

# Creating Your Wiki in Wikispaces

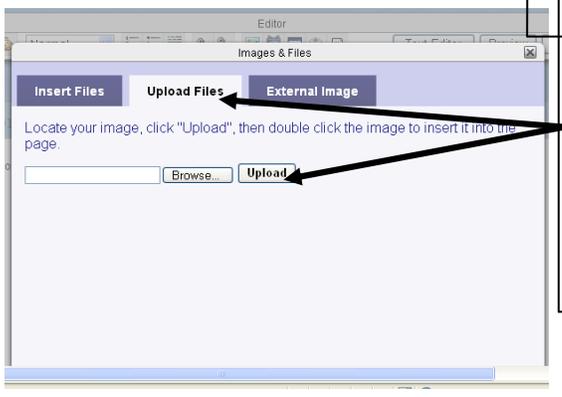
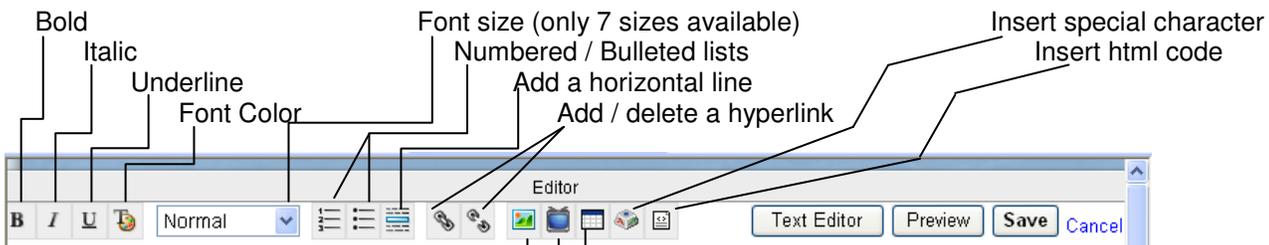
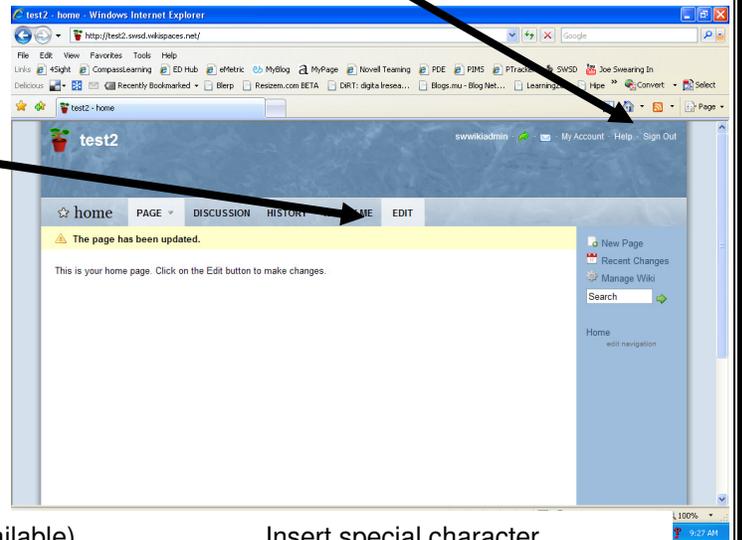
Wiki means 'quick' in Hawaiian, and this tool is aptly named because wikis are quick ways to collaborate and foster 21<sup>st</sup> century skills. South Western has purchased our own private label wiki through Wikispaces. A wiki has been created for each teacher. The wiki name follows the naming convention firstlast.swsd.wikispaces.net. This handout will walk you through editing your wikis for your instructional needs. Teachers are welcome to contact Alma Row to request an additional wiki.

## Getting Started:

1. Open an internet browser and go to your wiki by going to the web address for your wiki which uses your first and last name: <http://firstlast.swsd.wikispaces.net>
2. Click on *Sign In* link. Your log in should follow the naming convention: first\_last. Your password is your Sapphire password unless it was less than 8 characters long, in which case it reverts to "password." Email Alma or Shari Dusman if you're unsure.

## Editing a Page:

1. The wiki will default to one home page. Click on the *Edit* tab. The floating Editor tool bar will appear at the top of the wiki and will move down the page as you work. It is much like Microsoft Word's editing tools.
2. Place your cursor on the page where you want to make changes and use the toolbar as noted below. Click the *Save* button when you're done.



**Pictures:** When you click on the picture icon to add a picture, the default tab, *Insert Files*, will show pictures you have already uploaded. To add a new picture, click on the *Upload Files* tab. Then click on the *Browse* button and locate the picture. Then click on the *Upload* button. A thumbnail will appear. Click on that and the picture will now appear in your wiki. Click and drag on the picture to resize (If you want to use a web-based picture, click on that tab and paste in the URL of the picture into the box.)

**Widgets:** There are many items you can add to your wiki. The most popular is probably video. If you want to embed a video, you will need to first copy the embedding code from the site. Then click on the icon (or Other) from where you grabbed the embedding code. Paste the embedding code in the white box and click the *Save* button.

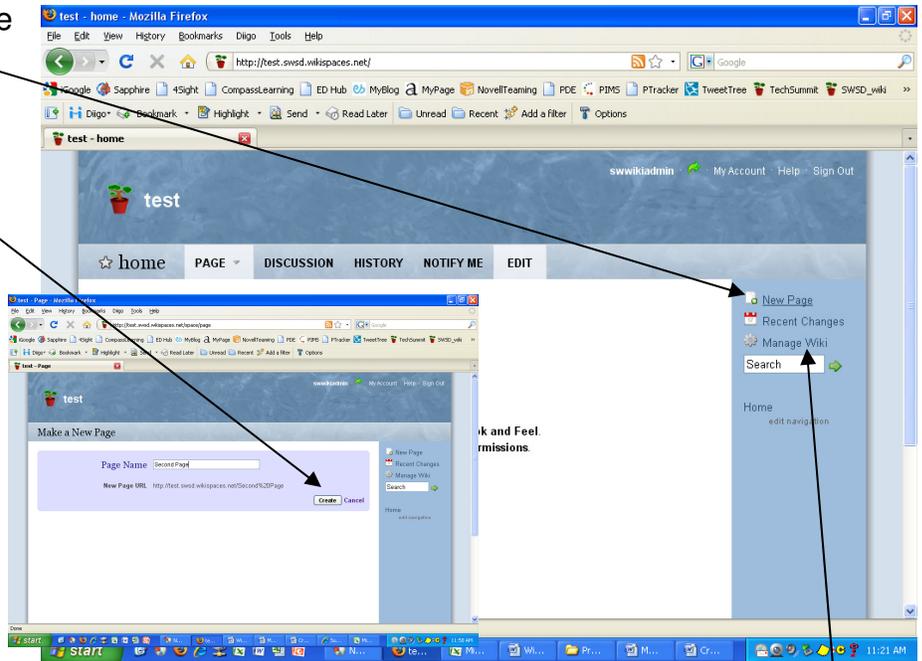
**Table:** This will allow you to insert a table. Adjust the rows and columns as needed and click the *Insert Table* button.

**Adding New Pages:** While the home page is typically the main page of a wiki, it's very handy to have other pages to enhance your wiki.

1. Click on the *New Page* link in the right menu.
2. Enter a name for that page and click on the *Create* button. You may have spaces.

*HINT: Any additional pages will be listed in alphabetical order so if you have a specific way you want your pages to be listed, add a number at the beginning of the page name.*

3. Edit this page as you would the home page and press the Save button. **Note:** You *must* edit this page in some way when you first create it in order for it to become a new page in your wiki. Your new page will automatically be added to the wiki navigation tab on the right side.
4. Repeat as needed for each new page.



**Changing the Wiki Settings:** You have a lot of flexibility with your wiki. You may want to rename your wiki, change the way it looks, modify permissions, etc. Below highlights a few of the most popular settings. **For all of these changes, click on the Manage Wiki link in the right portion of the wiki.**

**Pages:** This tool is where you can rename your pages and/or lock pages down so that they can't be edited. You mix and match permissions for the pages. It might be handy to have some pages locked while others open so that students can add their content, comments, etc. while preserving your content on other pages.

**Members:** This tool allows you to add other users to your wiki. This is where you can add students as member (helps track changes).

**Permissions:** This tool allows you to change access to your wiki.

**Domain Name:** If you would like to change the web address from your firstlast name to another address (e.g., mrsrowswiki), click on Domain Name. Click on the white box where the current name appears and enter the new name. It's best to avoid spaces here. Note: You will not be able to change the name again for 30 days.

**Look and Feel:** This tool allows you to change the color, theme, layout of the page, and add a logo.

**Wiki Info:** This tool will allow you to change what appears on the heading at the top of the wiki. It defaults to the web address (firstlast).

