

Wiki Agenda

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1. What is a Wiki? See sample wikis at <http://inkie.pbworks.com>
2. Goto: <https://plans.pbworks.com/academic> to create your pbworks account. You will do this only once. You may have to verify your account through email.
3. Change the name of your **FrontPage** using the Edit tab. Under Page Tools, click rename this page, type in the new name (note character restrictions), and save.
4. Differences between **View** and **Edit** tabs.
5. **Basic Settings (Settings tab)**
 - a. About this space
 - (1) The title only changes the title, NOT the URL
 - (2) Change the contact email
 - (3) Language (default is English)
 - (4) Time zone
 - b. Colors (only pick one)
 - c. Logo (only available in Premium)
 - d. Export (generates a zip file of the contents of the workspace)
6. **Access Controls (Settings tab)**
 - a. **Workspace Security**
 - (1) Who can view your workspace
 - (2) **Let people request access to view or edit the workspace**
Administrators will be notified when someone requests to join the workspace.

 - Let workspace users see the Users tab**
Workspace users will see the Users tab, but won't be allowed to make changes.

 - Disable commenting for readers**
 - b. **Notifications & RSS**
 - (1) Enable email notifications for this workspace
 - (2) Allow users to access this workspace's RSS feed
 - c. **Classroom Accounts**
 - (1) Up to 99 student accounts – email addresses not required, it will automatically generate usernames and passwords for them
 - (2) Assign students permission levels – Editor, Writer, or Reader
7. **Advanced Settings (Settings tab)**
 - a. Developer Interface – only for advanced users
 - b. Delete – to delete a workspace
 - c. License – to upgrade to a paid workspace
8. **Users tab**
 - a. Use this to add users (they must have a pbworks account)
 - b. Choose the level of access to give users (Page-level only, Readers, Writers, Editors, Administrators)

9. Edit the **Pages & Files**. Remove the pages you won't be using (ex. Activity Tracking, Syllabus, Meeting Agenda, Course, Assignments).
10. **Create pages** (now and / or later)
 - a. Pages & Files -> New -> Create a page...
 - b. Name it (default is blank page)
 - c. Click on it to open it

OR

- a. FrontPage -> Create a page
 - b. Takes you straight to that page
 - c. Save or Save and Continue
 - d. Pages show up in the Navigator
 - e. Add pages to the SideBar
 - (1) Click **edit the sidebar**
 - (2) Put the cursor where you want the page to appear
 - (3) click on the page (name) on the right
11. Insert dropdown (on any page)
 - a. Link (can open it in a new page)
 - b. Table
 - c. Horizontal Line
 - d. Table of Contents (will insert a plug-in)
 - e. Video
 - (1) youTube (paste in the embed code or URL)
 - (2) Other (needs a plug-in)
 - (3) Upload video (needs a plug-in for video to play directly in the page)
 - f. < > HTML / Javascript
 - g. More Plug-ins
 12. **Upload Files** (2 ways)

Remember files must be put in the "pot" before they can be shown in the wiki

 - a. FrontPage -> click **Upload files** (top right)
 - b. **Pages & Files** tab -> click on the **Upload files** button
 - c. The file shows up in 2 places (in the "pot" – you have 2GB of free storage)
 - (1) **Wiki** view -> **Navigator** -> **Files** tab
 - (2) **Pages & Files** tab -> **All Files**
 13. Create another **Workspace**
 - a. Click on the Workspaces tab down arrow
 - b. Go to workspaces list (displays the total workspaces you are part of, when it was last changed, and the number of views)
 - c. Scroll down and click on **Create a new workspace**
 - (1) Must have a unique address
 - (2) Education use
 - (3) Agree to the terms...
 - (4) Click Next >