



## WEB 2.0 WORKSHOP :: ACCOUNTS

### Workshop Accounts Cheat Sheet

This handout will help you keep track of the accounts and web addresses you'll be setting up for the blogs & wikis you create today.

#### Google Account

User Name: \_\_\_\_\_ (Email address)

Password: \_\_\_\_\_

#### Blogger (<http://www.blogger.com>) (Free Blog Service)

Blog URL: <http://>\_\_\_\_\_ .blogspot.com

User Name: Same as your Google Account

Password: Same as your Google Account

#### WetPaint Wiki (<http://www.wetpaint.com>) (Free Wiki Service)

Wiki URL: <http://>\_\_\_\_\_ .wetpaint.com

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

### Workshop Web Site

**<http://wa-acte.blogspot.com>**



## BLOGS :: INTRODUCTION

### Workshop Part 1 Description, Goals, and Outcomes

This part of the workshop will give you a general understanding of blogs and how they can be used effectively in the classroom. You'll create and configure a blog using Blogger.com, a free blogging service on the Web.

#### Goals:

- ✓ Provide an overview of blogging and its use in education.
- ✓ Create, configure and post messages to a course blog.

#### Outcomes:

Upon completion of this workshop, you will be able to:

- ✓ Create and configure a blog.
- ✓ Add a variety of content to your blog including text, images, videos, links, RSS feeds for related topical web sites, lists of links, etc.
- ✓ Develop one or two ideas for using blogs in your classroom.

### Agenda

- I. Introduction / Blogs in Education
- II. Create and configure a blog
- III. Add, edit, delete postings and enhance blog

#### What is a blog?

A Blog is a web site that is usually maintained by one person and is updated regularly. It is arranged in reverse chronological order and may contain links, images, videos, and writing.



## BLOGS :: INTRODUCTION

### **How can blogs be used by teachers?**

- ✓ Class web site
- ✓ Class announcements
- ✓ Provide supplementary content resources

### **How can blogs be used by students?**

- ✓ Tool for thought processing (See workshop web site for ideas)
- ✓ Journal for student writing / reflection
- ✓ ePortfolio of student work



## BLOGS :: BLOGGER QUICK START

### Blogger Basics

These instructions will help you to quickly create a basic blog. Create your Google account first (if necessary) and then go to <http://www.blogger.com/start> to create your blog.

1. Sign-in to Blogger with your Google account user name (email address) and password.
2. Click on the orange **CONTINUE** arrow and give your blog a title and an address (URL); and in the Word Verification box, type in the letters you see.

Note:

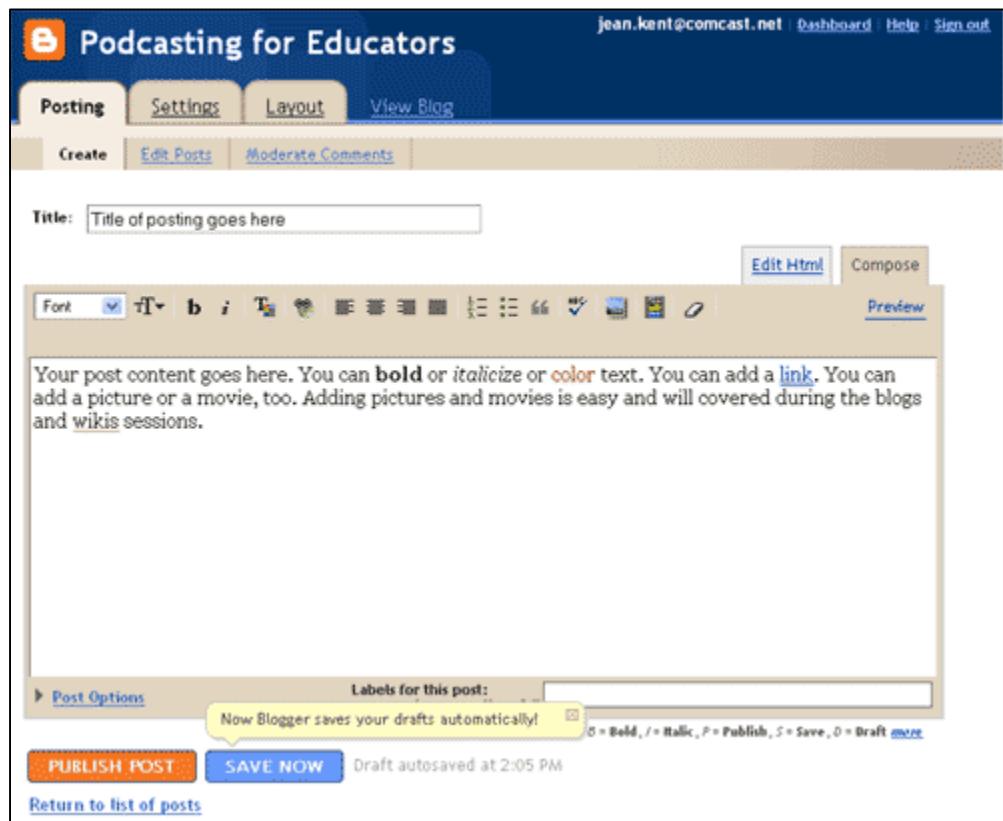
- a. The blog address must be unique (no two URLs can be the same) and you can check the availability by clicking on the “**Check Availability**” link. You might have to think of an alternative address.
- b. The address you enter can’t have spaces but you can use dashes so **Accounting at Renton High School** would need to be entered as **Accounting-at-RHS**.

The screenshot shows the Blogger 'Name your blog' setup page. At the top, there are three steps: 1. CREATE ACCOUNT, 2. NAME BLOG (selected), and 3. CHOOSE TEMPLATE. The main heading is '2 Name your blog'. Below this, there are three sections: 'Blog title' with the text 'Podcasting for Educators' and a note that the title will appear on the published blog, dashboard, and profile; 'Blog address (URL)' with the text 'http://podcasting-for-educators.blogspot.com', a 'Check Availability' link, and a note that the URL will be used by visitors; and 'Word Verification' with a picture of the letters 'lcpq' and a text input field containing 'lcpq'. Below the word verification is an 'OR' section for 'Advanced Setup' with a link to 'Advanced Blog Setup'. At the bottom right, there is a large orange arrow button labeled 'CONTINUE'.

3. Next, choose a template. You can select a different template later on. Click on the orange **CONTINUE** arrow.



4. You should see a page that says your blog has been created. Click the orange **START BLOGGING** arrow to write your first post.
5. The posting screen looks a lot like a blank email message.
  - a. Type in a title for the posting
  - b. Enter the content of your posting in the box below the title.
  - c. Notice the formatting buttons and buttons that allow you to make links and add images and movies.
  - d. You can preview your posting before you publish it or save it as a draft if you don't have enough time to complete it.
  - e. When you're finished, click the orange **PUBLISH POST** button
  - f. See the figure on the next page.



6. Before you start using your blog, there are a few important settings you'll want to change. Click on the **Setting** tab.
7. In the **Basic** section:
  - a. Add a short description
  - b. Select **No** for **Add your blog to our listings?**
  - c. Consider selecting **No** for **Let search engines find your blog?**
  - d. Leave all other options unchanged.
  - e. Click the orange **Save Settings** button.
8. In the **Publishing** section:
  - a. Make a note of your blog address (selected when you created the blog).
  - b. Click the orange **Save Settings** button.
9. Skip to the **Comments** section.



## BLOGS :: BLOGGER QUICK START

- a. If you want students to leave comments, make sure **Show** is selected in the **Comments** option.
  - b. Note: For more privacy, you can limit who can make comments but I have found that moderating comments is sufficient for controlling comments.
  - c. Select **Anyone** in the **Who Can Comment?** option.
  - d. Select **Yes** in the **Enable comment moderation?** option. This is very important as it allows you control over the comments that appear in your blog.
  - e. Enter your preferred email address in the box. Comment notifications are sent to this address so you can approve or disapprove new comments.
  - f. Select **Yes** in the **Show word verification for comments?** option.
  - g. Click the orange **Save Settings** button.
10. Skip to the **Permissions** section.
- a. Click the **ADD AUTHORS** button if you will allow others to create posts to your blog.
  - b. In the **Blog Readers** option, select **Anybody** unless you need greater control over your blog readership. I have NOT found this to be necessary!



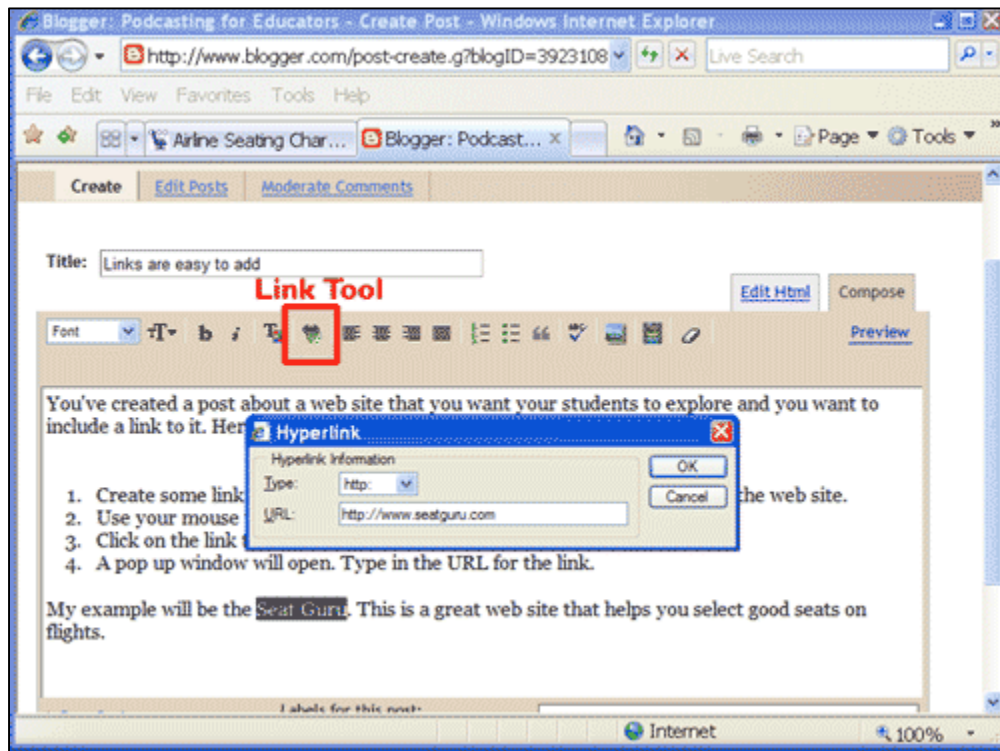
## BLOGS: ENHANCING YOUR BLOG

### Edit Your Profile

1. Edit your profile. I encourage you to:
  - a. Share your profile.
  - b. Show your real name (if you feel comfortable doing so).
  - c. Don't show your email address.
  - d. Select a Display Name that shows up when you post a message. I use my first name only.
  - e. Include a photo (if you feel comfortable doing so).
  - f. Include an audio clip (if you have one).
  - g. Don't fill out the gender or birthday information.
  - h. Provide your home page URL (if you have one).
  - i. Include city, state, and country.
  - j. Add industry and occupation.
  - k. Fill out extended info (if you feel comfortable).
2. When done click the orange **Save Profile** button.
3. Click "**Return to dashboard**" link.

### To Add a Link to a Post

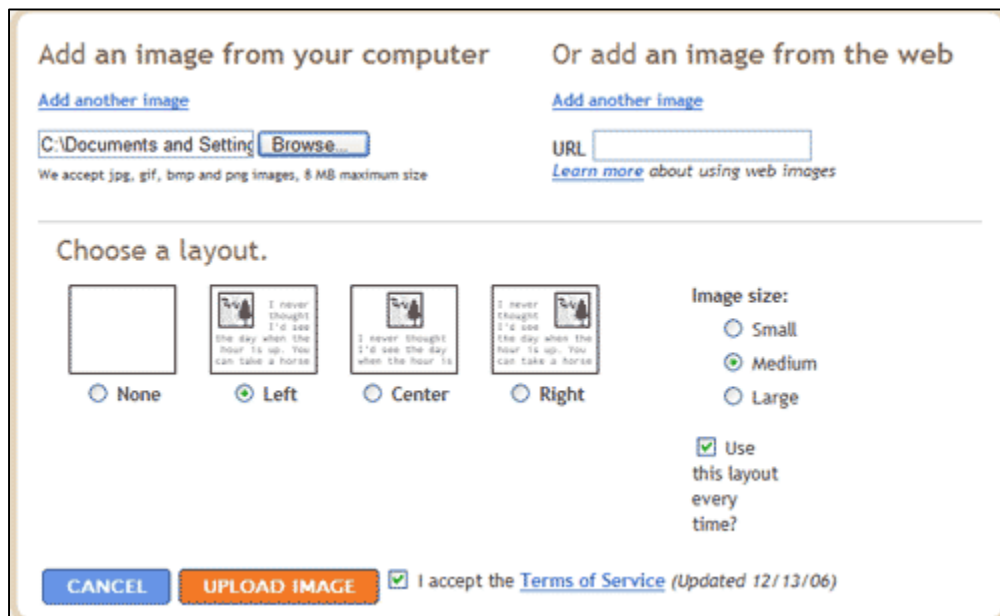
1. In your post message create some link text. This is the text your students will click on to follow the link.
2. Use your mouse to select (highlight) the link text.
3. Click on the **Link** button from the formatting menu.
4. A pop up window will open. Type in the URL for the link and click **OK**. See the figure on the next page.



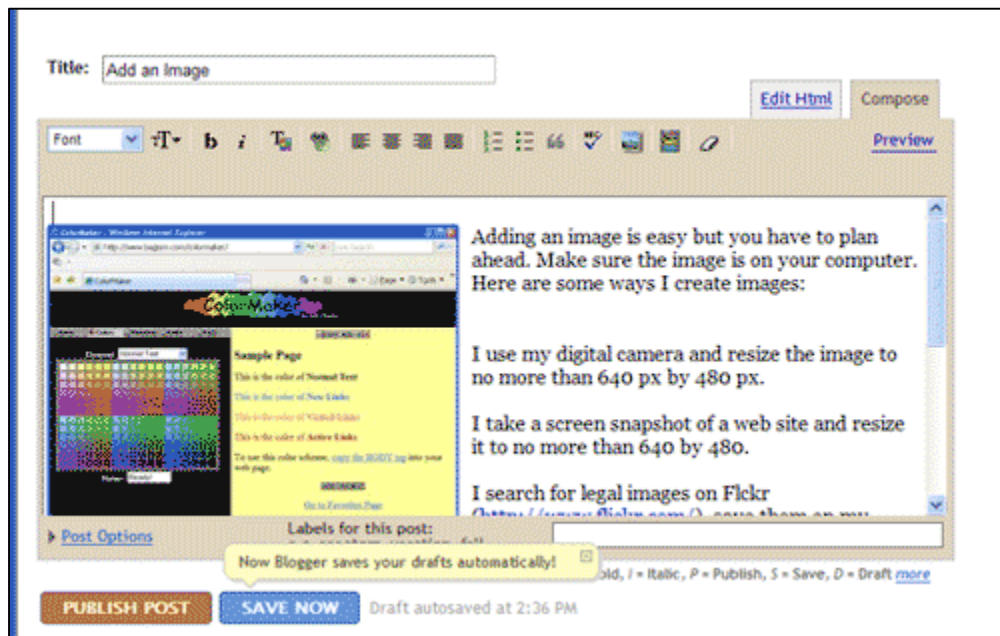
5. After the link has been added, always test it to make sure it works.

### To Add an Image

1. First create/find an image to add. The maximum file size is 8 MB and Blogger accepts GIF, JPG, and PNG formats. Here are some suggestions for creating images:
  - a. Use a digital camera but resize the image to 640 by 480 or less.
  - b. Use a photo sharing site like Flickr (<http://www.flickr.com>) and make sure you can legally use the image. Resize it so that it is no more than 640 pixels wide or high depending on the orientation.
  - c. Use Comfight (<http://www.comfight.com/>) a search engine for Flickr that lets you search for Creative Commons licensed Flickr photos.
2. Place your mouse in the message where you want the image to appear then click on the **Add Image** button from the formatting menu.
3. A new window will open. Click the **Browse** button to find the file on your computer. See the figure on the next page.



4. After you locate the image, choose a layout and image size. Click in the “I accept the Terms of Service” checkbox then on the orange **UPLOAD IMAGE** button.
5. When the image is uploaded, click on the **DONE** button and your image should appear in your message. See the figure below.





## BLOGS: ENHANCING YOUR BLOG

### To Add a YouTube video to your page

YouTube has some excellent instructional videos and I encourage you to search the site for ones that relate to the subjects you teach. When you find one, you can embed it in your blog so students don't end up on the YouTube site.

1. Create a new post and add a meaningful title. Click the **Edit Html** tab in the upper right corner of the message box. See figure below:



2. Open a new tab in your browser and go to YouTube (<http://www.youtube.com>). In the search box, type **brainrules** and click the **Search** button. A list of videos by and about John Medina's book entitled *Brain Rules* will appear. One that is very relevant to high school and college students is titled **Sleep Loss = Brain Drain**. Click on the video thumbnail to play the video.
3. To the right of the video is an option to "**Embed**" the video and to the right of that is a customize icon. Click on the icon. See the figure on the next page.



## BLOGS: ENHANCING YOUR BLOG

Here are my suggestions for customizing the video that will appear in your blog post.

Uncheck **Include related videos** since you have no control over what is included.

Leave **Show Border** checked.

Leave **Enable delayed cookies?** unchecked.

Select a border color that goes with your blog color scheme.

Use the default size (340 x 285).

4. Click once in the Embed code box and all the code will be highlighted. Select **Edit → Copy** or right click and select **Copy** to copy the embed code to the clipboard.
5. Return to your Blogger tab and click in the message window. Select **Edit → Paste** or right click and select **Paste**. The embed code will be pasted into the message window. See the figure on the next page.

Title:

[Edit Html](#) [Compose](#)

**b** *i*

```
<object width="340" height="285"><param name="movie" value="http://www.youtube.com/v/EI96e38zMj4&hl=en&fs=1&rel=0&color1=0x2b405b&color2=0x6b8ab6&border=1"></param><param name="allowFullScreen" value="true"></param><param name="allowscriptaccess" value="always"></param><embed src="http://www.youtube.com/v/EI96e38zMj4&hl=en&fs=1&rel=0&color1=0x2b405b&color2=0x6b8ab6&border=1" type="application/x-shockwave-flash" allowscriptaccess="always" allowfullscreen="true" width="340" height="285"></embed></object>
```

[Preview](#)

6. Click the **Preview** link to make sure the video has been embedded in your post. If it has, click the orange **PUBLISH POST** button. See the figure below:

[PUBLISH POST](#) [SAVE NOW](#) Draft autosaved at 10:33 AM

[Return to list of posts](#)

## Brainrules Video

The video player shows a man in a dark sweater speaking to a group of people. The video title is "Sleep Loss = Brain Drain - John Med..." and it has a 5-star rating. The YouTube logo is visible in the bottom right corner of the player, and the video progress bar shows 0:00 / 2:14.



## BLOGS: ENHANCING YOUR BLOG

### To Add a Video

1. Adding a video is very similar to adding an image. First, create the video. Here are some suggestions for creating videos:
  - a. Use the movie feature of your digital camera or a digital video camera.
  - b. Keep it short (unless you are as talented as Steven Spielberg).
  - c. The file size limit is 100 MB and Blogger accepts AVI, MPEG, QuickTime, Real, Windows Media file formats.
2. Place your mouse in the message where you want your video to display then click on the **Add Video** button from the formatting menu. It is to the right of the Add Image button.
3. A pop up window will appear. Browse for the video, give it a title, click in the “I agree to the Upload Terms and Conditions” checkbox then click on the orange **UPLOAD VIDEO** button. See the figure below.

A screenshot of a web browser dialog box titled "Add a video to your blog post". The dialog has a light beige background and a thin border. It contains the following elements: a text input field with "C:\Documents and Setting" and a "Browse..." button; a line of text stating "We accept AVI, MPEG, QuickTime, Real, and Windows Media, 100 MB maximum size."; a "Video Title" label above a text input field containing "Welcome to the class"; a line of text "Do not upload infringing or obscene material." followed by a checked checkbox and the text "I agree to the [Upload Terms and Conditions](#)."; and two buttons at the bottom: an orange "UPLOAD VIDEO" button and a blue "CANCEL" button.

4. A place holder will appear showing the progress of the uploading and processing of your video. It may take a few minutes for the video to appear.



## BLOGS: ENHANCING YOUR BLOG

### To Add Page Elements

1. Click the **Layout** tab then click the **Page Elements** section. Click on the link labeled **Add a Gadget**. Gadgets include:
  - a. Link list
  - b. List
  - c. Text
  - d. Feed
2. There are other gadgets but these are the ones teachers will likely want to use. The two that are extremely useful, Link lists and Feeds, will be demonstrated in the workshop.
3. **Link lists** allow you to provide web resources to your students. From the list of gadgets, click **Link Lists**.
  - a. Give your link list a meaningful title.
  - b. Enter the URL for a web site.
  - c. Add the title of the web site.
  - d. Click the blue **ADD LINK** button to continue adding links on this list.

**Configure Link List** ? Help

Title

Number of links to show in list  Leave blank to show all links

Sorting  ▼

New Site URL

New Site Name

[Edit Delete](#) [Check List from Web Pages that Suck](#)

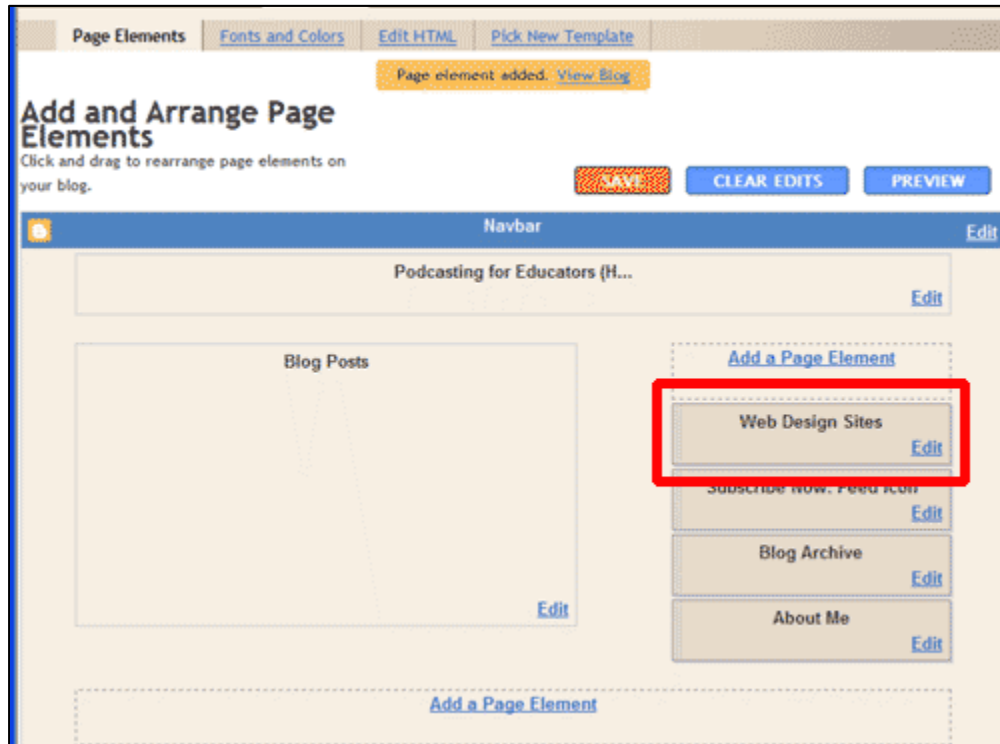
[Edit Delete](#) [Sample Chapter from Don't Make Me Think](#)

[Edit Delete](#) [Web Design Principles](#)

[Edit Delete](#) [Web Design Pattern Library](#)

## BLOGS: ENHANCING YOUR BLOG

4. When all the links are added, click the orange **SAVE** button. Your page element will appear in your blog layout now. See the figure below.



5. The **Feed** gadget allows you to add automatically updated content from other relevant blogs, news web sites, professional journals, etc. You will add the RSS feed address provided by the source to create a Feed page element.
6. In the layout screen, click on **Add a Gadget** then select **Feed** from the list of gadgets.
  - a. Minimize the **Configure Feed** window. You need to find a feed before filling in the Feed URL box.
  - b. Open a new Tab in your browser and locate a resource with a RSS feed. For our workshop, let's add the **Grammar Girl** feed. To find it, go to <http://www.qdnow.com/grammar.xml>
  - c. Copy the URL to the clipboard.
  - d. Return to the **Configure Feed** window and paste the URL into the Feed URL box. Click the orange **CONTINUE** button.



## BLOGS: ENHANCING YOUR BLOG

- e. The feed information will display with some configuration settings. See the figure below.

Title: Grammar Girl's Quick and Dirty Tips for Better Writing

Show: 5 items

Item dates

Item sources/authors

Preview

**Grammar Girl's Quick and Dirty Tips for Better Writing**

- [91 GG Yo Momma Uses Pronouns](#)
- [108 GG Whose Joke Was That?](#)
- [73 GG Go Forth and Simplify](#)
- [16 GG I'm Slowly Addicting You to Grammar](#)
- [64 GG "You and I" Versus "You and Me"](#)

[Change Feed URL](#)

**CANCEL** **SAVE CHANGES**

- f. Click the orange **SAVE** button and your feed will appear in your page layout. See the figure below.

Navbar

Developing a Course Blog (H...) Edit

Blog Posts

Add a Page Element

Grammar Girl's Quick and Di... Edit

Blog Training Survey Edit

Examples of Course Blogs Edit

Content Ideas Edit

About Me Edit

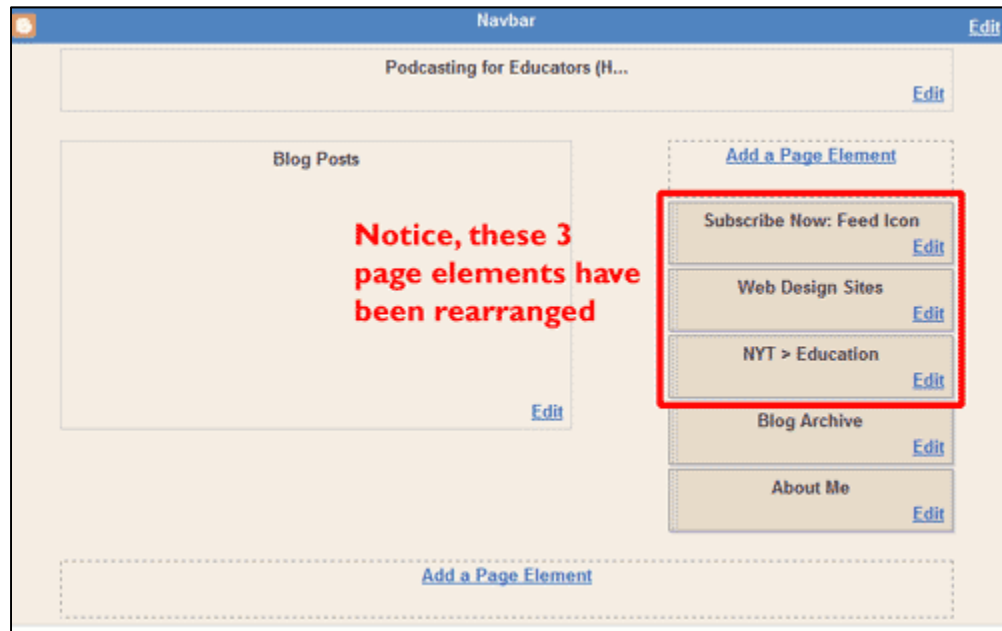
Add a Page Element

Blog Archive Edit

Add a Page Element

## BLOGS: ENHANCING YOUR BLOG

7. Last but not least, you can rearrange the gadgets on your blog. Use your mouse to drag and drop a gadget to a new place in your page layout. See the figure below.



8. Explore some of the other gadgets, rearrange them, and view your blog to see how they look.



## WIKIS :: INTRODUCTION

### Workshop Part 2 Description, Goals, and Outcomes

The second part of the workshop will focus on creating and configuring a wiki to use in a class. Wikis can be used as class web sites, for group collaboration, and to showcase student or group work. Wikis are designed for collaboration and this essential feature distinguishes them from blogs.

#### Goals:

- ✓ Provide an overview of wikis and their use in education.
- ✓ Create, configure and add content to a wiki.

#### Outcomes:

- ✓ Create and configure a wiki using WetPaint.
- ✓ Enhance the wiki with images, links, web resources, and feeds.
- ✓ Manage the wiki.
- ✓ Develop one or two ideas for using wikis in your classroom.

### Agenda

- I. Introduction to wikis used in education
- II. Create and configure a wiki
- III. Add, edit content and manage the wiki

#### What is a wiki?

A wiki is a web site that allows users to add and edit content. Wikis are made for collaboration and can contain text, images, videos, links, and other types of content.



## WIKIS :: INTRODUCTION

### How can wikis be used by teachers and students?

- ✓ Support group/team projects
- ✓ Class web site to distribute assignments, handouts, etc.
- ✓ Connect students to useful Web resources



## WIKIS :: QUICK START GUIDE

### WetPaint Basics

These instructions will show you how to create a WetPaint wiki account and set up a free wiki. WetPaint is one of several free wiki services but the advantage of using WetPaint is that they will remove ads from educational wikis. After you create an educational wiki, you can send an email message explaining how your wiki will be used and in 48 hours the ads are gone. Here are the instructions copied from the WetPaint wiki site at

<http://www.wetpaint.com/category/Education--Ad-free/?wpcmp=educp1>

If you haven't already, create your wiki, then send an email to [education@wetpaint.com](mailto:education@wetpaint.com) and include the following information:

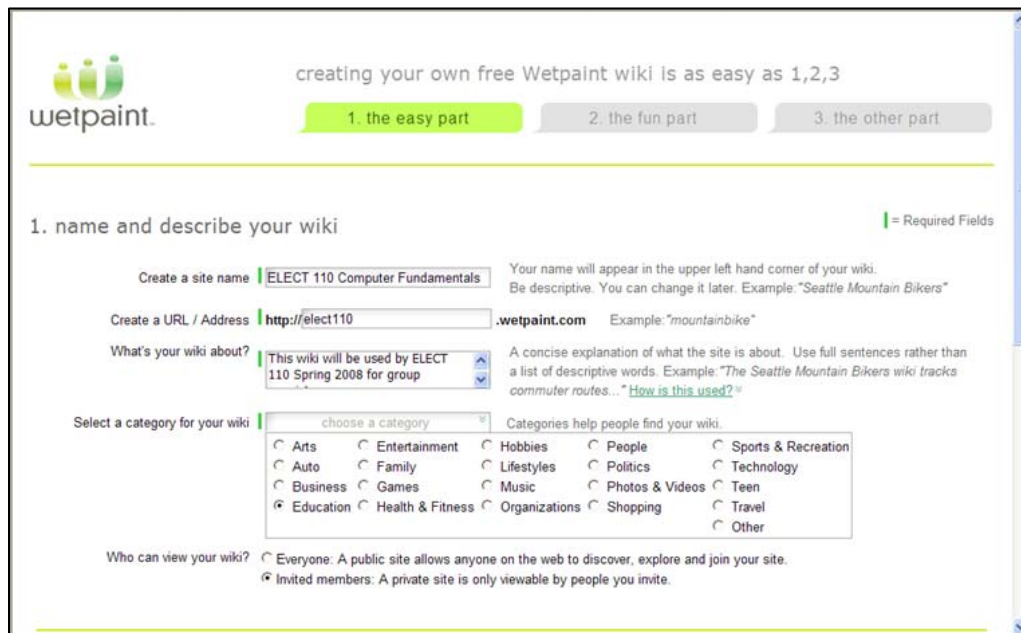
- Your school name and address
- A short description of how you are using the wiki
- The URL of your education wiki

Please give us up to 48 hours to review your site and disable the ads.

1. To create your wiki, go to <http://www.wetpaint.com> and look on the top right side of the screen
2. First, name your site. For example, if you're teaching a computer science class, you might name your site **CS 101 Introduction to Computers**.
3. Next choose a URL or web address for your wiki. In the example used above, you might use <http://cs101.wetpaint.com>.
  - a. You can only use letters and numbers in your URL - no spaces allowed.
  - b. Your URL must be unique!
4. Click the big green **GO!** Button.
5. Now give your site a description. Tell the purpose of the wiki and perhaps how it will be used.

## WIKIS :: QUICK START GUIDE

- Pick a category. It's probably best to choose **Education** which would support your request to have the ads removed.
- If you want to control who can view your site, make it a private site and select **Invited members**. See figure below.



The screenshot shows the '1. name and describe your wiki' step of the Wetpaint creation process. It includes fields for site name, URL, description, category selection, and visibility options. The 'Education' category is selected, and the 'Invited members' option is chosen for visibility.

creating your own free Wetpaint wiki is as easy as 1,2,3

1. the easy part   2. the fun part   3. the other part

1. name and describe your wiki |= Required Fields

Create a site name:  Your name will appear in the upper left hand corner of your wiki. Be descriptive. You can change it later. Example: "Seattle Mountain Bikers"

Create a URL / Address:  .wetpaint.com Example: "mountainbike"

What's your wiki about?  A concise explanation of what the site is about. Use full sentences rather than a list of descriptive words. Example: "The Seattle Mountain Bikers wiki tracks commuter routes..." [How is this used?™](#)

Select a category for your wiki:  Categories help people find your wiki.

<input type="radio"/> Arts	<input type="radio"/> Entertainment	<input type="radio"/> Hobbies	<input type="radio"/> People	<input type="radio"/> Sports & Recreation
<input type="radio"/> Auto	<input type="radio"/> Family	<input type="radio"/> Lifestyles	<input type="radio"/> Politics	<input type="radio"/> Technology
<input type="radio"/> Business	<input type="radio"/> Games	<input type="radio"/> Music	<input type="radio"/> Photos & Videos	<input type="radio"/> Teen
<input checked="" type="radio"/> Education	<input type="radio"/> Health & Fitness	<input type="radio"/> Organizations	<input type="radio"/> Shopping	<input type="radio"/> Travel
				<input type="radio"/> Other

Who can view your wiki?  Everyone: A public site allows anyone on the web to discover, explore and join your site.  Invited members: A private site is only viewable by people you invite.

- If you've set your wiki to be private, only people you invite will be able to edit it.
- Click the green **Continue to Step 2: the fun part** button.
- Select a template for your wiki. There are 24 different styles and you can click the **zoom** link to get a larger view. Click in the radio button of the style thumbnail to select it. See the figure below.





## WIKIS :: QUICK START GUIDE

11. Click on the green **Continue to Step 3: the other part** button. Fill in the account information including your date of birth.
12. Click on the green **Next, invite some friends to help out** button.
13. There are several options for the roles your invited guests can have on the site and a summary of them appears below.

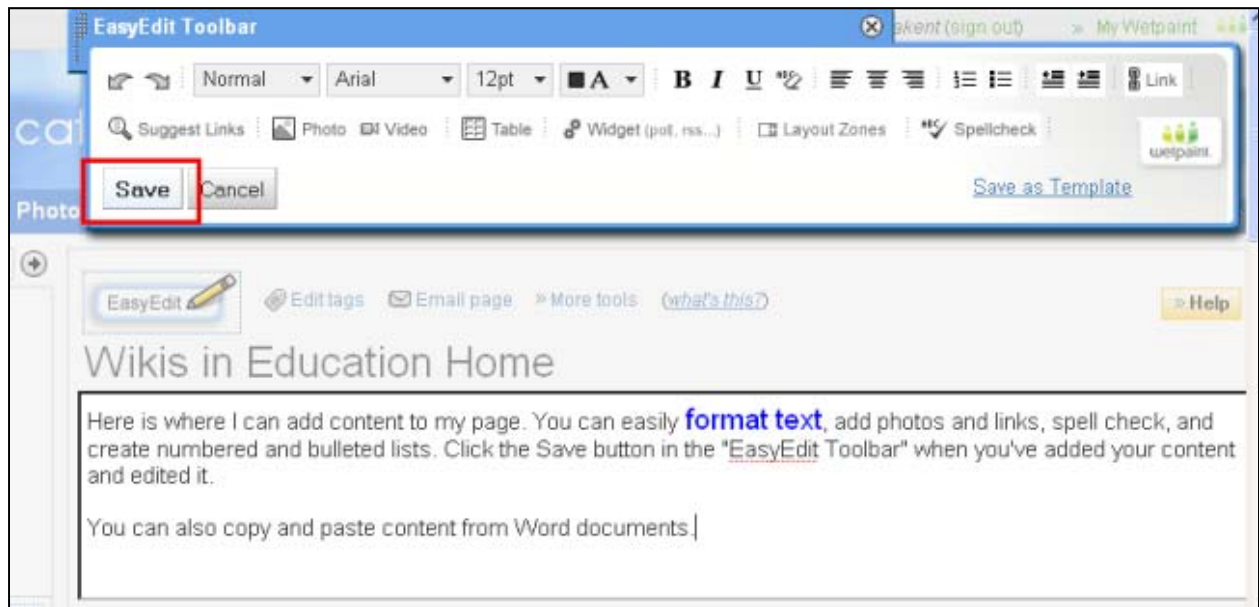
These users can	<input type="radio"/> Access site settings, manage pages, use all editing tools, promote or ban members, and invite others on private sites. (Administrator)
	<input type="radio"/> Manage pages, use all editing tools, promote or ban members, and invite others on private sites. (Moderator)
	<input checked="" type="checkbox"/> Edit pages, add images, and join discussions. (Writer)
	<input type="radio"/> Join discussions and leave comments. (Registered User)
	<input type="checkbox"/> Send a reminder to people who do not respond in two days.

14. I'll select **Edit pages, add images, and join discussions** for my wiki.
15. Fill in the email addresses separated by commas, edit the personal message and your name if desired then click the green **Send the invitations and create my site!** button. **Note**, you can defer sending invitations till later by clicking the link labeled "**just create my site.**"
16. In a few seconds, your wiki is created. Click the green **Take me to my site** button.
17. Your site opens to the **Home** page which is blank and ready for you to edit.

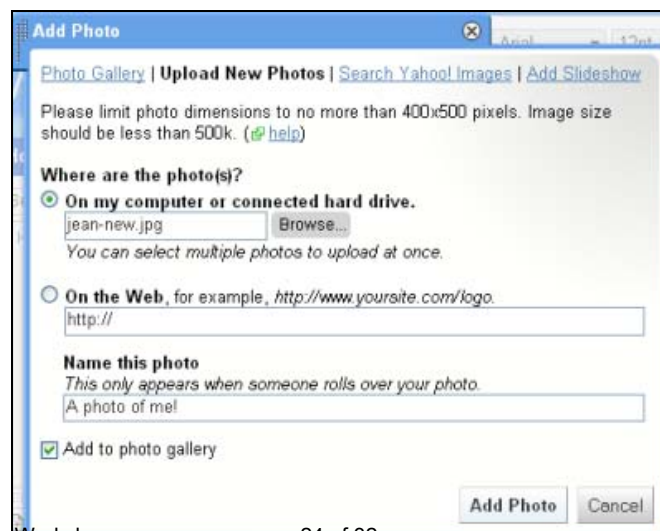
### Adding and Editing Content and New Pages

1. Click on the **EasyEdit** button to open the tools for editing and adding content. Most of these will seem familiar as they are similar to the formatting tools in many word processing applications. The Widgets allow you to add content from many sources and we'll go over some of them during the training. See on the figure on the next page.

## WIKIS :: QUICK START GUIDE

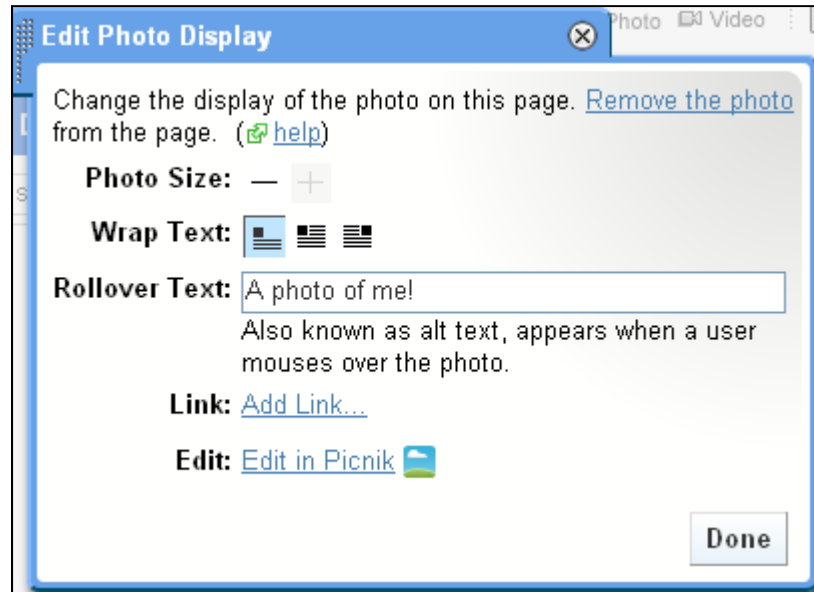


2. After you've made changes to the page, click the **Save** button.
3. If you want to **add an image**, click the **EasyEdit** button. Place your cursor where you want the image to appear then click the **Photo** button. The **Photo Gallery** window opens and you can select a photo. If the Photo Gallery is empty, click the **Upload New Photo** button.
  - a. Limit photo dimensions to no more than 400x500 pixels.
  - b. Image size should be less than 50k.
  - c. Click the **Browse** button to locate the image on your computer.
  - d. Click the **Add Photo** button. See the figure below.
  - e. A dialog box will open and you can give a title and description to the photo if desired.

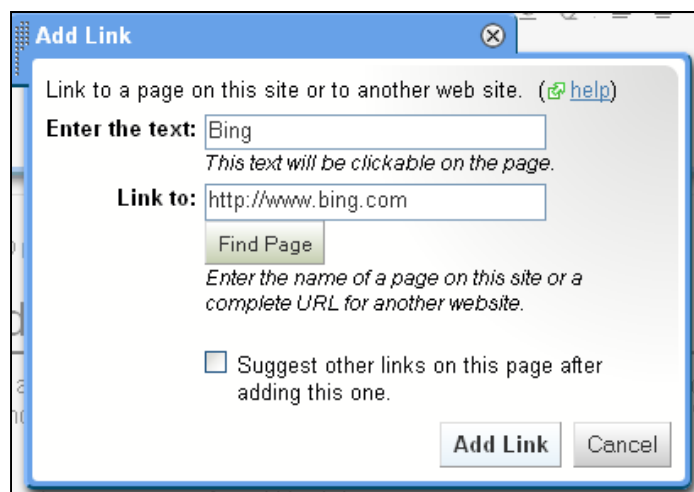


## WIKIS :: QUICK START GUIDE

- f. Finally, you can resize the photo and select an option for wrapping the text around the photo. You can add a link to the photo and edit it in Picnik a free online image editor. See the figure below.



4. **Add a link** to another page in your wiki or to another web site by following these steps.
- Click on the **EasyEdit** button and place your cursor where you want the link to appear. Click the **Link** button.
  - In the dialog box that opens, enter the link text in the first box.
  - To link to another page in your wiki, click the **Find Page** button.
  - Or, to link to another web site, enter the URL. See the figure below:



## WIKIS :: QUICK START GUIDE

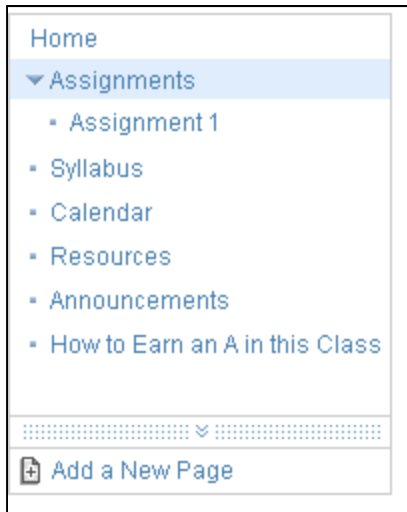
5. To create a **class wiki**, add new pages that will contain the content you want for your students. For example, you might want to add the following pages:
  - a. Assignments
  - b. Syllabus
  - c. Calendar
  - d. Resources
  - e. Announcements
  - f. How to Earn an A in this class
6. In the navigation pane on the left, click **Add a New Page**. See the figure below:



7. The **Add Page** dialog box opens. Name your page and give it some keywords if you want to. You can use a template but the ones they currently offer aren't helpful for educators. The **monthly calendar template** is an exception.
8. Before you add a new page, decide if it will be a sub page of an existing page. If you want to create a sub page, click on a higher level page first before you click on the Add a New Page link. Click on Home in the menu before clicking on the Add page link if you aren't making a sub page. See the figure on the next page.



## WIKIS :: QUICK START GUIDE

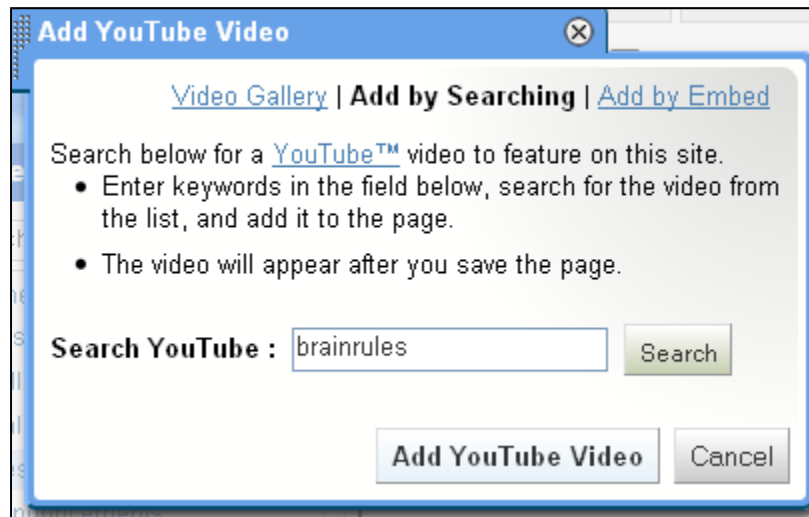


Notice the indented link for **Assignment 1**. Before I clicked on the **Add a New Page** link, I clicked on the **Assignment** link. Doing this nested the Assignment 1 page within the Assignment link.

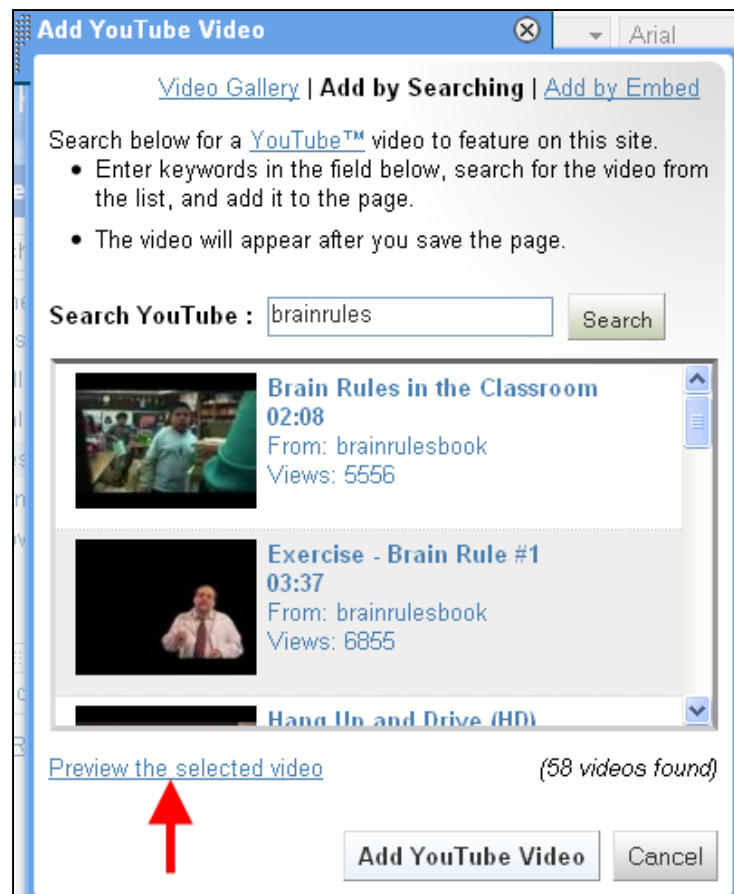
I recommend you create your all your class pages then start filling in the content. Remember, you can copy and paste from Word or another word processing program if you already have content created.

9. A **group project** wiki might contain the following pages:
  - a. Project Assignment
  - b. Project Schedule
  - c. Brainstorming Page
  - d. Rough Draft
  - e. Research Notes
  - f. Team Members
10. Again, I recommend a member of the group create the blank pages first then the team members can add content as they work on the assignment.
11. Finally, you can add "**widgets**" (e.g., polls, chat windows, RSS feeds, videos) to the pages in your wiki.
12. Open the page you want to add a widget to, click the **EasyEdit** button then click the **Widget** button. Select a **YouTube** widget. YouTube has some great content if you're willing to spend time searching for it.
  - a. Type in keywords to find a video related to your course content then click the **Search** button. See the figure on the next page.

## WIKIS :: QUICK START GUIDE



- b. Select a video from the list that matches your keywords and click the **Preview the selected video** link. I highly recommend previewing any content you add from YouTube first. If you decide to add it, click the **Add YouTube Video** button. See the figure below:





## WIKIS :: QUICK START GUIDE

- c. Add a title, description, and keyword tags if you wish then click the **Save** button. You can resize the video and change how it wraps with the text on the page, too. When you click the **Done** button and save your edits, the video will be added to your page.

### A few Tips

1. You can create as many wikis as you want with one Webpaint account.
2. You can copy and paste content from a Word document.
3. Before you add a new page, decide if it will be a sub page of an existing page. If you want to create a sub page, click on a higher level page first before you click on the Add page link. Click on Home in the menu before clicking on the Add page link if you aren't making a sub page.
4. You can't delete a wiki. If you don't want to use your wiki any longer, delete all the pages – except the home page (which can't be deleted) then remove all content from the home page.
5. If you use a wiki for group projects, you'll probably want to create a wiki for each group.
6. File attachments appear at the bottom of the page/screen and can be easily overlooked. If you decide to provide content as file attachments, make sure to alert your students to their location.
7. I've found that Wetpaint hiccups every now and then but so far I haven't lost any information. So be patient!
8. I've gotten the ads removed for each wiki I've requested.



## WIKIS :: MANAGING YOUR WIKI

### Managing a Wiki

Wikis are collaborative by design. Even if you make a wiki your class web site, you'll probably still want to allow students to comment on some of the pages and possibly even add content. Maybe you'll try to have a paperless classroom and require students to use the wiki to get all their homework assignments, etc.

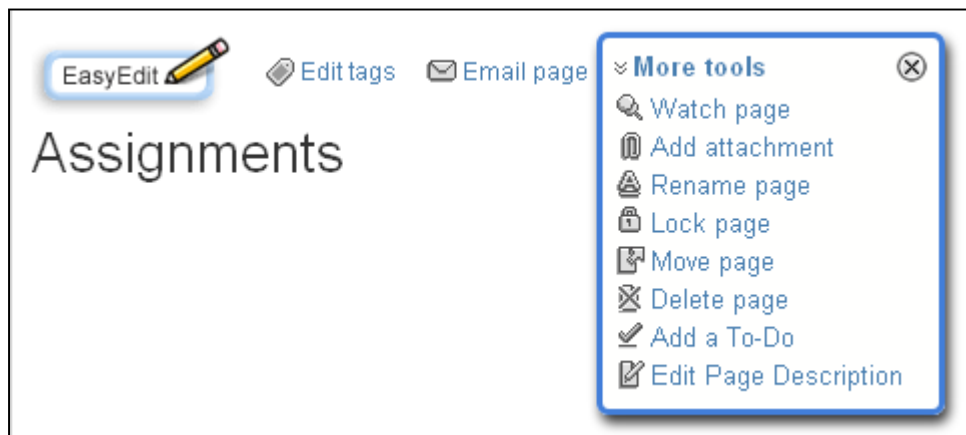
Using a wiki for a group or team project is a great way to organize the team and track their progress, too. It might even be a good way for faculty to get organized on a project.

Some of the wiki management tools are described below.

1. The navigation buttons that appear horizontally across the screen provide information about your wiki.
  - a. **Home** takes you back to wiki homepage.
  - b. **Discussions** let's you view all the threads and replies on your wiki.
  - c. **Photos** shows all the photos and images that have been added to your wiki and provides a link to add more photos or create an album.
  - d. **Videos** shows all the videos that have been added to your wiki and provides a link to add more videos or to create a collection.
  - e. **News** shows the news feeds that have been added to your wiki and provides a link to add a news feed.
  - f. **Updates** has a list of all the changes made to your wiki and the members who made them.
  - g. **Members** shows all the members who have been added to your wiki and provides a way to invite others to join.
  - h. **To Do** has a detailed list as well as the status of all the "To-Do" lists associated with your wiki.
  - i. **Invite** provides an easy way to invite new members.
2. On the far right of the screen, **My Profile** has information about you, the wiki owner. You can add a photo and additional information about yourself if you want to.

## WIKIS :: MANAGING YOUR WIKI

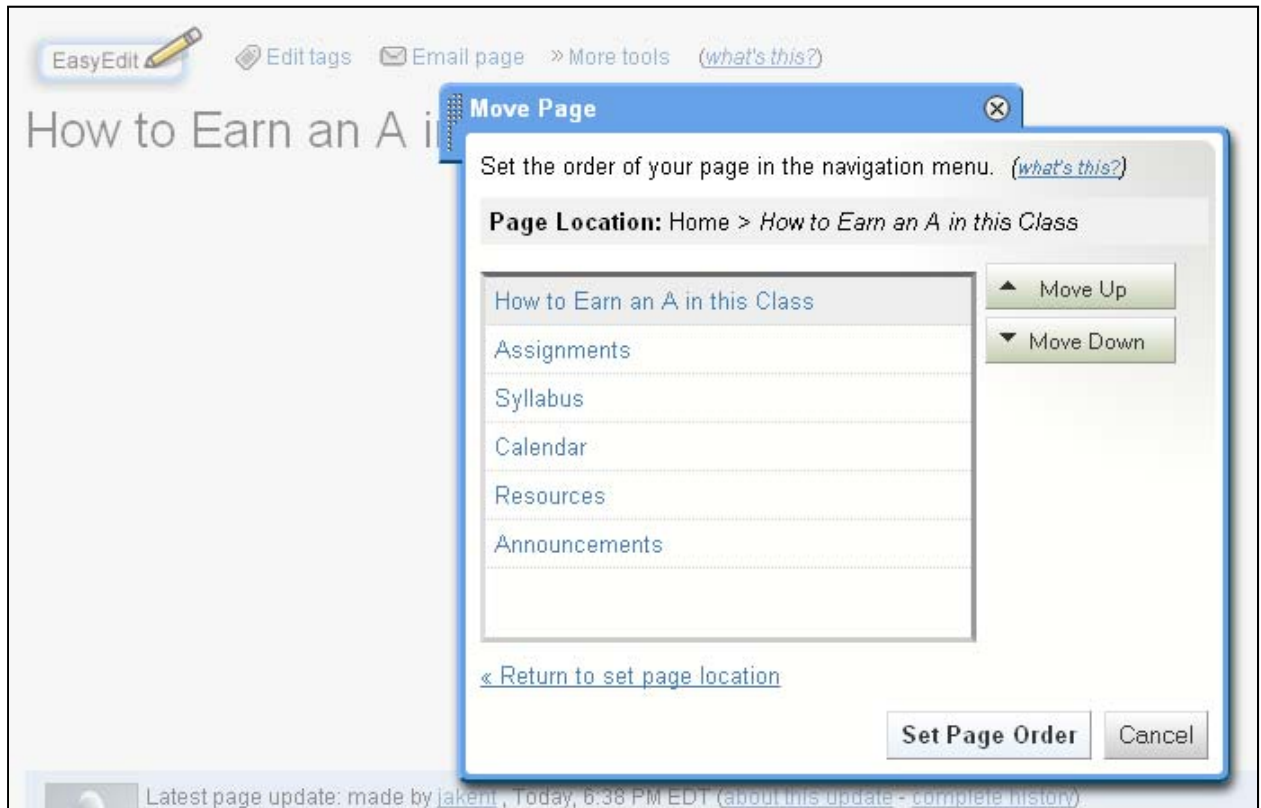
3. Next to My Profile, **Settings** shows all the current settings for your wiki and allows you to change them. Notice you can choose to receive statistics about your wiki and you can also create a backup of the content.
4. In the main page area and to the right of the **EasyEdit** button, **Edit Tags** (keywords) can be used to add new tags to any page to describe its contents. Tags appear at the bottom of the page and you can click on them to see a list of all pages that share the same tag.
5. Click on the **More Tools** link to see other management options for your wiki. See the figure below:



- a. Click **Watch page** if you want to monitor a page. You can be emailed when the page changes or you can remove the email notification. Find your watch list and update the settings in **My Profile**.
- b. Use the **Add attachment** option to add a file to the page. WetPaint supports a large variety of file types. Remember the attachment appears at the bottom of the page.
- c. **Rename page** lets you change the name of a page. If there are links to the page, you will have to update them.
- d. **Lock page** prevents future edits to the page.
- e. **Move page** lets you set a new location for the page or change the page order. You'll get a list of all the pages in your wiki and you can make the page a sub page of one of them. Or, you can reorder the pages. See the

## WIKIS :: MANAGING YOUR WIKI

figure below. I'm moving "How to Earn an A in this Class" up so it will appear just below the Home page.



- f. **Delete page** lets you delete the page and helps you manage links that will be broken if you delete the page. The home page is the only one that can't be deleted.
- g. **Add a To-Do** lets you add a "to do" reminder to the page. Reminders include cleaning up formatting, adding content, fact checking, spell check, and much more.
- h. **Edit Page Description** let's you change the page description.