



## WIKIS :: INTRODUCTION

### Workshop Description, Goals, and Outcomes

This workshop will focus on creating and configuring a wiki to use in a class. Wikis can be used as course 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 and other course web sites.

#### Goals:

- ✓ Provide an overview of wikis and their use in education.
- ✓ Create, configure and add content to a wiki.
- ✓ Locate and add engaging and relevant content from the Web.
- ✓ Plan an assignment and assessment for a course wiki.

#### Outcomes:

- ✓ Create and configure a wiki using WetPaint.
- ✓ Enhance the wiki with images, links, web resources, and feeds.
- ✓ Manage the wiki.
- ✓ Develop an assignment using the wiki.
- ✓ Create an assessment for the assignment.

### Workshop Web Site

<http://wec-wikis.blogspot.com/>

### Schedule

1:00 –1:15pm	Introduction to wikis used in instruction
1:15 – 1:25pm	Create and configure a wiki
1:25 – 1:55pm	Add, edit content and manage the wiki
1:55 – 2:30pm	Create assignment and assessment



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### What is a wiki?

#### Wikis can be used to:

- ✓ Support group/team projects
- ✓ Distribute assignments, handouts, etc.
- ✓ Connect students to useful Web resources
- ✓ Facilitate peer review
- ✓ Showcase student work
- ✓ Support group authoring
- ✓ Enable easy data collection



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**What are the potential benefits to students?**

- ✓ **Collaboration with other students**
- ✓ **Course materials and resources available 24/7**
- ✓ **Student discussions using thread feature**
- ✓
- ✓
- ✓
- ✓



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### WetPaint Basics

These instructions will show you how to create a WetPaint wiki account and set up a 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 click on the big green **Go!** button on the right side of the screen.
2. First, give your wiki a descriptive name. For example, if you're teaching an electronic engineering class at Spokane Community College, you might name your wiki **ELECT 110 Computer Fundamentals**.
3. Next create a URL or web address for your wiki. In the example used above, you might use <http://elect110.wetpaint.com>.
  - a. You can only use letters and numbers in your URL - no spaces allowed.
  - b. Your URL must be unique.
4. Now give your wiki a description. Tell the purpose of the wiki and perhaps how it will be used.
5. Pick a category. It's probably best to choose **Education** which would support your request to have the ads removed.



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- If you want to control who can view your wiki, make it a private site and select **Invited members**. See figure below.

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.

- 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.





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9. Click on the green **Continue to Sept 3: the other part** button. Fill in the account information including your date of birth.
10. Click on the green **Next, invite some friends to help out** button.
11. There are several options for the roles your invited guests can have on the site and a summary of them appears to the right. I'll select **Writers** for my wiki.
12. 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 wiki!** button. **Note**, you can defer sending invitations till later by clicking the link labeled "**just create my wiki.**"
13. In a few seconds, your wiki is created. Click the green **Take me to my wiki** button.

Roles indicate what a person can do on this site:

**Administrators can:** create and manage pages; view all reports; administer user permissions and contributions; adjust global settings.

**Moderators can:** move, rename, lock, and delete pages; move and delete comment threads; promote members to new roles; ban disruptive users.

**Writers can:** add and edit content; create and watch pages; post and reply to comments; and invite others to join the community.

**Registered users can:** access your site to read content; add comments; create and watch pages; post and reply to comments; and invite others to join the community.

14. WetPaint has several templates that automatically set up pages for you. The two of most interest to us are probably **Classroom** and **Group Project**. When you click on an option, a description appears. The classroom template is described on the next page.



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Get a fast start with fill-in-the-blank pages on popular topics! ([what's this?](#))

TV Show Fan Site  
Band/Artist Fan Site  
Parent Teacher Group  
Classroom  
Wedding  
Book Club  
Gaming Clan  
Group Project  
Me & My Friends

**Classroom Template Description:** Create an online extension of the classroom where teachers and students work together and share information. Post lesson plans, your class syllabus, discussion topics, homework assignments, and much more.

Subpages include:

- Announcements
- The Syllabus
- Assignments
- Study Guides
- Student Spotlight

Apply Template No Thanks

If you want to use your wiki as a course web site, this template appears to have just what you need.

Here's what's included in the **Group Project** template:

Get a fast start with fill-in-the-blank pages on popular topics! ([what's this?](#))

TV Show Fan Site  
Band/Artist Fan Site  
Parent Teacher Group  
Classroom  
Wedding  
Book Club  
Gaming Clan  
Group Project  
Me & My Friends

**Group Project Template Description:** For work groups, school groups, or anyone who has to collaborate on a project. Use the wiki pages for keeping track of assignments, schedules, research, and progress on projects large and small.

Subpages include:

- The Assignment
- Project Schedule
- Brainstorming
- Rough Draft
- Research
- Team Members

Apply Template No Thanks

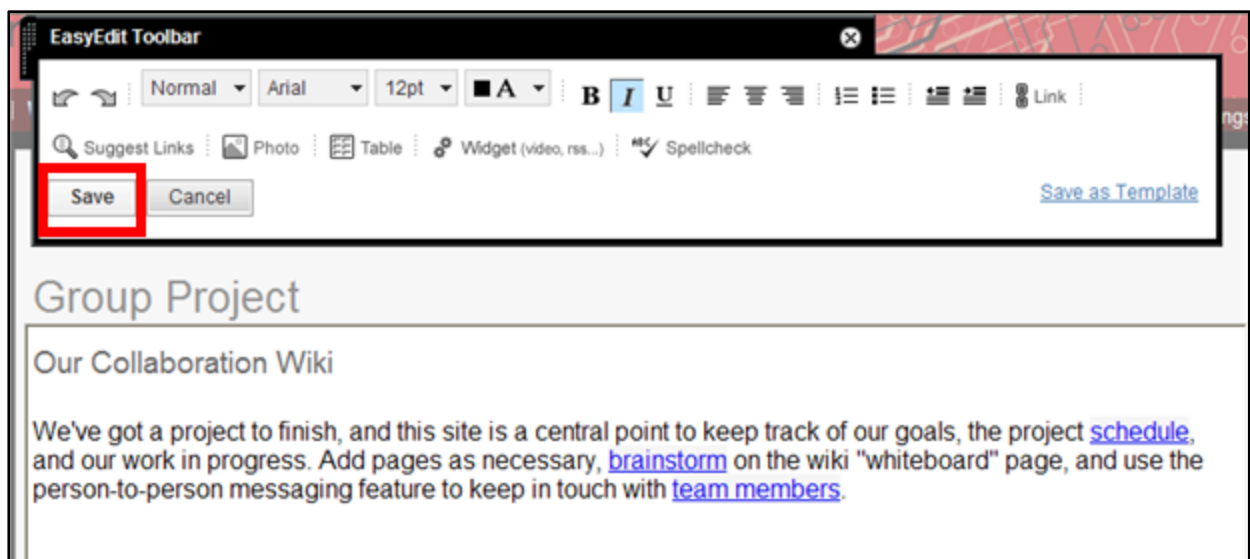


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15. Select the template you want to use by clicking on the **Apply Template** button. **Note: If you decide not to use a template when you create your wiki, you won't be able to apply one later.**
16. A home page plus all the blank pages associated with your template are created and you can start adding content. Suggestions and instructions display in red. You can delete them and add your content into the page. You can copy and paste from Word if you've already created the content.

### 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 workshop. See the figure below.



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.



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- Limit photo dimensions to no more than 400x500 pixels.
- Image size should be less than 50k.
- Click the **Browse** button to locate the image on your computer.
- Click the **Add Photo** button. See the figure below.

[From Photo Gallery](#) | [Upload New Photo](#) | [Search Yahoo! Images](#)

Please limit photo dimensions to no more than 400x500 pixels.  
Image size should be less than 500k. ([help](#))

Where is this photo?

On my computer or connected hard drive.

C:\Documents and Settir

On the Web, for example, <http://www.yoursite.com/logo>.

- A dialog box will open and you can give a title and description to the photo if desired.
- Finally, you can resize the photo and also select an option for wrapping the text. You can add a link to the photo, too. See the figure below.

Change the display of the photo on this page. [remove the photo from the page](#). ([help](#))

Photo Size: — + [original size](#)

Wrap Text:

Rollover Text:  Jean   
*Also know as alt text, appears when a user mouses over the photo.*

Link:  [Add Link...](#)



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

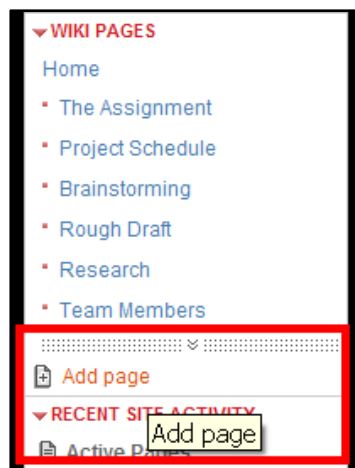
Link to a page on this site or to another web site. ([help](#))

Enter the text:   
*This text will be clickable on the page.*

Link to:   
*Enter the name of a page on this site or a complete URL for another website.*

Suggest other links on this page after adding this one.

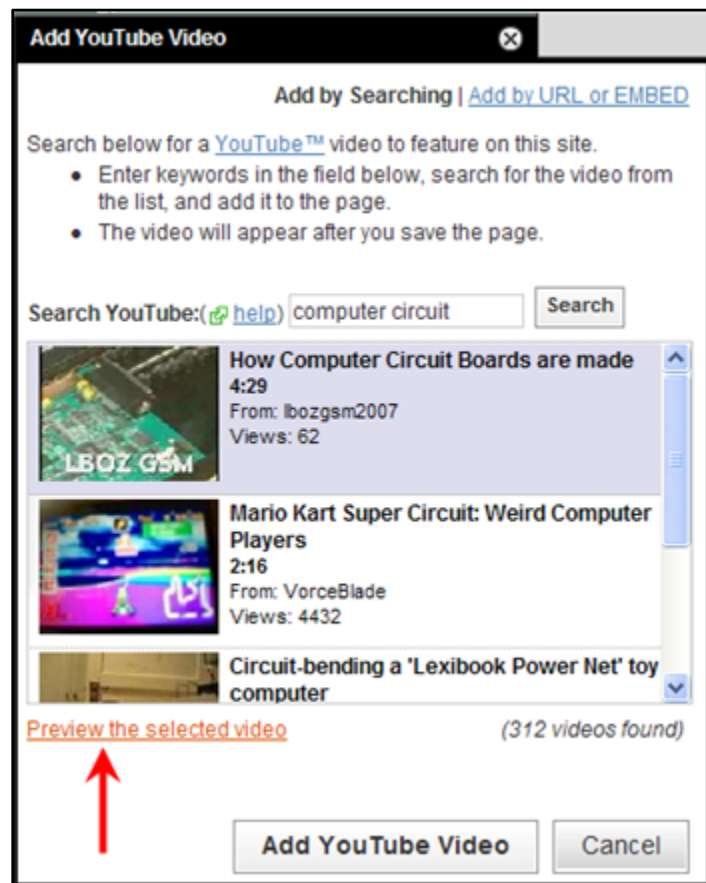
5. Other web resources can be added to your wiki using the Widget tool. Let's make a new page and add some widgets to it.
6. In the navigation on the left, click Add page. See the figure below:





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7. The **Add Page** dialog box opens. Name your page, give it some keywords, and pick a template. Your page should be created in a few seconds.
8. 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.
  - 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:



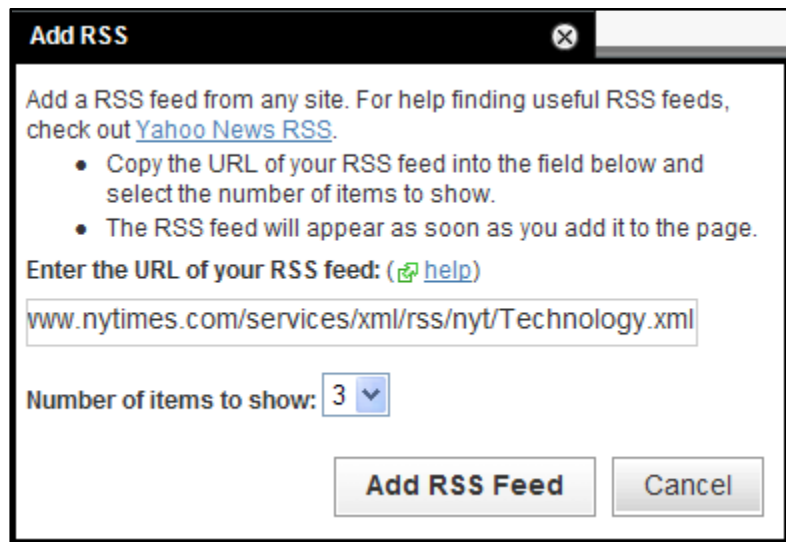


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- c. You can resize the YouTube player and change how it wraps with the text on the page, too. When you click the **Done** button and save your edits, the video will be added to your page.
9. Finally, let's add a **RSS feed** to our new page. We'll be talking about feeds throughout the workshops. They allow people to automatically get updated content on topics of interest to them. Let's add a RSS feed for all the technology articles that appear in the New York Times. The URL for the feed is

<http://www.nytimes.com/services/xml/rss/nyt/Technology.xml>.

- a. Click on the **EasyEdit** button then click on the **Widget** button.
- b. Select **RSS** from the list of widgets.
- c. In the **Add RSS** dialog box, type the URL for the feed. The better way to add the URL is to copy and paste it from the NY Times web site. See the figure below:



- d. Click the **Add RSS Feed** button and then **Save** the page. The newest three articles on technology topics from the NY Times will now display on the page. They are automatically updated each time a new article appears on the web site. See the figure on the next page.



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Let's add a feed widget next.

### [NYT > Technology](#)

- [DealBook: Google Chief Taps Quattrone as Adviser](#)
- [Bits: Is Yahoo the Odd Man Out?](#)
- [Microsoft Introduces Tool for Avoiding Traffic Jams](#)

Adding RSS feeds provided by web sites that have relevant content for your course is an easy way to keep your wiki fresh, updated, and of interest to your students.



# WIKIS :: MANAGING YOUR WIKI

## Managing a Wiki

Wikis are collaborative by design. Even if you make a wiki your course 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 attach their homework assignments to the site.

Using a wiki for group or team project is a great way to organize a 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. **Discussion Forum** let's you view all the threads and replies on your wiki.
  - c. **What's New** has a list of all the changes made to your wiki and the members who made them.
  - d. **Photo Gallery** shows all the photos and images that have been added to your wiki.
  - e. **Members** shows all the members, by role, that have been added to your wiki.
  - f. **To Do** has a detailed list as well as the status of all the "**To-Do**" lists associated with your wiki.
  - g. **Invite** provides an easy way to invite new members.
  - h. **My Profile** has information about you, the wiki owner. You can add a photo and additional information about yourself if you want to.
  - i. **Settings** shows all the current settings for your wiki and allows you to change them, too. Notice you can choose to receive statistics about your wiki and you can also get a backup of the content.



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2. You can add a “**To-Do**” list on any page. Click on the **Add a To-Do** link. See the figure below which displays the **To-Do** dialog box and options.

The image shows the 'Add To-Do' dialog box and its dropdown menu. The dialog box is titled 'Select a To-Do type and provide detailed direction in the comments.' It has a dropdown menu for 'To-Do type' set to 'Spell check'. Below this is a text input field for 'To-Do title' containing 'Help with my spelling'. There is a larger text area for 'Comment' containing 'Please check the spelling on this page. I don't trust myself to see misspelled words.' At the bottom, there are two checkboxes: 'Watch this To-Do' (checked) and 'Mark as high priority' (checked). Two buttons, 'Add To-Do' and 'Cancel', are at the bottom right. To the right of the dialog box is a dropdown menu listing various To-Do options: 'Select To-Do', 'Clean up / formatting', 'Add content', 'Add cross links', 'Fact check' (highlighted), 'Add images', 'Link image', 'Custom / other', 'Fill out page template', 'Populate blank page', 'Proof read', 'Spell check', 'Add tags', and 'Add videos'.

You can notify a member of the wiki about the **To-Do** you’ve created if desired, too.

3. Click on the **More Tools** link to see other management tools for your wiki. See the figure below:

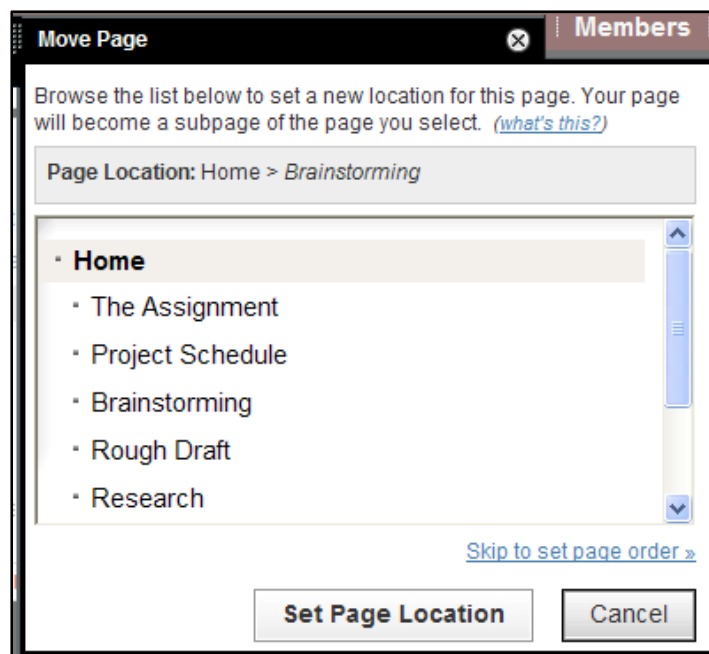
The image shows a screenshot of a wiki page titled 'Team Members'. At the top, there are several navigation links: 'EasyEdit', 'Edit tags', 'Email page', and 'Add a To-Do'. Below these links is the title 'Team Members' and a red note: '\*NOTE: If your group is posting names and phone numbers make the site **PRIVATE** so it cannot be viewed except by...'. A dropdown menu for 'More tools' is open, showing options: 'Watch page', 'Add attachment', 'Rename page', 'Lock page', 'Move page', and 'Delete page'. Below the note, there is a table with columns for 'Name', 'Email', and 'Phone Number'.

- 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**.



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- b. Use the **Add attachment** option to add a file to the page. WetPaint supports a large variety of file types.
- 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. 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. See the figure below.



- 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.
4. **Tags** (keywords) can be added 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. See the figure below.

