

Setting Up a Wiki

1. Go to <http://www.wikispaces.com/site/for/teachers>
 - A. Sign up for a user account
 - a. Create username and password
 - b. Enter e-mail address
 - B. Choose to create a space (a wiki)
 - C. Name your site. The name you choose will be part of the web address. It should include only letters, numbers, and hyphens.
 - D. Select a status.
 - a. Public-Everyone can view and edit your wiki. I wouldn't recommend this status because you wouldn't want anybody in the world to be able to change your wiki.
 - b. Protected – Everyone can view your wiki but only members can edit it. This status is recommended because the students can use the “Join Wikispaces” from the link at the top of your wiki page. Then they can use the link to “Join This Space” from the side menu. You will receive an email notifying you the student has requested to join. You will approve it. Students can use their name with no spaces or dots as their user name. They can use their student number as their password.
 - c. Private – Only space members can view and edit pages. This status probably isn't what you want because you will want to share your wiki with parents, the principal, and others. Also with this status you would have to enter all of your students as users individually.
 - E. If you want to be alerted when changes are made, click “Notify Me” tab at the top of the page
 - a. Under Email Notification Click on the drop down arrow
 - b. Select your choice (no changes, discussion changes, page changes, or all changes)
 - c. Click the “Update Monitoring” button
2. Personalize your Wiki
 - A. Click “Manage Space” in the left hand side menu
 - a. Under “Settings”, click “Look and Feel”
 - b. Choose a Theme
 1. Click “Change or Make a New Theme”
 2. Click “Preview” to see what the theme looks like
 3. Click “Apply” under the theme you want
 - c. Choose Colors
 1. Select colors for the space background, menus and highlights, text, and links by clicking on “pick color” beside the item.
 - d. Add a logo
 1. Click “Browse”
 2. Select a .jpg or .gif file that is 150x150 pixels or less
 3. Click “Save”
3. Create a user snippet (a picture to replace the grey box with eyes and mouth that appears next to your user name)

- A. Click “My Account” at the top right hand of the screen
 - a. Click the “Settings” tab
 - b. Under “My Profile” click “change” next to the grey square with eyes and no smile
 - c. Click “Browse”
 - d. Select a jpeg, jpg. or gif file that you like.
 - e. Click “Upload”
 - f. Click “Crop the Image Online”
 - g. Crop the picture to your liking
 - h. Click “Save”
4. Decide to Set up Student Accounts Yourself or to have students join individually
 - A. Set up Student Accounts Yourself
 - a. Make a list of student user names and passwords
 1. Follow this format: user1, password1
 - a. Make usernames at least 3 characters long. They can be made of letters, numbers, underscores, or dashes.
 - b. Make passwords at least 6 characters long
 - b. Email your list and the name of the wikispace to add the students to as members to help@wikispaces.com
 - B. Have Students Join Individually
 - a. Tell student to click “Join Wikispaces” from the link at the top of your wiki page.
 - b. Tell student how to make a username
 - c. Tell student how to make a password
 - d. Tell student to click the link to “Join This Space” from the side menu.
 - e. Approve student request to join via your email notification

Editing Your Wiki

1. Click the tab “Edit This Page” and enter text.
 - A. Edit Text -
 - a. highlight the text you would like to change
 - b. click on the desired formatting button in the toolbar
 1. select from bold, italics, underline, various headings, and numbered and unnumbered bullets.
 - B. Add Links
 - a. Highlight the text you want to link
 - b. Click the earth icon with the chain link
 - c. Select Wiki link or External Link in the Add Link dialogue box
 - d. Supply the link information in the appropriate space
 - e. Click “OK”
 - f. Click “Save”
 - C. Remove a Link
 - a. Highlight the link

- b. Hit the broken link earth icon
- D. Add Images and Upload Files
 - a. Click the image icon that looks like a tree in a box
 - b. Images & Files Dialog Box Pops Up
 - c. In the “Upload New File” or “External Image URL” section, select the file or image you want to add
 - d. Use the Browse button to locate the file or image
 - e. Click “Upload”
 - f. Put the cursor at the position on the page where you wish to put the image or file
 - g. Double click the image or file to put it on the page
- E. Add a Table
 - a. Click on the Table icon in the toolbar
 - b. Specify the number of rows and columns
 - c. Click “OK”
- F. Embed Widgets (video, audio, calendars) or HTML
 - a. Click the icon on the toolbar that looks like a TV
 - b. Select the widget you want or paste the HTML in the box
 - 1. Go to the video clip, podcast, or embedded application. (Anything from Google Calendar to You Tube)
 - 2. Find the HTML code. It will be found in a text box labeled “Embed”, “Embed HTML”, “Add to my Site”, or something similar
 - c. Click “OK”
 - d. Save your changes.
- 2. Create a New Page
 - A. Click “New Page” in the left hand menu under Actions
 - a. Enter the name of the page
 - b. Type text on the page
 - c. Click “Save”
- 3. Start a Discussion by clicking on the “Discussion” Tab
 - A. Type a subject for your message
 - B. Type your message
 - C. Click “Post”
- 4. Revert a page to a past version
 - A. Click the “History” tab on top of the page you want to revert
 - B. Select the version you would like to go back to
 - C. Click the revision in the date column
 - D. Click “Revert to this version” at the top of the page
 - E. Enter a comment
 - F. Click the “Revert” button