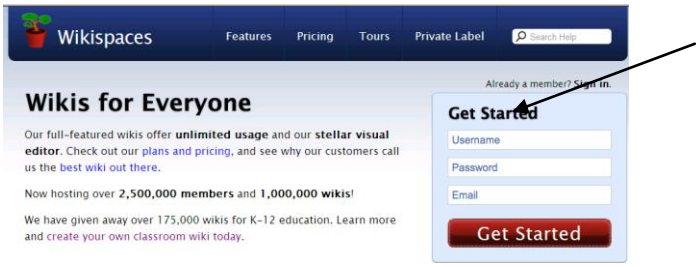
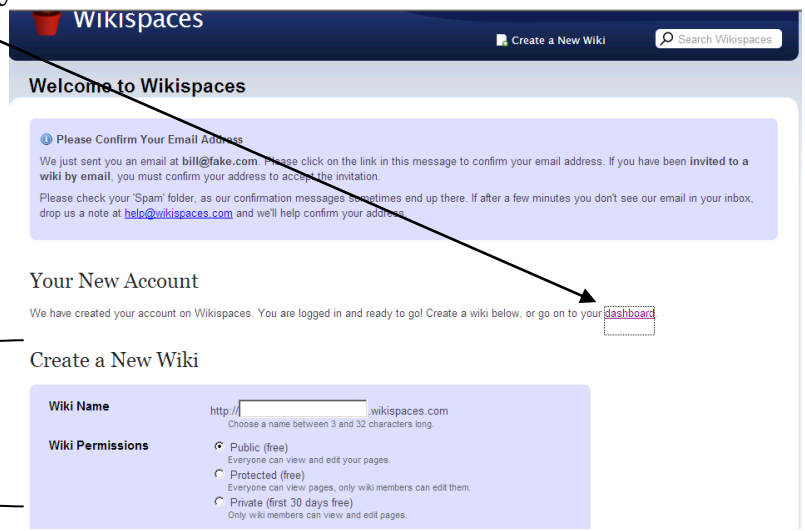
Working with Wikispaces

Create an Account

1. Go to http://www.wikispaces.com/
2. Click in the **Get Started** box on the top right of the page.



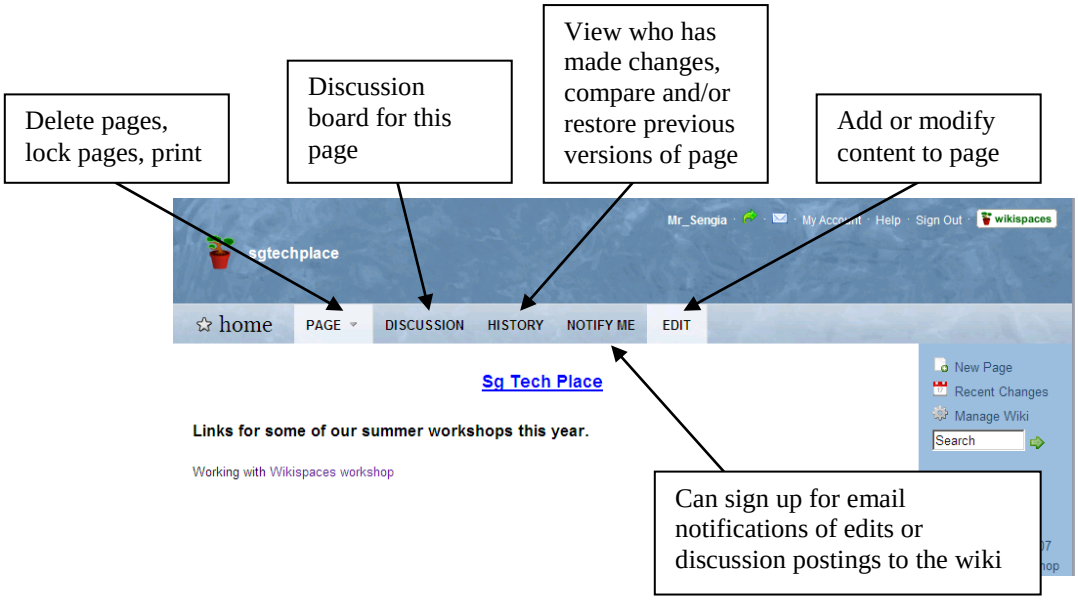
3. Enter a username. Your username will be visible to the students. I use Mr_Sengia for mine.
4. Create a password.
5. Enter your school email address. This is needed in case you forget your password.
6. Click **Get Started**.
7. You should see this screen when your account is made:
8. Click on the link **Dashboard.**



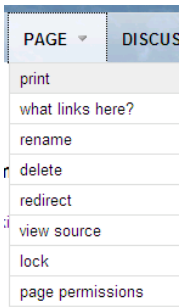
We will create a wiki later. Click on the **dashboard** link for now.

Anatomy of a Wikispace Page

A wiki is made up of pages with several tabs at the top. These tabs are what you click on to do some different functions.

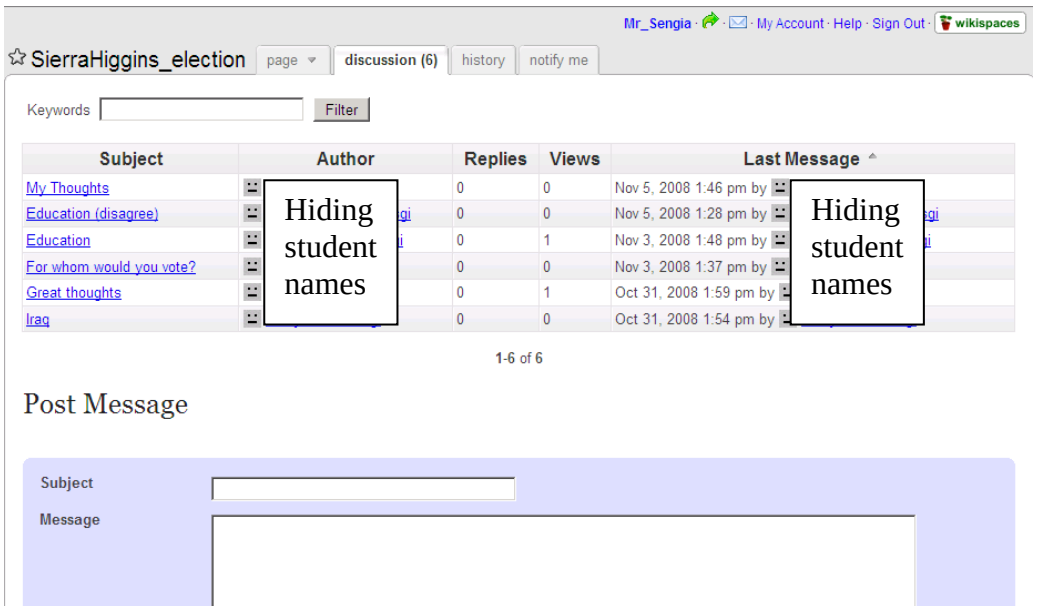


Page



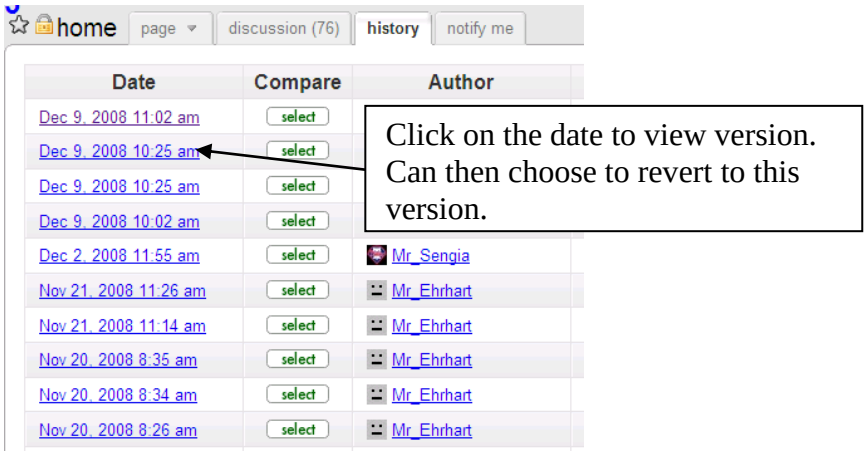
Discussion

Every page has its own discussion forum. This can be used for students to give feedback to each other or to debate / discuss views.



History

This tab allows you to view all of the edits done on a page. You can also compare what one version looks like compared to another, and can restore a previous version. This is handy in case a student "accidentally" messes up somebody else's page.



Notify Me

Be careful of using this one. If you have your class working on a wikispaces assignment, you will be bombarded with email.

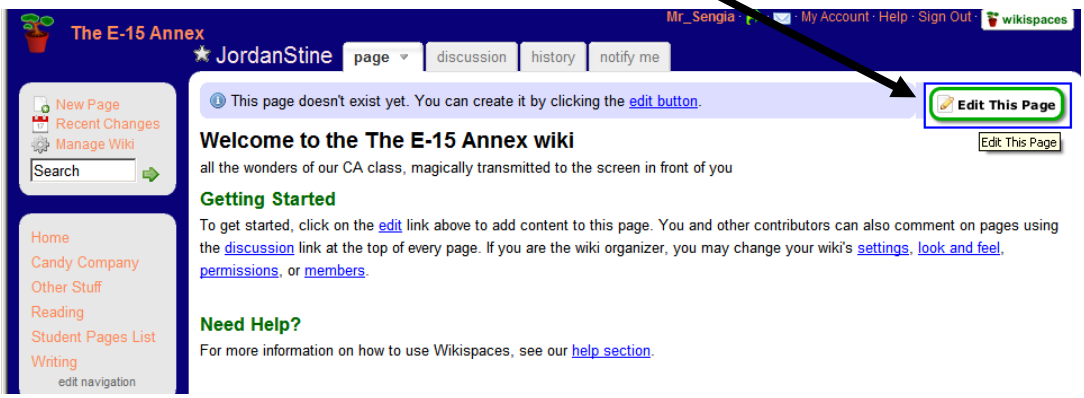
Edit

Clicking this tab allows you to add and modify content. It makes the page "workable". Detailed instructions on editing are on the proceeding pages.

Editing Text

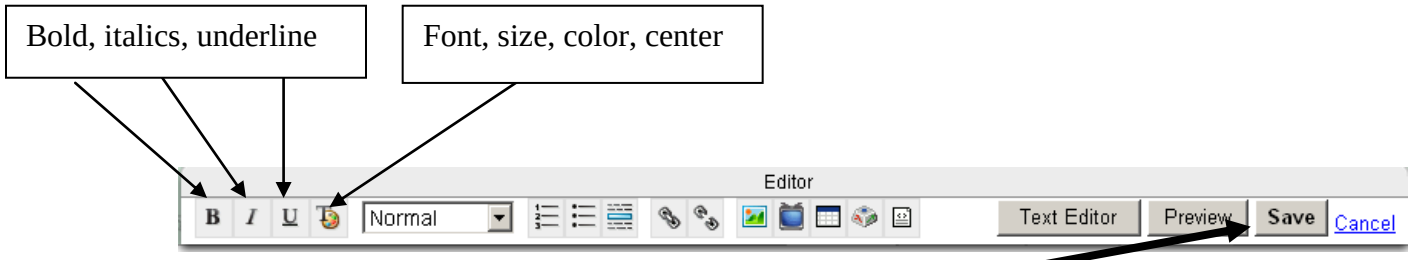
1. Go to the page you want to make changes on.

2. At the top of the page click on **Edit This Page**. (the Edit this Page button might be on the left or right side)



3. Enter text onto the page. (Type in directly <u>or paste in from a Word document.</u> Wikispaces **<u>does not</u>** have spell check)

4. Highlight text and click on the editor for different formatting (bold, color, size).



5. Click on **Save** to keep what you have done. (***do not click Save Draft***)

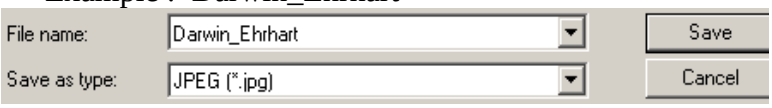
6. <u>Make sure to Save your page every 5 minutes or so</u>. That way if the internet connection goes down you will not lose a lot of work.

7. Do not overdo it with color! People have to be able to read your page.

8. Do not try to Center items too much. Try to keep things on the left margin.

Inserting Images

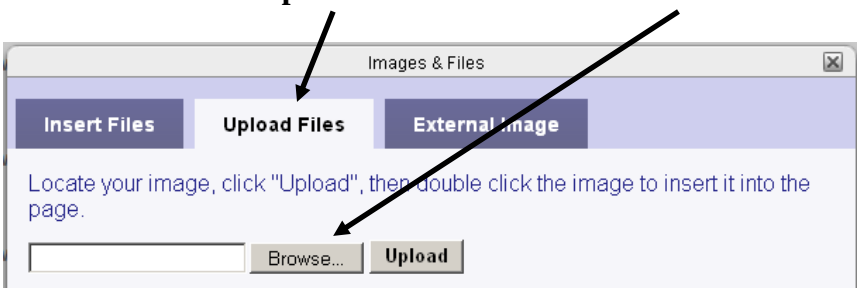
1. Find an image you want to use online.
2. **Right click** on the image.
3. Select **Save Picture As…**
4. Change the file name of the image. Give the image a name followed by **your last name**.
   Example : Darwin_Ehrhart



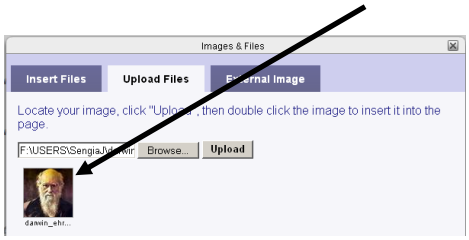
5. Click Save.
6. At the top of your wiki page click on **Edit This Page**.
7. Click on the **Insert Images and Files** Icon.

8. Double check to see if the image you want has already been uploaded by somebody else. If it is already there, double click it and skip to # 13.

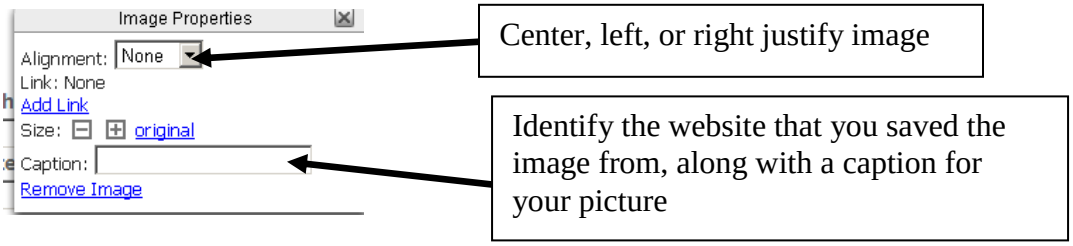
9. Click on the tab **Upload files** and click on the **Browse** button next to Upload



10. Select the image you want to insert and double click on it.
11. Click on **Upload**.
12. Double click the thumbnail of the image to insert it.



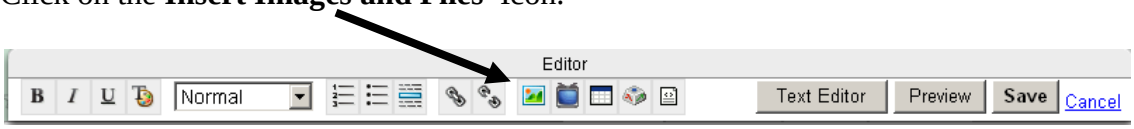
13. The image will appear on your wiki page with an image properties window.



14. To resize the image, click on the image and click and drag on one of the corner boxes.
15. Click **Save** to save your page. (You <u>will not</u> see your caption <u>until you save</u> the page)

Upload Files

1. At the top of your wiki page click on **Edit This Page**.
2. Click on the **Insert Images and Files** Icon.



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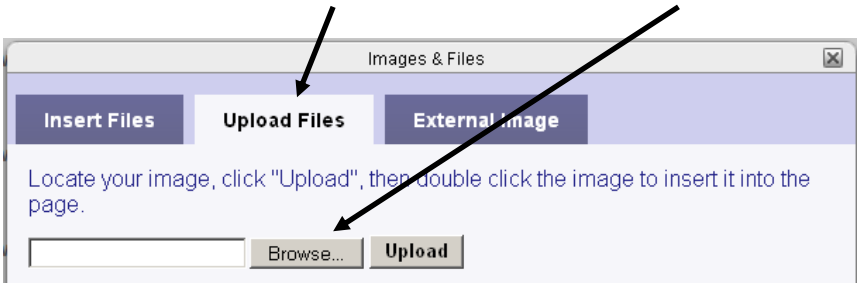
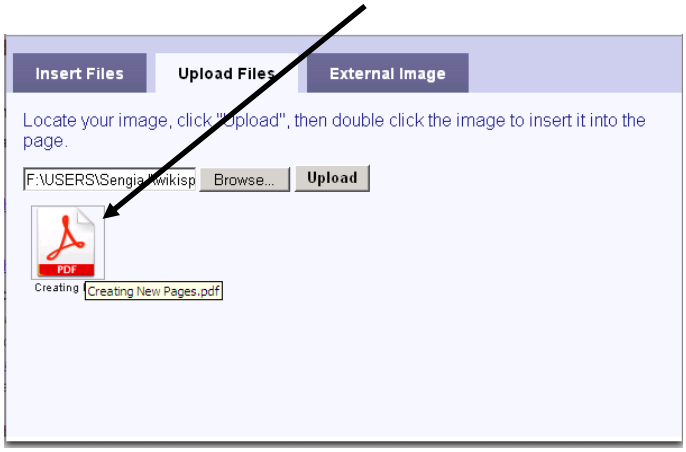


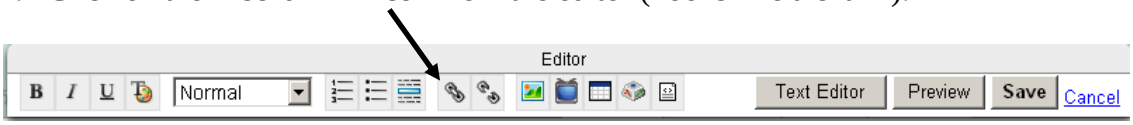
10. Select the file you want to upload and double click on it.
11. Click on **Upload**.
12. Double click the thumbnail of the file to insert it.



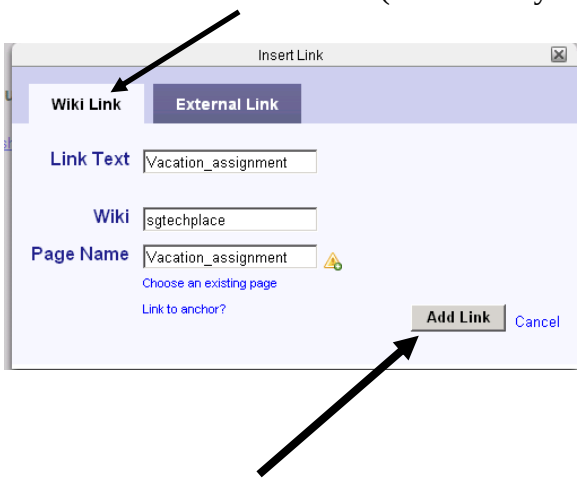
13. Click **Save** to save your page.

Creating New Pages

1. At the top of your page click on **Edit This Page**.
2. Type in the name for the new page.
3. Highlight the name of the new page.
4. Click on the **Insert Link icon** from the editor (looks like a chain).



5. Click on **Wiki Link** . (will already be selected for you)

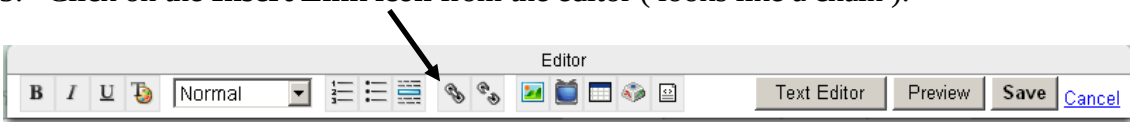


6. Click **Add Link** .

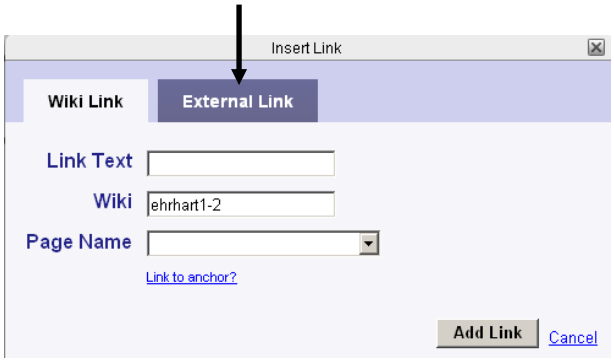
7. Click **Save** to save your page.

Inserting Links

1. Go to the webpage you want to link to and copy the URL (right click → copy)
2. Go to wikispaces. At the top of your page click on **Edit This Page**.
3. Type in the name for the link (this does not have to be the URL !)
4. Highlight the name of the link with the mouse.
5. Click on the **Insert Link icon** from the editor (looks like a chain).

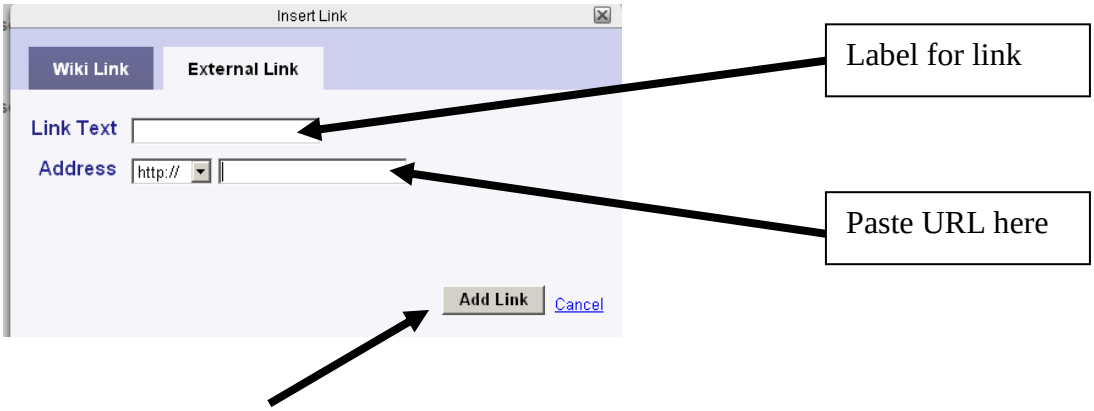


6. Click on **External Link** .



7. Paste in the URL for your link in the box for address.

8. Enter in the label for the link to appear on your page in the box **Link Text.**

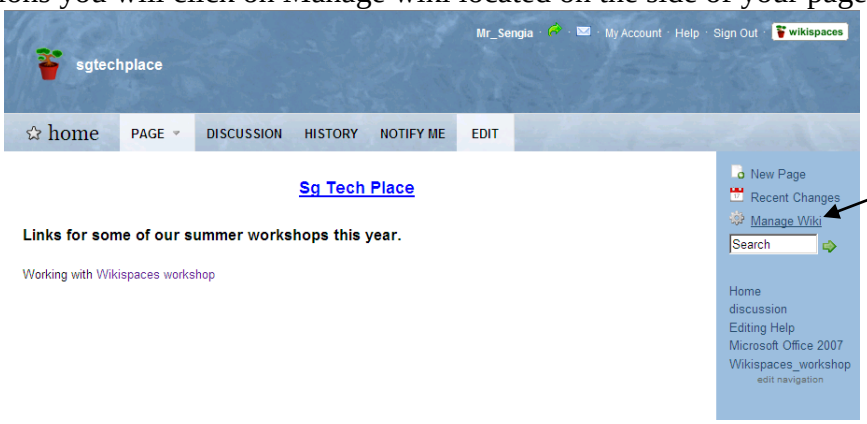


9. Click **Add Link** .

10. Click **Save** to save your page. Test out your link after saving. (the link <u>will not</u> work until you have saved your page)

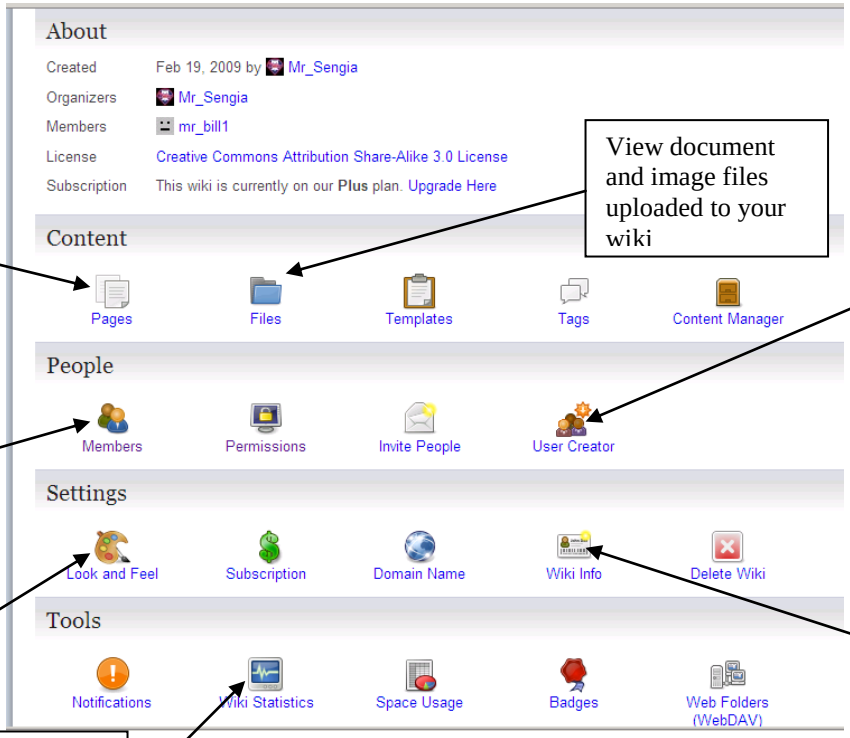
Management and Organization

After you have created your own wiki, several management options will be available to you. To reach these options you will click on Manage wiki located on the side of your page.



It may be on the left or right side.

The manage wiki screen will give you the following options:



Delete pages, view number of edits, lock pages

View document and image files uploaded to your wiki

Add student users *without* an email account

View members, change roles, delete members

Adjust theme and colors of pages

Change name of wiki, set only one discussion for entire wiki

View what members have been doing

Roles and Permissions

Wikispaces allows you to assign different roles to each user. It also allows you to determine what each role is able to do.

Organizer: an organizer can do anything on a wiki such as edit pages, ost to discussions, add users, delete users, assign roles, and view wiki statistics such as edits done by members. If you create a wiki, you will be set as the organizer.

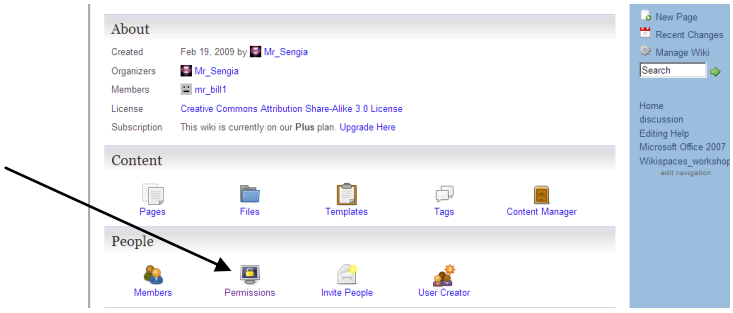
Member: a member will be able to edit pages and post to discussions.

Guest: someone who is not a member of the wiki. Guests can be excluded, allowed to view, or they can be allowed to do everything that members can do.

Setting Permissions

1. To set permissions for your wikispace, click on **Manage Wiki**.

2. Click on **Permissions**.

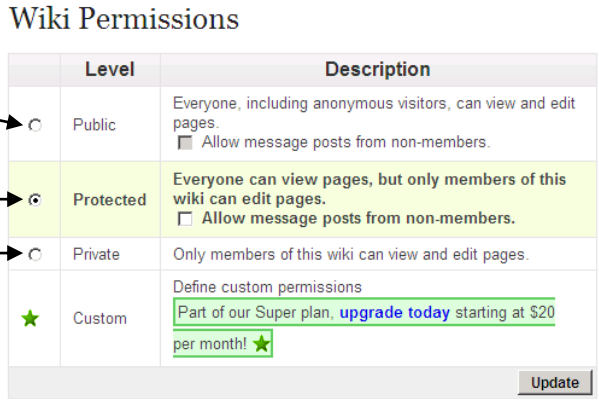


3. Decide on the choices shown:

Choose if you want parents to be able to **view and contribute** from a web link.

Choose if you want parents to be able to view from a web link.

Most secure choice, requires a password to see or edit. Most appropriate if students are contributing to the wiki.



4. Click **Update** when you have chosen.
5. You can always change the permissions. They are not permanent, you can change them when you want to.

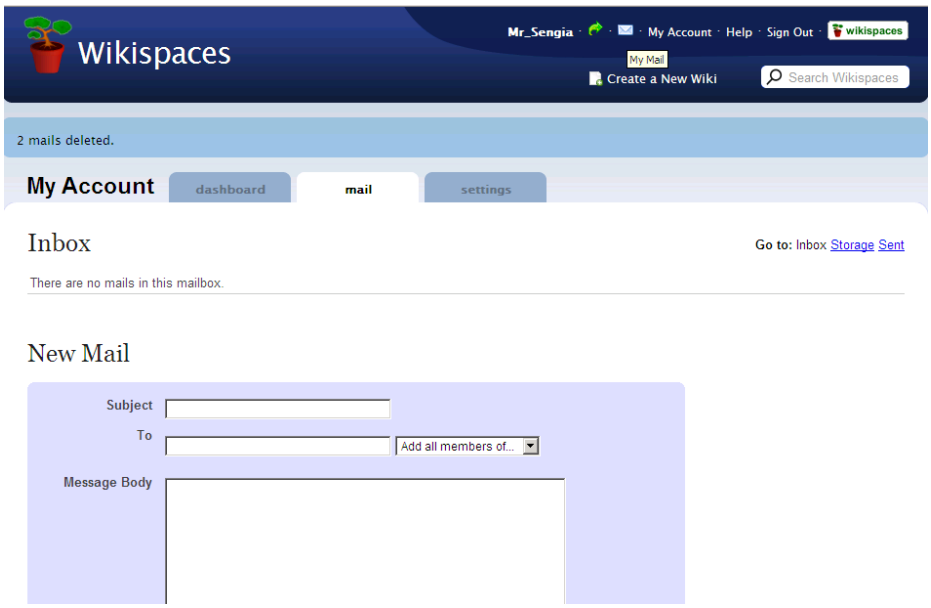
Wiki Statistics

The statistics allow you to quickly see the number of edits done by each wiki member and the number of discussion postings they have done.

This is a convenient way to evaluate discussions. You can also quickly see if students met the minimum requirements you had set for a discussion.

Internal email

One of the potential pitfalls of wikispaces, every user is given an internal email address within wikispaces. There is no way to deactivate this feature, unless we would purchase their private label option. (maybe in the future, but not next year) Here is what the email screen looks like:



It is probably best for you to state your policy on the internal mail before your students start working on wikispaces. Most students will discover this feature on their own within 10 minutes even if you don't mention it.

Organizational Tips

1. Lock pages that you do not want students to be able to change. Sometimes students will accidentally work on the wrong page.

2. Have a plan for how students will work. Define specific pages for them to work on or have a system in place so that only one student is editing a single page at a time. (one teacher uses different stuffed animals. If a student has the animal, they can edit that particular page.)

3. Encourage students to type content in Microsoft Word and then paste into the wikispace. This allows them to save their work and use spell check.

    a. Word Art will not work
    b. Centering does not always work well. Try to keep everything left justified.

4. If you are using the discussion tab, give your students clear expectations for the discussion area. Let them know how formal their writing should be and how they will be evaluated for the discussion. If you don't, you can expect to see a lot of LOL and IDK popping up.