***An Initiative to Define What is "Self"  
and the Best Tools to Study it***

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This site is best viewed with [Firefox](#) 

# Building the Site

- Each content area had a designated curator
- Regular conference calls kept the content collection on track and allowed for questions

# STRUCTURE

# Categories

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## Category:Grant & Fiscal Management

These pages provide information on grants and fiscal management. Please note that these pages do not provide *official* NIH advice. If you have specific questions, please contact you NIH liaisons.



**Please copy and paste the following into the end of your article to include it in this category:** `[[Category:Grant & Fiscal Management]]`

## Pages in category "Grant & Fiscal Management"

There are 12 pages in this category.

### A

- [ADCC](#)
- [ADCS](#)
- [ADRC](#)

### C

- [Clinical Trials](#)

### H

- [Help with grant applications, NIH notices](#)

### N

- [NIH Notices](#)
- [New Topics or Suggestions for Grant & Fiscal Management](#)

### P

- [Pilot Project Administration Templates](#)
- [Pilots](#)

### P cont.

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- [Progress Reports](#)

### S

- [Supplements](#)

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## NIH Notices

### November 2009

[edit]

- [Restructured Application Forms and Instructions for Application Due Dates on or after January 25, 2010](#)
- [Dr. Alan Willard discusses major changes to applications for due dates on or after January 25, 2010. The changes discussed in the video will be incorporated into regular practices.](#)
- [Enhancing Peer Review at NIH, Training and Communications Resources](#)

### March 2009

[edit]

[NOT-AG-09-004: Notice of Correction to Table of Contents on RFA-AG-10-001 and RFA-AG-10-002](#)

- [National Institute on Aging](#)

Category: [Grant & Fiscal Management](#)

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## ADC Wiki Call 05-21-2009

### Contents [\[hide\]](#)

- 1 [Attendance](#)
- 2 [Conference Call Instructions](#)
- 3 [Agenda Items / Notes](#)
  - 3.1 [Questions & Comments](#)
  - 3.2 [Future Directions](#)
  - 3.3 [Strategies to increase usage and grow the community of users](#)

## Attendance

[\[edit\]](#)

X	UCSF: Rosalie Gearhart	NACC: Miki Meahan	NACC: Mary Jacka	UCD: Jayne LaGrande
	UCSD: Mary Sundsmo	Michigan: Courtney Kennedy	USC: Elena Taylor-Munoz	MASS: Liang Yap
X	UCSF: Caroline Latham	NIA: Nina Silverberg	UPitt: Leslie Dunn	Mayo: Dana Swenson-Dravis
X	BU: Beverly Young	USF: Jessica Banko	MSSM: Melissa Rushing	X UCLA: Susan Arick

## Conference Call Instructions

[\[edit\]](#)

- Dial in: 1-866-434-7668
- Passcode: 7579636

## Agenda Items / Notes

[\[edit\]](#)

*Thank you all for your contributions and support!*

## Questions & Comments

[\[edit\]](#)

- Password problems from time to time - check with NACC

## Future Directions

[\[edit\]](#)

- Add notes to the wiki whenever you having to learn something

# Help

## ADC Administrator's Manual

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## Category:Help

### Where to ask questions or make comments

You can find the answers to many of your questions at the following places:

#### Finding information

[\[edit\]](#)

- **Search** — for many questions it's fastest and easiest to use the search box.  
e.g. To find the UCSF ADC profile, type *UCSF ADC* in the box on the left and click *Search*.

#### Asking questions or making comments

[\[edit\]](#)

- Each article has a **Talk page** — click on the **article's discussion** link at the top of the page — for questions or discussions about the article.
- [Introductory Information and Wikitext Cheat Sheet](#) (PDF)
- [Help:Wiki training](#) (online)

#### How to use the ADC Administrators' Manual [\[edit\]](#)

- **Help** — information about using the wiki.  
e.g. "*How do I add an image to an article?*"
- Add content by [editing](#) pages

#### Important notes:

- Please write all inquiries to the relevant talk page.
- *Please do not post your question on this page.*

## Pages in category "Help"

There are 23 pages in this category.

### C

- [Help:Categories](#)
- [Help:Creating PDFs](#)

### M

- [Help:Managing files](#)
- [Help:Moving a page](#)

### S cont.

- [Help:Special pages](#)
- [Help:Starting a new page](#)

**TOOLS**

## Search results

For more information about searching ADC Administrator's Manual, see [Help](#).

Search in namespaces:

- ☒ (Main) ☐ Talk ☐ User ☐ User talk ☐ ADC Administrator's Manual ☐ ADC Administrator's Manual talk ☐ Image ☐ Image talk ☐ MediaWiki ☐ MediaWiki talk ☐ Template ☐ Template talk ☐ Help ☐ Help talk ☐ Category ☐ Category talk ☐ List redirects

Search for

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## File list

Show  items per page

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▲ Date	Name	User	Size	Description
14:40, July 11, 2011	<a href="#">UCLA_2011.pdf</a> (file)	Erobi	128 KB	
14:40, July 11, 2011	<a href="#">UCSF_Fall2010.pdf</a> (file)	Erobi	201 KB	
14:39, July 11, 2011	<a href="#">Toronto_Spring2010.pdf</a> (file)	Erobi	60 KB	
14:23, July 11, 2011	<a href="#">Spring2011_LA_site_visit_agenda.pdf</a> (file)	Erobi	130 KB	(University of California, Los Angeles - Spring 2011)
13:48, May 5, 2011	<a href="#">Directory-form.pdf</a> (file)	Erobi	135 KB	
06:09, April 1, 2011	<a href="#">Final_agendas_-_Spring_ADC_Meeting_2011.pdf</a> (file)	Lyap	337 KB	
12:46, March 31, 2011	<a href="#">Spring2011_ADC_prelim_agendas.pdf</a> (file)	Lyap	257 KB	
17:49, April 13, 2010	<a href="#">Submission_and_citation_flow_chart.jpg</a> (file)	Clatham	213 KB	
06:37, April 2, 2010	<a href="#">Toronto_ADC_Meeting_FINAL_Agendas.pdf</a> (file)	Lyap	119 KB	
11:49, February 3, 2010	<a href="#">Admin_Meeting_Prelim_Agenta_Corrected.pdf</a> (file)	Lyap	70 KB	
11:48, February 3, 2010	<a href="#">Admin_meeting_prelim_agenda_corrected.pdf</a> (file)	Lyap	70 KB	
11:42, February 3, 2010	<a href="#">Admin_Meeting_Prelim_Agenda_Corrected.pdf</a> (file)	Lyap	70 KB	
14:46, November 17, 2009	<a href="#">Bethesda_F2007.pdf</a> (file)	Connorm	9 KB	
14:26, November 17, 2009	<a href="#">UCSF_S2004.pdf</a> (file)	Connorm	57 KB	
14:19, November 17, 2009	<a href="#">Boston_S2007.pdf</a> (file)	Connorm	96 KB	
14:17, November 17, 2009	<a href="#">UCSD_S2006.pdf</a> (file)	Connorm	32 KB	
14:16, November 17, 2009	<a href="#">Rush_F2006.pdf</a> (file)	Connorm	28 KB	
14:05, November 17, 2009	<a href="#">Chicago_2008.pdf</a> (file)	Connorm	86 KB	
14:05, November 17, 2009	<a href="#">Utah_2008.pdf</a> (file)	Connorm	46 KB	
14:05, November 17, 2009	<a href="#">UW_2009.pdf</a> (file)	Connorm	236 KB	
14:00, November 17, 2009	<a href="#">JHU_2009.pdf</a> (file)	Connorm	40 KB	
13:23, October 19, 2009	<a href="#">Notes_from_Administrators.doc</a> (file)	Rgearhart	51 KB	
16:04, July 29, 2009	<a href="#">Img072.jpg</a> (file)	Connorm	465 KB	(Spring 2001 ADC Meeting - Philadelphia)
16:04, July 29, 2009	<a href="#">Img071.jpg</a> (file)	Connorm	288 KB	(Spring 2001 ADC Meeting - Philadelphia)

## Edit watchlist

(for Clatham)

[View relevant changes](#) | [View and edit watchlist](#) | [Edit raw watchlist](#)

Your watchlist contains 137 titles, excluding talk pages.

Remove titles from watchlist

Titles on your watchlist are shown below. To remove a title, check the box next to it, and click Remove Titles. You can also [edit the raw list](#).

### (Main)

- ☐ [ADC](#) ([Talk](#) | [History](#))
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- ☐ [ADC Admin Ad-Hoc Meeting Minutes](#) ([Talk](#) | [History](#))
- ☐ [ADC Annual Administrators' Meeting Agenda & Minutes](#) ([Talk](#) | [History](#))
- ☐ [ADC Collaborations & Initiatives](#) ([Talk](#) | [History](#))
- ☐ [ADC Genetic & Neuroimaging Databank Repositories](#) ([Talk](#) | [History](#))
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## E-mail

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Your e-mail address was authenticated on 14:31, December 18, 2008.

- ☒ E-mail me when a page I'm watching is changed
- ☒ E-mail me when my user talk page is changed
- ☒ E-mail me also for minor edits of pages
- ☒ Enable e-mail from other users
- ☐ Send me copies of emails I send to other users

Save

Reset

**Note:** After saving, you may have to bypass your browser's cache to see the changes. **Mozilla / Firefox / Safari:** hold down *Shift* while clicking *Reload*, or press *Ctrl-Shift-R* (*Cmd-Shift-R* on Apple Mac); **IE:** hold *Ctrl* while clicking *Refresh*, or press *Ctrl-F5*; **Konqueror::** simply click the *Reload* button, or press *F5*; **Opera** users may need to completely clear their cache in *Tools* → *Preferences*.

## Statistics

### ADC Administrator's Manual statistics

There are **301** total pages in the database. This includes "talk" pages, pages about ADC Administrator's Manual, minimal "stub" pages, redirects, and others that probably don't qualify as content pages. Excluding those, there are **58** pages that are probably legitimate content pages.

**176** files have been uploaded.

There have been a total of **9,423** page views, and **1,058** page edits since ADC Administrator's Manual was setup. That comes to **3.51** average edits per page, and **8.91** views per edit.

The [job queue](#)  length is **0**.

### User statistics

There are **55** registered [users](#), of which **2** (or **3.64%**) have **Sysops** rights.

### Most viewed pages

- [Main Page](#) (4,971)
- [ADC Annual Administrators' Meeting Agenda & Minutes](#) (163)
- [Category:Help](#) (153)
- [Advisory Meetings](#) (121)
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# ADC Admin Site Maintenance

- Not a lot of changes on a regular basis
  - Geographically dispersed users
    - Users not seeing it modeled in their daily tasks
  - A local champion helps to change habits
- Flurry of updates around meeting time
  - Mission driven use

# Lessons Learned

- Useful place to store best practices, historical record, contact info, template files, etc.
- Intranet needs to fill a need to drive use
- A champion or curator who updates and adds content helps to increase adoption
- A rich text editor can be more approachable
- Empowers users as content masters
- Consider having a “highlights” page that everyone watches and get notification of changes

# Discussion Questions

- What problem are you trying to solve?
- What do you want to share?
  - Best practices, ideas, contact information, interactivity
- Who do you want to share it with?
  - Private group, the world, inter-institutional
- What resources do you have?
  - Financial, informational, technical, design
- What are your privacy and security concerns?
  - Local installation, hosted environment
- Do you need “classroom” tools?
  - Testing, grading, teaching
- Do multiple people need to edit at the same time?

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Department of Neurology  
Memory and Aging Center