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The word "Wiki" derives from the Hawaiian term for Fill out the application form on the subsequent "Quick, Quick". Simply put, a wiki is a website that page. At the end of the form below Wiki Permiscan be modified by many users. Each user can add sions be sure to check off "Private" and certify that to a single wiki web page; edit a page dedicated to the wiki will be used for educational purposes only. that user; or, modify a number of pages with the wiki website.

All users can be either collaborators or access to account to apply. the wiki can be limited to pre-defined users. In essence, a wiki site is an interlinked collection of individual web pages.

To begin our exploration of wikis in general, point your browser to:

### http://www.wikispaces.com/

Wikispaces was chosen as an exemplar in this short tutorial due to the security features it offers accepted, this will the educational community.



Once at the splash page, scroll down until you come to an entry entitled "Our K-12 Plan" on the lower right side. Click the hyperlinked text, "Create a free K-12 plan wiki".

### Our K-12 Plan

If your wiki will be used exclusively for primary and secondary education, you probably came here looking for a wiki on our K-12 plan. These wikis are free and ad-free. and you can make them private for extra security for your students. K-12 wikis also come with a User Creator tool that lets you open student accounts in bulk --- without student email addresses. Create a free K-12 plan wiki.

This wiki plan is free and ad-free, and you can After you log back in, you will be directed to the make them private for extra security for your stu- Wikispaces Dashboard, as seen below. dents. K-12 wikis also come with a User Creator

tool that lets you open student accounts in bulk — withstudent out email addresses, а definite verv advantage.

Wik	i Permissions
0	Public (free)
Ever	yone can view and edit your pages.
0	Protected (free)
Even	yone can view pages, only wiki members can edit them.
۲	Private (free for K-12 education otherwise \$5/month)
Only	wiki members can view and edit pages.
Edu	cational Use
V	I certify this wiki will be used for K-12 education.
Wer	nav contact vou via email to verify use.

Given that Wikispaces will verify that you are a teacher, it would be wise to use your SWLSB email

Once your application has been accepted, you will be moved to the central "Wikispaces for Educators" page.

Within the pale blue panel on the left of the page. type in the name of vour wiki site. Once form your new URL - the web address at which people can access your site.



Keep it as short as possible and try to be unique, given that there are over 433,000 other teachers on the Wikispaces server.

Again, select "Private" and certify that you are a teacher. Finally, click "Create".

At this point, you would be well advised to look further down the page at the FAQ, specifically, the Brief Tour and Wiki Walk-through.

Your application as a teacher must be confirmed by email before you proceed. Once you have this, log out and log back in.

y Account Dashboard	Mail Settings	
Welcome, bilod	leau51	
Favorite Wikis		
	* 1 new member 🔛 bilodeau51	
W Organizar	<ul> <li>1 new member III biodeaus1</li> </ul>	Actions *
	* 1 new member 🔛 biodeau51	Actions

Double click on your wiki's title.

	* home PAGE * DISCUSSION HISTORY NOTIFY ME			
Yiki Home				
New Page	Welcome to Your New Wiki!			
Recent Changes				
Manage Wiki	Getting Started			
D Search Wiki	Click on the edit button above to put your own content on this page.			
All Pages	To invite new members, click on Manage Wiki and Invite People.			
Navigation Options     edit navigation	<ul> <li>To change your wik's colors or theme, click on Manage Wiki and Look and Feel</li> <li>To set who can view and edit your wiki, click on Manage Wiki and Permissions.</li> </ul>			
	Need Help?			
	Click on the help link above to learn more about how to use your wiki.			

At the screen above, click "Manage Wiki".



At the subsequent page, find "User Creator" in the "People" section. User Creator will allow you to mount your entire class or classes at one time nor will

they have to have email addresses.

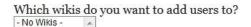
Within the User Creator page, select the wiki you wish to work with. Follow this by creating a **list of usernames, including passwords and email ad-dresses** in a spreadsheet (.csv, .xls, or .xlsx) or text list (comma-separated or tab-separated). The spreadsheet option is the best option.

# Passwords must be at least six characters long.

	A	В	
1	User	Passwd	
2	Jrichards2001	s601121	
3	pfallon2001	s602113	
4	pmichaels2001	s060312	

Create a spreadsheet listing all your students and their passwords.

Next, upload the spreadsheet to Wikispaces.



How would you like to enter your list? I will upload a spreadsheet file from my computer (.csv, xls, or xlsx) 👻

Select a spreadsheet file to upload from your computer.

C:\Users\Peter\Documen Browse...

Continue ►

bilodeau51

Click Continue.

In the **Setup** Panel, set up your class as follows:

... Ignore the 1st row? -Yes

... Column containing user names? - Column 1

... Column containing emails? - None

... Column containing passwords - Column 2

Click Continue.

The next step — **Verification** — checks your entries and, on the subsequent page, **Confirmation**, affirms their entry, producing a list.

Click "Manage Wiki" again.

Completing your class security configuration, click on **Permissions** within the **People** Section. If you've registered as a teacher with Wikispaces, you should see



the "**Private**" radio button clicked and highlighted under **Wiki Permissions**.

Private Only

Only members of this wiki can view and edit pages.

Under Invite-Only Memberships, you would be wise to un-click "Allow Membership Requests", followed by "Update".

Once the above actions are completed, click "Manage Wiki" again.



Click **"Notifications**" within the **Tools** section. Under **"Email No-tifications**", select all options,

followed by "**Update**". This will allow you to moderate the wiki site. Return to the "**Manage Wiki**" page.

Given that your entire site can only hold up to 2 GB. of images, files or videos. You should monitor usage carefully. To do this, click " **Space Usage**" in the "**Tools**" section.





Within the "Settings" section, select "Look and Feel". It is here that you can configure the appearance of your wiki.

# Adding Content



From wherever you are within your wiki site, click "Wiki Home" along the content panel Other Wiki Resources to the left of the screen.

see a horizontal set of tabs. For

our purposes here, we will only concern ourselves Wikispaces Tour with "Page", "Discussion" and, at the far right, http://www.wikispaces.com/content/wiki-tour "Edit".

DISCUSSION HISTORY ★ home PAGE -NOTIFY ME

In brief, the "Discussion" page allows for a forum where comments can be exchanged; whereas, "Page" is where your content is visible to all.

However, content is placed within your wiki via the "Edit" tab.



To add content to your wiki home page, click the "Edit" tab.

You'll notice that the wiki page has been dimmed, leaving only the "Edit" toolbar and text area highlighted.

B I U 🗓 🥯 Normal 🔹 🗄 🧮 🗞 Link 💹 File 菌 Widget 🗖 Table 🔗 🖉 Preview Cancel Save 🗸

The toolbar above allows for simple word processing and hyperlink and image insertion.

Begin by removing the greetings text.

Now add the text, "Hello World!" Click "Preview", followed by "Save".

### Wiki Tips

- When using your wiki pedagogically, have your students plan every entry, link or image in advance. It would be best if all the content was first entered in a Word file and then, pasted into the wiki.
- Given that an entire wiki can only contain 2 GB of images. It would be best to first find an image on the 'Net, using Google Images, and link to it via File - External Image.
- It would be best if all wiki pages were teacher-created. Further, separate page per-

missions can be given to separate students so that no student can sabotage another's work.

### Wiki Help for Teachers

Once at your home page, you'll http://help.wikispaces.com/fag+teacher+wiki

# For further information or assistance, Please contact

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