How to Guide: Installing *Write It Again*

Write It Again is a learning module designed and developed as a website. This OER module will help students learn how to effectively utilize the ideas and information from authors of online or print materials in college assignments requiring research. The skills students learn through this OER will help them avoid unintentional plagiarism by showing them how to correctly include material written by someone else into their own work.

This **How to Guide** provides instructions for installing an instance of *Write It Again* for your school or institution. By installing an instance of *Write It Again* at your school or institution you will have the opportunity to customize articles, activities, and the like

Please note that some of the steps might be different based on how your I.T department has set up your hosting space.

Before You Install:

Server-Side Requirements:
- PHP 7.4 or greater
- MySQL 8.0 or greater

Local (computer) requirements:
- Login Account (user id and password) to the server via FTP or shell (This may be provided by your I.T Department)
- FTP Client (Your I.T Department might recommend one)
- Your web browser of choice

Security Requirements:

Based on your institution's server settings, it is recommended that you consult with your I.T department to make sure that your *Write It Again* site is securely hosted. Some recommendations that your I.T department should considered if not already in place are:
- making certain a ssl certificate for a secure connection is available
- htpasswd and htaccess files are set up on the server to protect directories on your server

Step 1: Download and Extract

A) Download and unzip the *Write It Again* package to your computer. You will need to use your FTP client to upload these unzipped files to your server later.

B) After you unzip the package, you will find the following three folders:
   1. private

2. public
3. sessions

Step 2: Create the Database and User

A) Depending on how your I.T department has set up your hosting space, you may already have been given a MySQL Database name and credentials which includes a username and password. If your server has phpMyAdmin installed, then you will need to create a [database](#) and a [user](#). You will need this information for STEP 4.

Step 3: Upload the files

A) Based on your hosting setup provided by your I.T Department, you will need to determine your public and private directory, on your server. First determine the public root directory of your website which is usually identified by a folder named "htdocs" or "public".

> NOTE: Your private directory might be one directory before your "htdocs" or "public" folder. You might need to consult with your I.T department if you don't know where to find your public and private directories.

B) Once you have determined these locations, you are ready to upload the folders needed for the installation. Using your FTP client, move the *Write It Again* unzipped content the following private and public directories:
- Upload all the contents of the public folder (not the folder itself) into your server public folder.
- Upload both the *private* and *sessions* folders (make sure to move the entire folders) into your corresponding private server directory (remember this might be the directory before your public folder).

C) Once all the files have been uploaded, this is the opportunity to secure the *admin* subdirectory folder in your public directory by setting up the [htpasswd and htaccess files](#). You might want to consult with your I.T department on how you can do this.
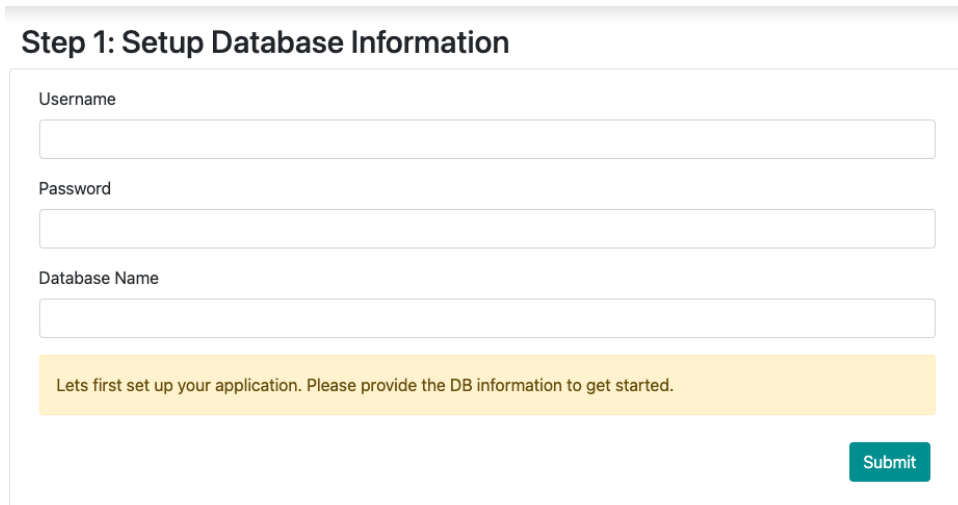
Step 4: Run the Installation Script
Now it's time to run the installation using the script found in your admin path.

A) In a browser of your choice, go to your public root of your website with /setup subdirectory. (ex. If your root is https://myExampleWebsite.ca, then you can get to the setup by https://myExampleWebsite.ca/setup).

B) Using the information from STEP 2, you will be asked to set up the database information for the website. Provide the following:
- Database Username
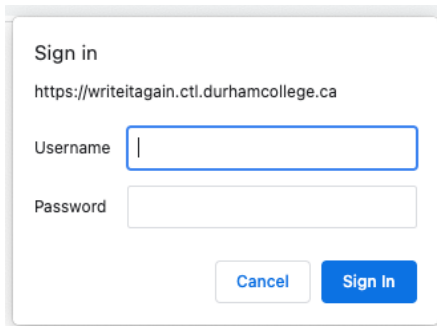- Database Password

- Database Name

C) Click the submit button to continue. If the information you have entered is correct then you will be directed to the next step. If not correct, an error message will appear asking for you to enter the correct information and try submitting again.

D) If you have set up the htpasswd correctly from STEP 3, you will be prompted to enter a username and password to access this *admin* subdirectory.

E) Once authenticated, you will be asked to set up an admin user. This user will be responsible for managing articles and other admin accounts. Provide the following:
- Username
- Password

Then, click the add button to continue.

Step 2: Add Admin

Username

Password
show

Retype Password
show

Password must be at least 10 characters in length & must contain at least 1 number & 1 uppercase & 1 lowercase & 1 special character.

Add

F) If the installation process has successfully completed, an admin login page will be displayed. You can get to this admin login page at any time by going to the root of your website with /admin subdirectory. (ex. If your root is https://myExampleWebsite.ca then you can get to your admin page by https://myExampleWebsite.ca/admin).

Admin Panel

Login

Username

Password
show

Login