

Website Design with Wikispaces

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Presented by: Mrs. Kristen Mattson

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In this guide:

- **Why Wiki?**
- **Setting up your Wikispace**
- **Enhancing your Space**
- **Collaborating with Wiki**
- **Behind the Scenes: Managing a Wiki**

Why Wiki?

- Increase communication with your audience, whether that is parent, student, or consumer
- Engage your audience with a multi-media format
- Collaborate with others in your office, organization, or classroom
- Easily store and access large files and media from anywhere at anytime

Setting Up Your Wikispace

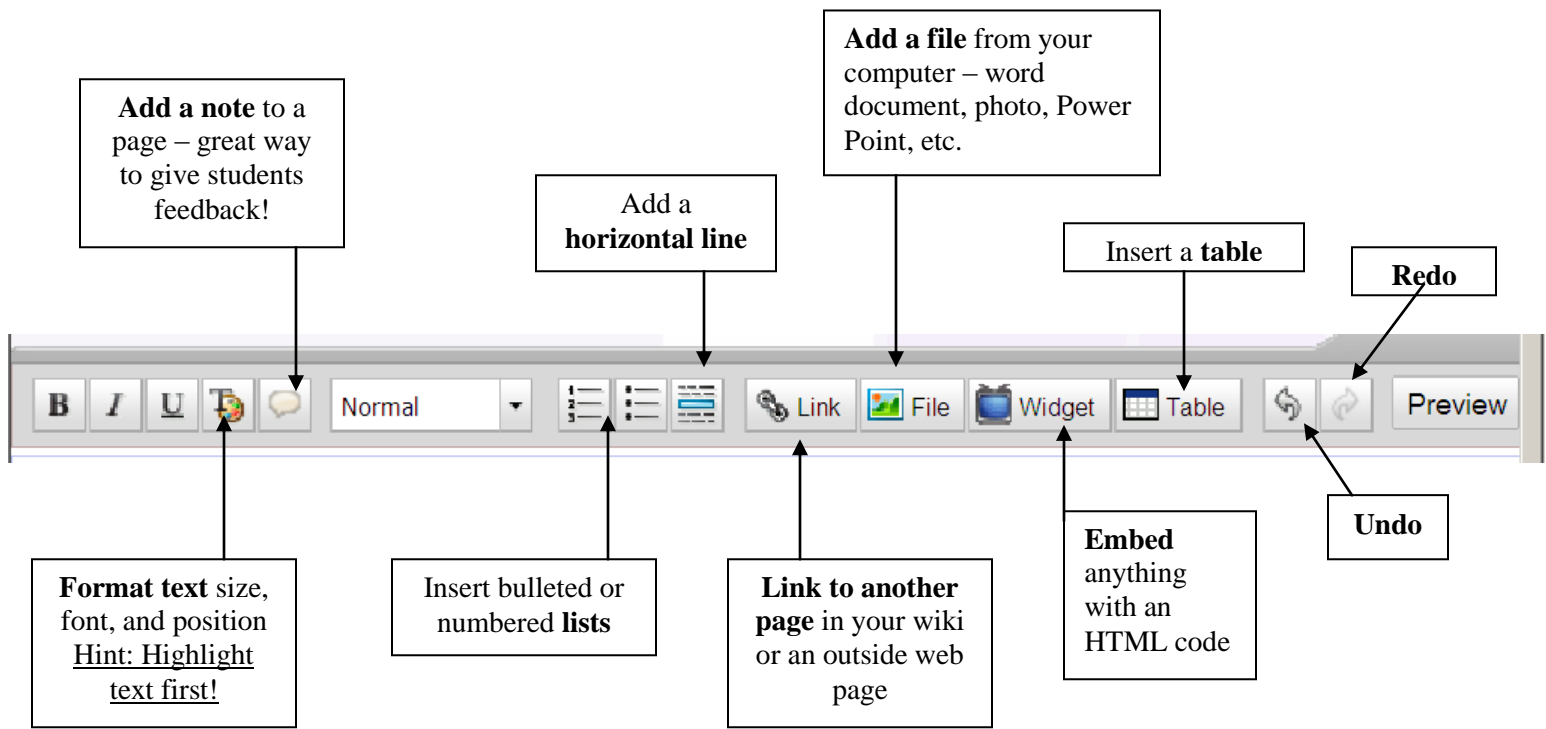
- Go to www.wikispaces.com
- Click on "Wikis for Individuals and Groups"
- If you are an educator or in an education related organization, click on K-12 Wikis
- Create a username, password, and name for your space
- Decide on the type of wiki you want:
 - **Public** - anyone can view and edit your page - think Wikipedia
 - **Protected** - anyone can view your page, but only you and select individuals can edit
 - **Private** - people need a username and password to view your site

Congratulations! You now have a Wikispace!

Helpful Hint: You are allowed to create multiple wikis. For example, I have one for my classroom website and another that I use to collaborate with my students. Just follow the steps above to create as many spaces as you need.

Enhancing Your Space

- Setting the “Look and Feel”
 - Click on “manage wiki”
 - Browse different “themes and colors”
 - Insert a “logo” to personalize your space
 - Helpful Hint: The “look and feel” can be changed at anytime
- Using the Editing Toolbar
 - Navigate to the page you would like to work on
 - In order to make **any** changes to your page, you must click the “edit” button in the upper right corner
 - The editing toolbar (displayed below) will allow you to insert text, images, video, and more onto your page
 - Helpful Hint: Wikispaces does not yet have a spell check feature. It would be wise to type text into Microsoft Word first and then copy and paste it into your wiki.



Enhancing Your Space

- Uploading Existing Documents
 - Click the “file” button on the editing toolbar
 - Files must first be uploaded from your computer into Wikispaces
 - Files can then be added to your page
 - Helpful Hint: Rename your files, especially images, so that you can quickly find them again when you need them. If you are collaborating with others on this wiki, you may want to start each file name with your initials to avoid duplicating or rewriting someone else’s files.
- Uploading Images
 - If the images are saved to your computer, use the same steps for uploading a document
 - You can also quickly insert images found online by providing the URL. Be careful to cite any images that do not belong to you!
- Creating External Links
 - External links lead readers away from your wiki and into other content on the web
 - Choose “insert link” on the toolbar. Click the “external link” tab.
 - Line Text: refers to the words that will appear on your page. Users will click on these words to take them elsewhere on the internet.
 - The URL address should be copied and pasted directly from the site to avoid any errors
 - Always click the “New Window” button so that the new webpage will appear in its own window and users will not lose your wiki.
 - Helpful Hint: Hit “save” in the editing toolbar, and then check your own link to make sure it works properly!
- Creating New Pages
 - Click “New Page”
 - Give your page a name that reflects the content of the page and will be easy to remember

- Do not use a page name you have already used elsewhere in the site. Page names that already exist will appear in a drop down menu below the page name box as you begin typing. Do not duplicate!
 - Click “create page” and get started!
 - Helpful Hint: If collaborating with others, you may wish to use your initials at the start of each page name to avoid overlap and help you find your own pages easier.
- Creating Internal Links
 - Creating internal links helps users move from one page to another within your site.
 - Choose “insert link” on the toolbar. Click the “internal link” tab.
 - Line Text: refers to the words that will appear on your page. Users will click on these words to take them to another one of your wiki pages.
 - In the “page name” box, begin typing the name of the page you would like to link to. You can also choose to browse your list of pages with the pull down menu instead.
 - Click “save” in your editing toolbar.
 - Helpful Hint: Check your link!
- Embedding Widgets
 - Widgets are programs and windows that exist and run elsewhere on the web, but can be used live from your Wikispace
 - Widgets include YouTube videos, Google Calendars, Google Maps, Glogster Posters, and anything else with an HTML share code.
 - Try doing a Google search for “free widgets” and see what else you can find!
 - In the editing toolbar, choose “Widget”
 - Copy and paste the HTML code
 - Click “save” in the editing toolbar to see your widget appear

Collaborating Via Wiki

- Creating Users
 - “Manage Wiki”
 - “User Creator” – use this space to create usernames and passwords for your members. This works well in the classroom because you have a copy of everyone’s information in case they forget it.
 - You may also invite friends to be members of your wiki by providing their email address. Your friend will receive an invite email and will be prompted to set up their own username and password.
 - Helpful Hint: If creating student users, you may wish to only include the students’ first names in their usernames for privacy purposes. I usually include the class hour somewhere in the username as well to help me with grading.
- Locking Pages
 - Keeps anyone but the creator from editing the page
 - Click on the “page tab” and select “lock”
 - A gold colored lock image will appear next to the page name indicating that you have successfully locked the page
 - Pages can always be unlocked by clicking “page tab” and selecting “unlock”
 - Helpful Hint: If collaborating with students, you may wish to lock their pages after an assignment is due. Members do not have the option to lock pages, only creators do.
- Create New Discussion Threads
 - Click on the discussion tab at the top of the page
 - Click “New Post”
 - Fill out the subject and message and click ‘post’
 - Hint: Because each page has its own discussion area, I tell students to start discussion threads on the page the discussion is about

- Respond to Discussion Threads
 - Click on the message you want to reply to
 - Add your message and click 'post'
 - Hint: As an editor of the site, you can delete discussion threads at any time. Members do not have this privilege.

- Additional Discussion Options
 - Embed your discussion board directly to the page by inserting a "discussion area" widget.
 - Instead of having a discussion area on each page, you can choose to have one discussion location for the whole site or no discussion sections at all. To do this, click on "manage wiki" and then "wiki info."

Behind the Scenes

- "Manage Wiki" Area
 - Change the "look and feel"
 - Add users
 - Delete pages and files you no longer need
 - Set notifications
 - Helpful Hint: Members do not have the option to change any of these settings. You must be a creator to make major changes to the site.

- "Help" features
 - Top right corner of the screen
 - Video tours, FAQs, and Email support
 - Link to "Tips and Tricks" Wiki Blog
 - Link to "Featured Wikis"

- “History” tab (each page)
 - Allows you to see changes that have taken place on each page
 - Shows the time, date, and user that made the change
 - Helpful Hint: You can revert back to any old version of a page through the history tab. This is a great feature when a student makes a major oops!
- Wiki Warranties for Students
 - Get permission from parents
 - Set a climate for your web classroom that matches your physical classroom
 - Monitor the site frequently and follow through with students who are not keeping up their end of the agreement
 - Feel free to use the attached sample warranty as a basis for your own
- Need Ideas?
 - Click on the “Help” tab in the upper right corner and locate the link for the “Featured Wikis” blog.
 - Educators might like: <http://educationalwikis.wikispaces.com>
 - For more web 2.0 tools check out <http://cooltoolsforschools.wikispaces.com/>

Helpful Hint: Read emails sent out by Wiki. They are always adding new features that make the site more user-friendly.

Helpful Hint: There are more advanced features that Wiki can do. Once you get a feel for these basics, try exploring the help menus as well as sample wikis to learn how to take your space to the next level!