<u>Creating a Wikii</u>   by Liz Golden
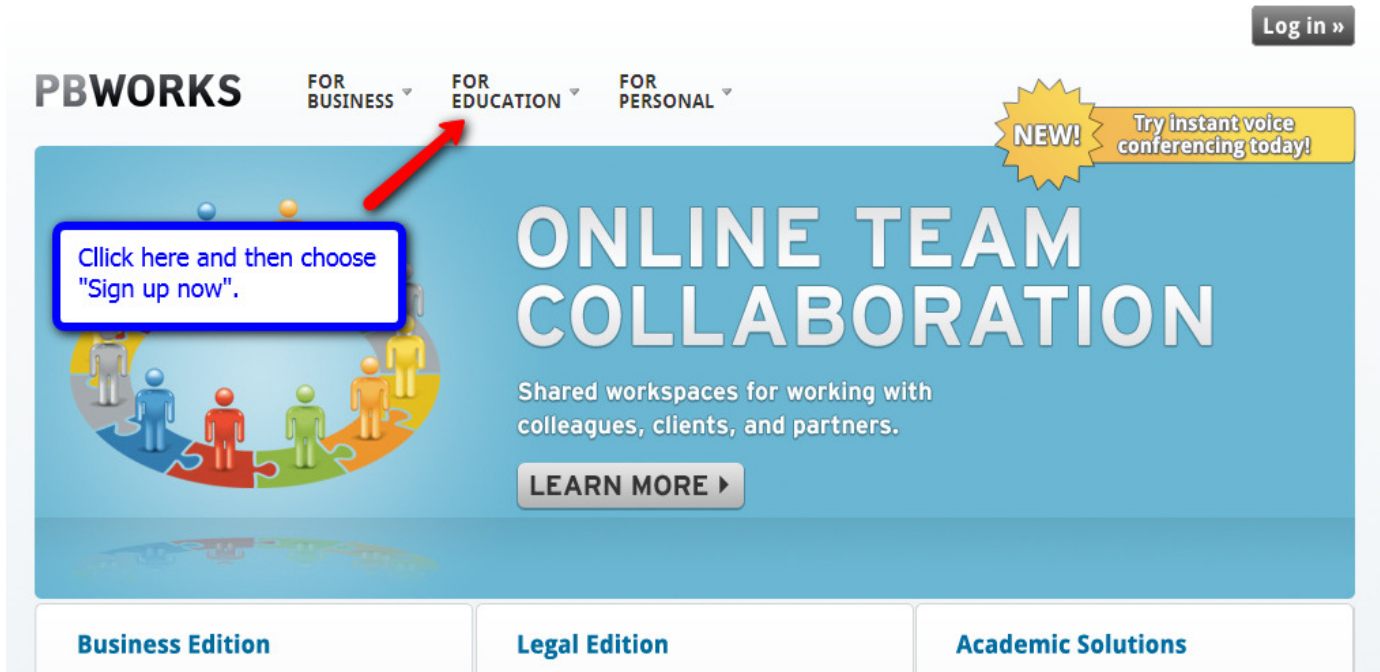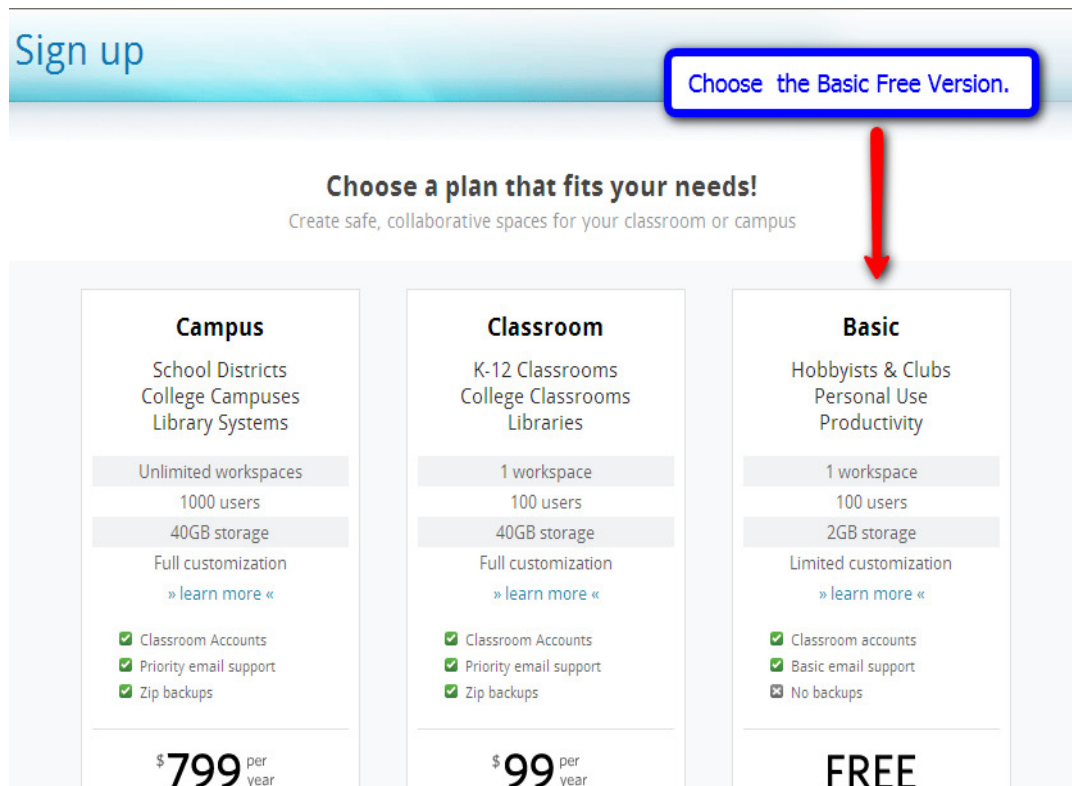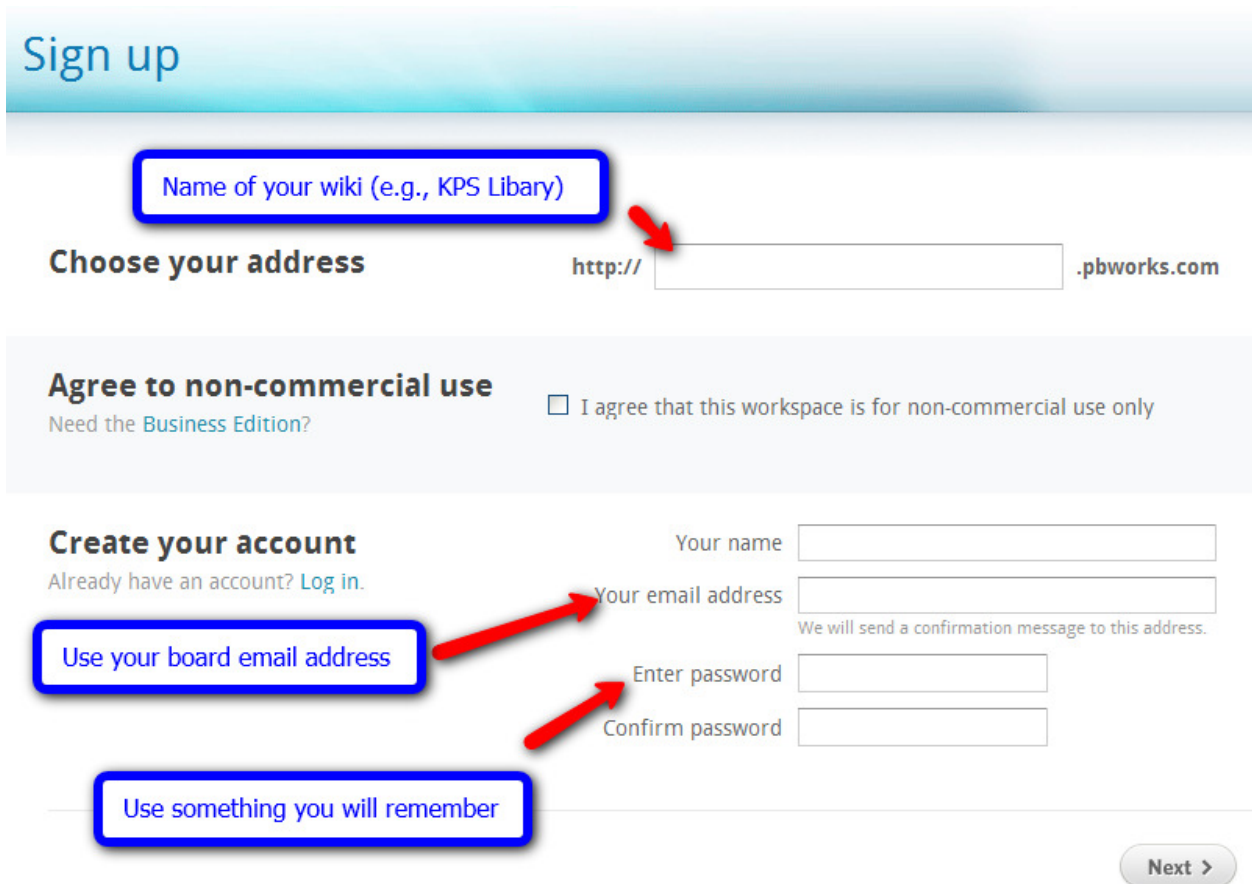
1. Go to http://www.pbworks.com

2. Once there, click on "PB works for education". A scroll down menu will appear. On the scroll down menu choose "Sign Up Now".

3. The following screen will appear and choose the following free version and click on "Select".

4. The following form will appear and fill it out to create your PBworks.

Sign up

Name of your wiki (e.g., KPS Libary)

Choose your address http:// [_____] .pbworks.com

Agree to non-commercial use
Need the Business Edition? ☐ I agree that this workspace is for non-commercial use only

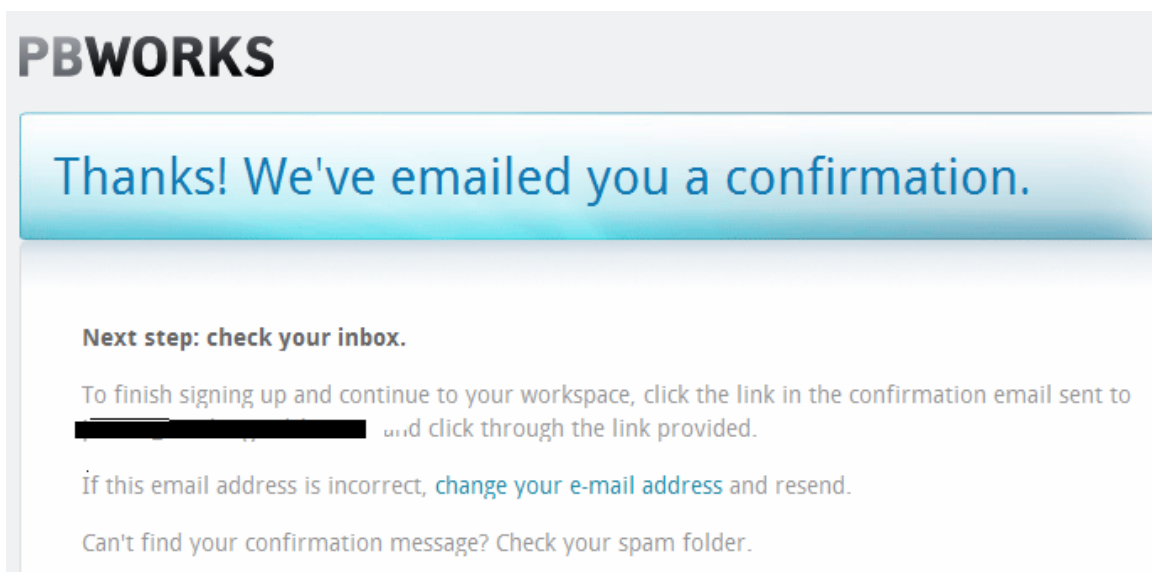**Create your account**
Already have an account? Log in.

Your name [_____]

Your email address [_____]
We will send a confirmation message to this address.

Use your board email address

Enter password [_____]

Confirm password [_____]

Use something you will remember

Next >

Be sure to check the box that says "I agree that this workspace is for non-commercial use only."

5. The following message will be sent to you at the address you provided.

PBWORKS

Thanks! We've emailed you a confirmation.

Next step: check your inbox.

To finish signing up and continue to your workspace, click the link in the confirmation email sent to ▮▮▮▮▮▮▮▮▮▮▮▮ ▮nd click through the link provided.

If this email address is incorrect, change your e-mail address and resend.

Can't find your confirmation message? Check your spam folder.

6. Go to PBworks.com and log on with your address and password you provided. The following screen will appear.

My PBworks

Home Profile Email

My Workspaces

A list of all the workspaces that you have created or can access. You can't leave workspaces that you have created, but you can delete workspaces you no longer need from the workspace's Settings page.

The name of the workspace that you created you appear in this space.

Preferences

Notify me when my workspaces change

At most every hour

This setting applies to each workspace individually, i.e. you might get two emails in a given hour about two different workspaces.

Submit

Join a workspace

Enter the name of the workspace

Submit

Create a new workspace

7. The following screen will now appear.

Welcome to
followalong.pbworks.com

Title of wiki

Please note you can change settings later.

🛡 **Choose your workspace's security settings**
You can change these later by going to Settings.

Who can view this workspace?
○ Anyone
◉ Only people I invite or approve

Defaults to anyone. Be sure to change it to only people I invite or approve.

Who can edit this workspace?
○ Anyone with an account
◉ Only people I invite or approve

📄 **Accept PBworks Terms of Service**

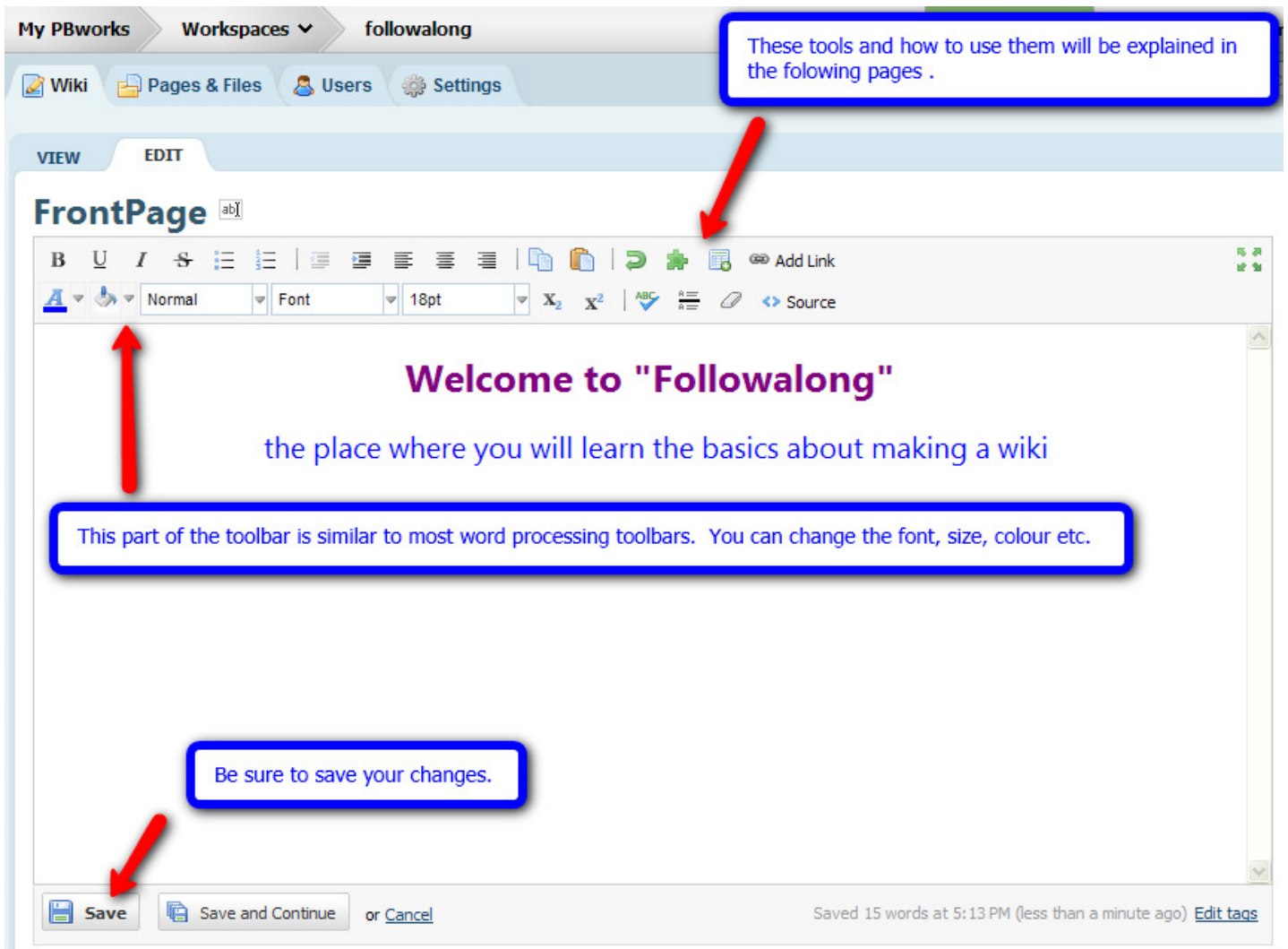☑ I agree to the PBworks terms of service.

Be sure to check this box.
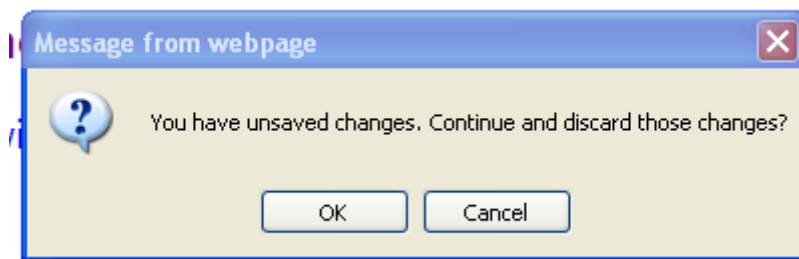
Take me to my workspace

8. Click on "Take me to my workspace" and following screen appears.

My PBworks | **Workspaces ∨** | **followalong** | ⭐ Upgrade Now! | account | log out | help

Name of the wiki created +/or are working on appears here.

📝 Wiki | 📄 Pages & Files | 👤 Users | ⚙ Settings

Search this workspace

VIEW | EDIT

The names of the wikiis you have created or are a member of will appear when you click on this tab.

⭐ **FrontPage**

Edit tab allows you to add/delete information and details to each page of your wiki.

last edited by 👤 PBworks 33 minutes ago   ⊙ Page history

Welcome to PBworks
This is a real workspace! Please edit this page, create new pages, and invite others to use this workspace with you.

Get Great Ideas!
- Learn what makes a good collaboration project and see how other PBworks customers are using their workspaces. Check out our PBworks educator community.

Need Help? We're here for you:
- **The PBworks Manual** and 30-second training videos can help show you how to edit, add videos and invite users.
- The best way to get your support questions answered is to **click the help link** at the top of this page. Our support gurus will get back to you asap.

PB works has a manual, videos and help link.

💬 Comments (0)

Add a comment

[   ]

[Add comment]

🗎 Create a page

🗎 Upload files

👤 Invite more people

✉ Share this page

📁 Put this page in a folder

🔖 Add Tags

🔑 Control access to this page

Navigator   ⊗
⭐ Starred Pages   ›
📩 Unfiled Items   ›

edit folders ⚙

SideBar   ⊗
This is your Sidebar, which you can edit like any other page in your workspace.

This Sidebar appears everywhere on your workspace. Add to it whatever you like -- a

9. Now you get to customize your page. Click on the Edit tab and highlight and delete the information found on the above page.

My PBworks   Workspaces ∨   followalong

These tools and how to use them will be explained in the folowing pages .

Wiki   Pages & Files   Users   Settings

VIEW   EDIT

FrontPage

Welcome to "Followalong"

the place where you will learn the basics about making a wiki

This part of the toolbar is similar to most word processing toolbars. You can change the font, size, colour etc.

Be sure to save your changes.

Save   Save and Continue   or Cancel   Saved 15 words at 5:13 PM (less than a minute ago) Edit tags

10. If you forget to save and try to leave the page the following screen will appear.

Message from webpage   ✕

?   You have unsaved changes. Continue and discard those changes?

OK   Cancel

Click on cancel. Hit save.

11. Once you have your front page done, you will what to add pages. On these pages you can add information, images, tables, YouTube videos, webpage links etc. At the bottom of each page, you can insert a link to the next workspace page.

(a) Highlight the word you wish to use as the link to the next page. Be sure you are on the Edit Tab.
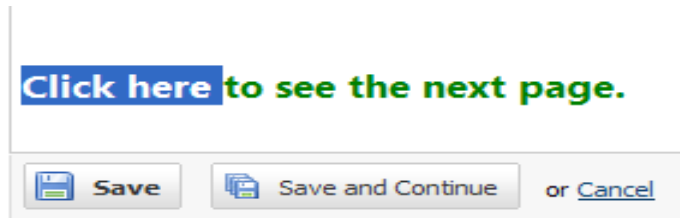
(b) Click on the "Add Link" tool in the toolbar.

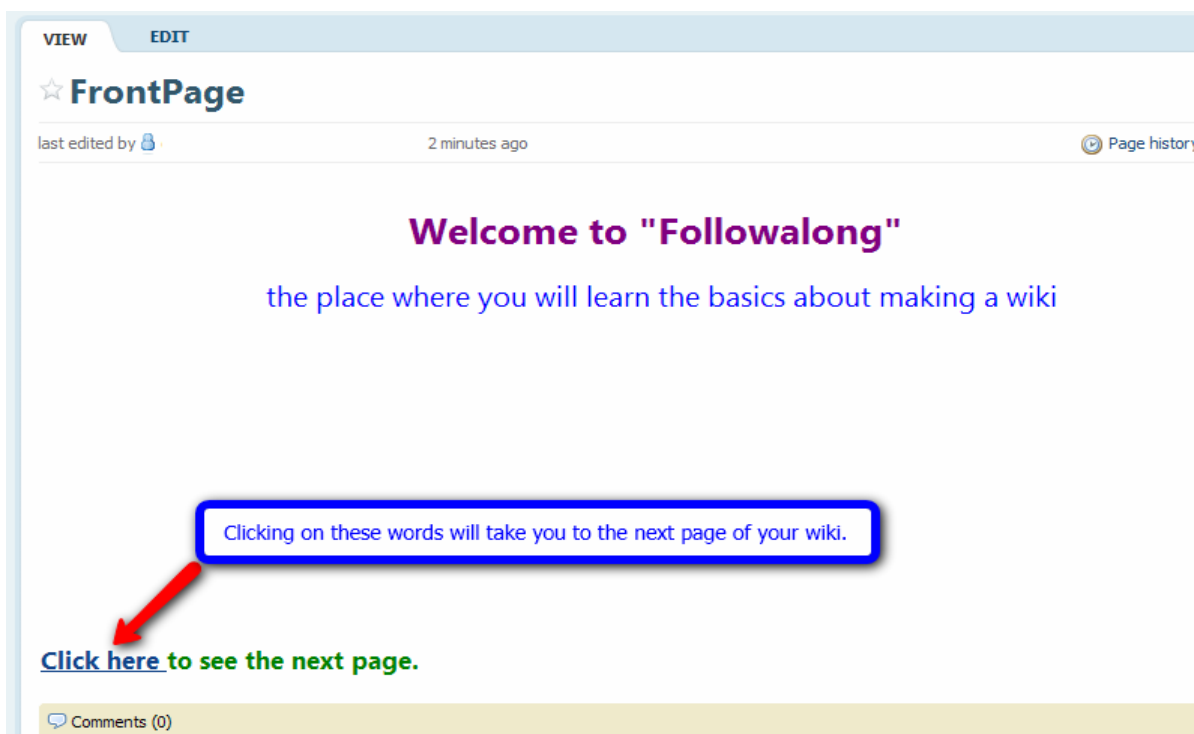
(c) The following screen will appear.

Insert Link

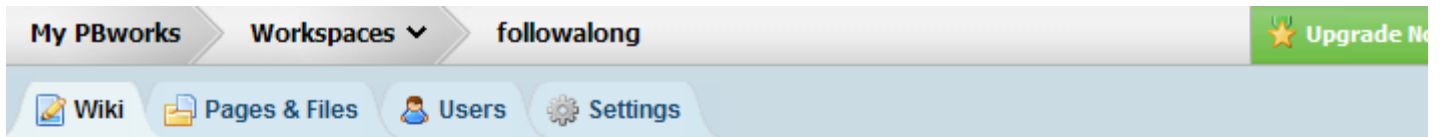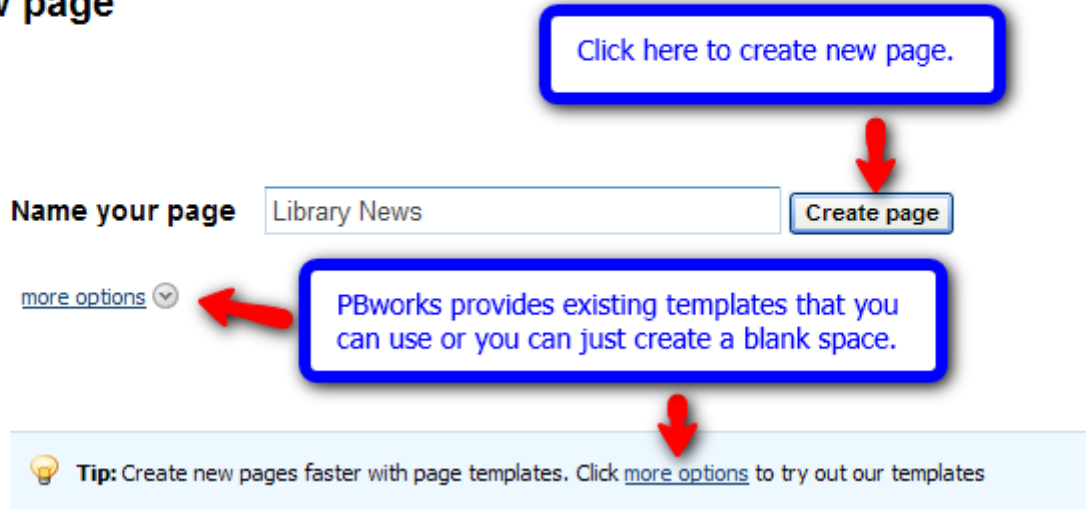|	
Link Type:	PBworks Page
Page:	--New Page--
Page Name	Click here

OK   Cancel

(d) Key in the name of your new page and then click on OK. Remember to save as you are on the edit tab. This will return you to the front page and now you will see that the highlight word(s) (in this case "Click here") is underlined.

VIEW   EDIT

☆ **FrontPage**

last edited by 👤   2 minutes ago   ▶ Page history

Welcome to "Followalong"

the place where you will learn the basics about making a wiki

Clicking on these words will take you to the next page of your wiki.

Click here to see the next page.

💬 Comments (0)

(e) The following screen will appear.

My PBworks   Workspaces ⌄   followalong   ⭐ Upgrade No

📝 Wiki   📄 Pages & Files   👤 Users   ⚙ Settings

Create a new page

Click here to create new page.

Name your page   [Library News]   [Create page]

more options ⌄   PBworks provides existing templates that you can use or you can just create a blank space.

💡 **Tip:** Create new pages faster with page templates. Click more options to try out our templates
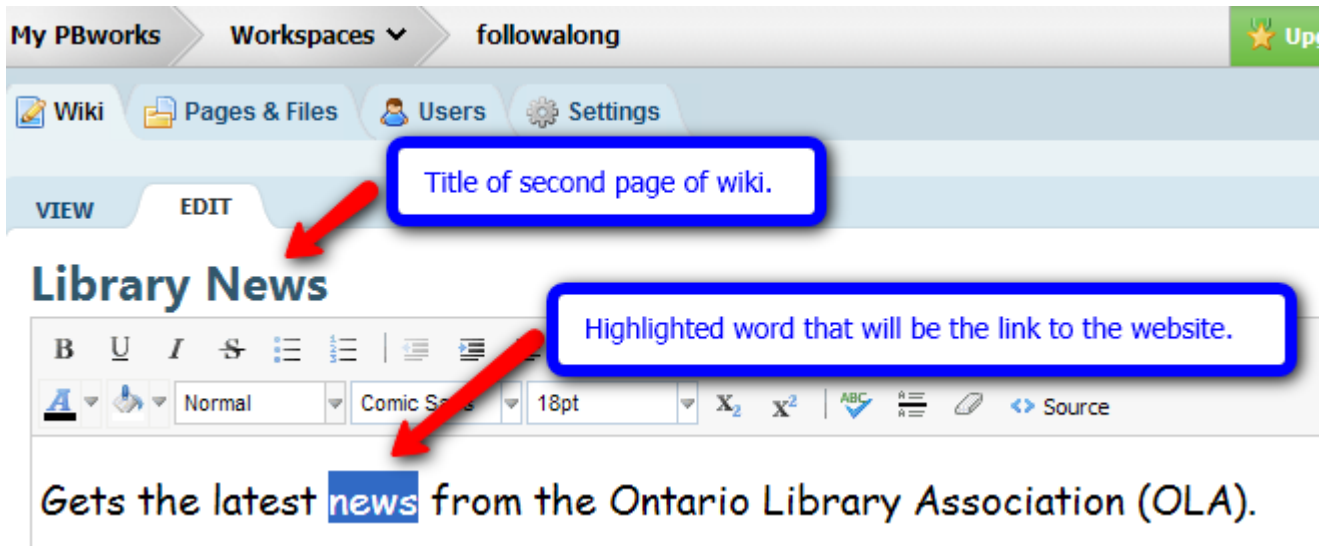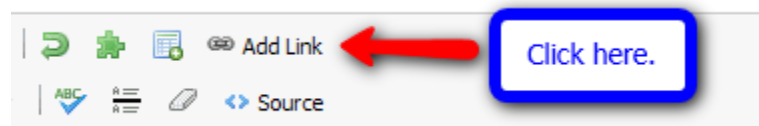
12. On this Library News page, I want to provide a link to the Ontario Library Association's website.
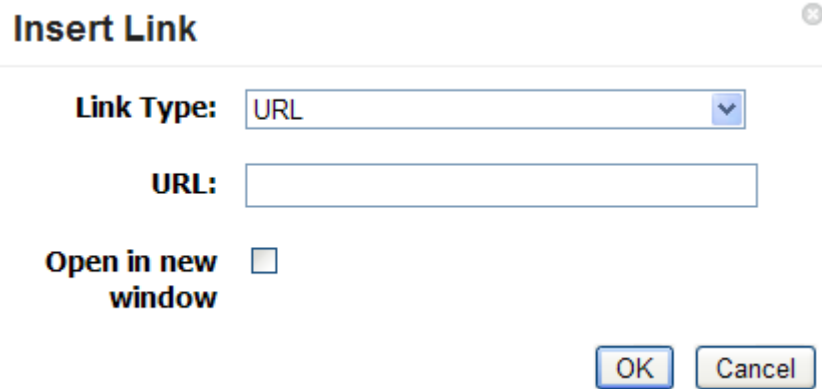
(a) Highlight the word you wish to use as a link to this site. Be sure you are in the Edit tab.

My PBworks   Workspaces ⌄   followalong   ⭐ Up

📝 Wiki   📄 Pages & Files   👤 Users   ⚙ Settings

VIEW   EDIT

Title of second page of wiki.

Library News

B U *I* S̶ ☰ ☰ | ☰ ☰

A ▾ 🖌 ▾ | Normal ▾ | Comic S... ▾ | 18pt ▾ | X₂ x² | ABC ☰ 🖉 <> Source

Gets the latest **news** from the Ontario Library Association (OLA).

Highlighted word that will be the link to the website.

(b) Click on the "Add Link" tool on the toolbar.

⊃ 🧩 📋 🔗 Add Link   Click here.

| ABC ☰ 🖉 <> Source

(c) Select "URL" in the "Link type" dropdown menu.

Insert Link

Link Type: URL

URL:

Open in new window ☐

OK Cancel

(d) Type the URL you want inside the URL field. In this case, the URL for the OLA website is
http://www.accessola.com/ola/bins/index.asp

Insert Link

Link Type: URL

URL: http://www.accessola.com/ola/bins/index.as
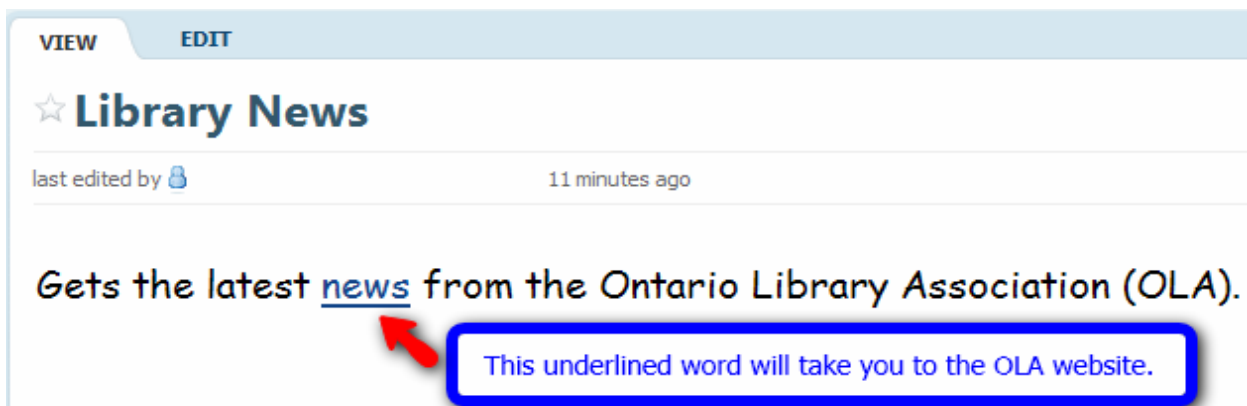
Open in new window ☐   Click "OK" to insert link.

OK Cancel

Check this box if you want the link to open in a new window.

(e) Remember to save as you are in the edit tab. This will return you to the Library News page and now you will see that the highlight word (in this case "news") is underlined and if you click on that word, it will take you to the Ontario Library Association's home page.

VIEW   EDIT

☆ **Library News**

last edited by 👤   11 minutes ago

Gets the latest <u>news</u> from the Ontario Library Association (OLA).

This underlined word will take you to the OLA website.

13. A new page "To Read or Not to Read" has been created. (See # 12 instructions) On this page, a plugin is going to be embedded to this page.

A plugin is a small widget or program that can be viewed and displayed. You can insert YouTube clips, TeacherTube clips, Voki Speaking Avatars etc.

A YouTube clip called "Gotta Keep Reading" is going to be embedded on this page.

(a) Click on "Insert Plugin" button. Be sure you are in the Edit tab.

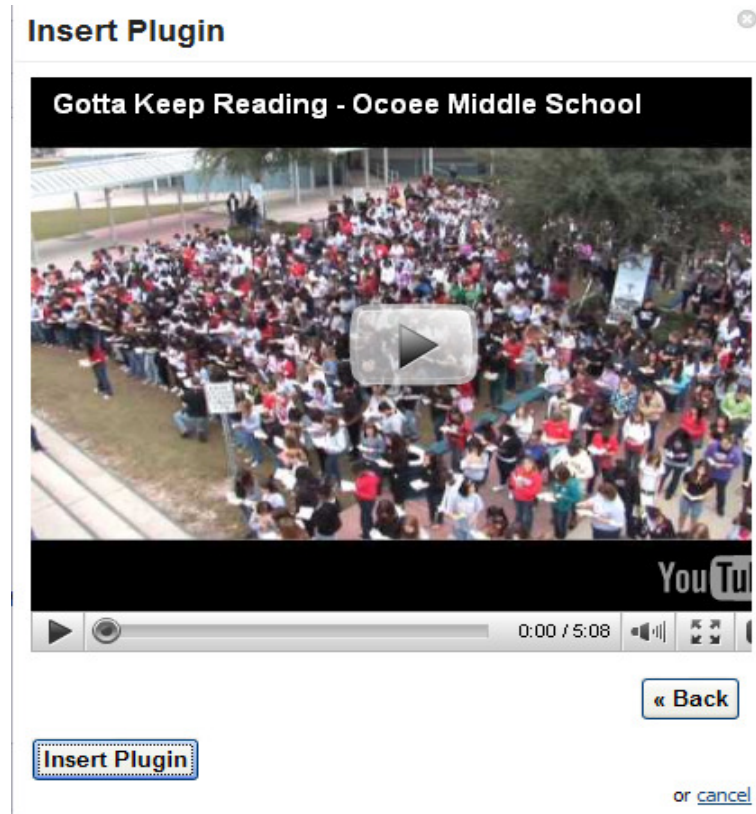(b) Several different available categories will appear. If you place the mouse over each category, a list of available plugins will appear. To embed a YouTube Video, click on Video and Photo.
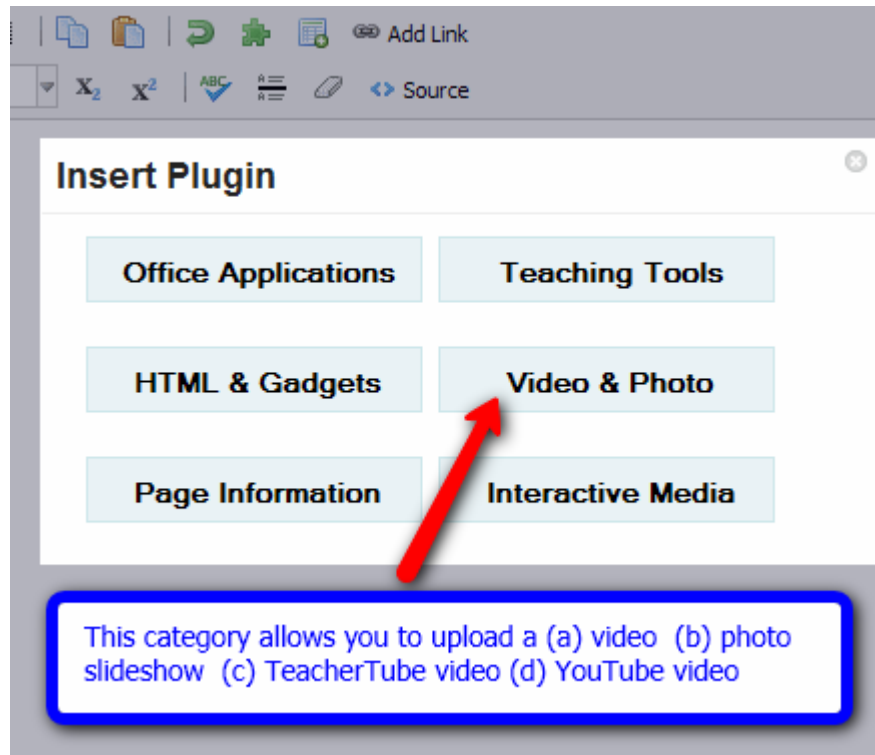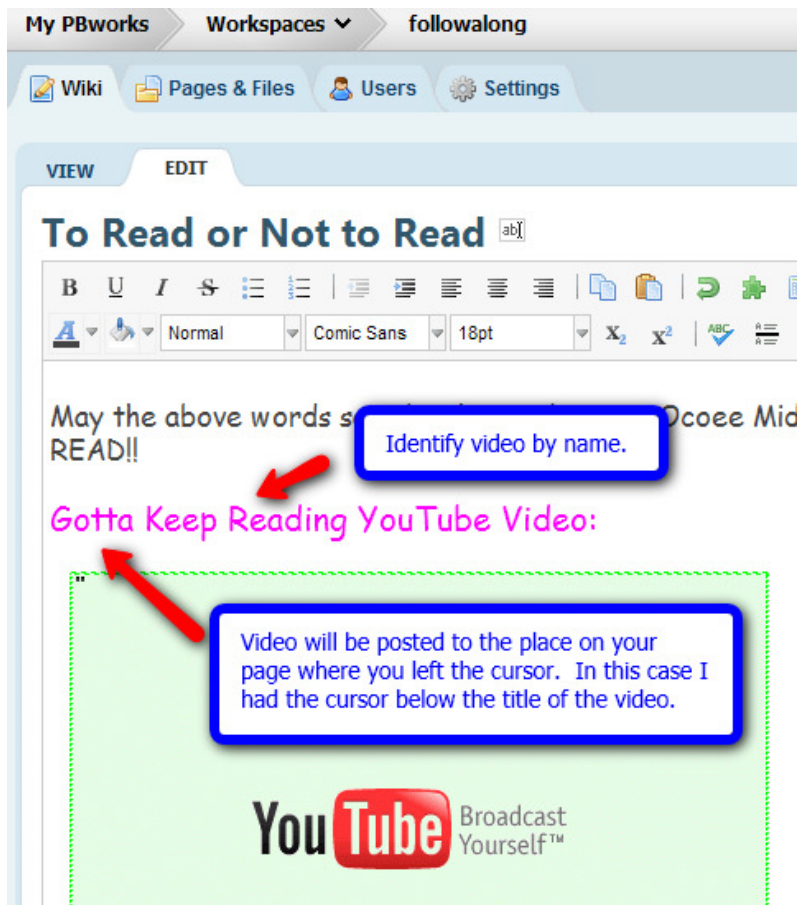

(c) Click on YouTube video and the following screen appears.

(d) Click on next. The Following screen will appear. Click on the Insert Plugin Button.

(e) The screen will default back to the page where you want to insert the plugin.

(f) Hit the save button and the video you copied will be converted to a picture on your page. This makes the video live.

Maybe in Spain!
Is it fiction?
Or is it real?
Will it be happy?
Or maybe sad!
Lets see what happens by reading on!
Open that book and have a look!
Its an adventure!

May the above words sang by the students at Ocoee Middle School and this video inspire you TO READ!!

Gotta Keep Reading YouTube Video:

14. If you would rather insert the http address for a plugin such as a YouTube video, follow the same steps as found in #12.

15. On the page Pictures, pictures and more pictures , we are going to create a table. Several pictures then can be drag to this table. Click on the Edit tab.

Click on this add/edit table button.
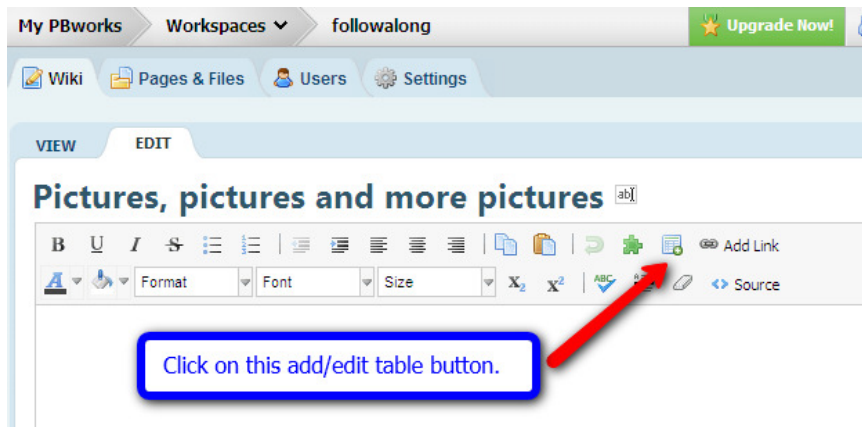
(b) Click on the add/edit table button. Highlight the number of rows and columns you want (in this case I chose 2x3) and click. The table will be placed on the page.
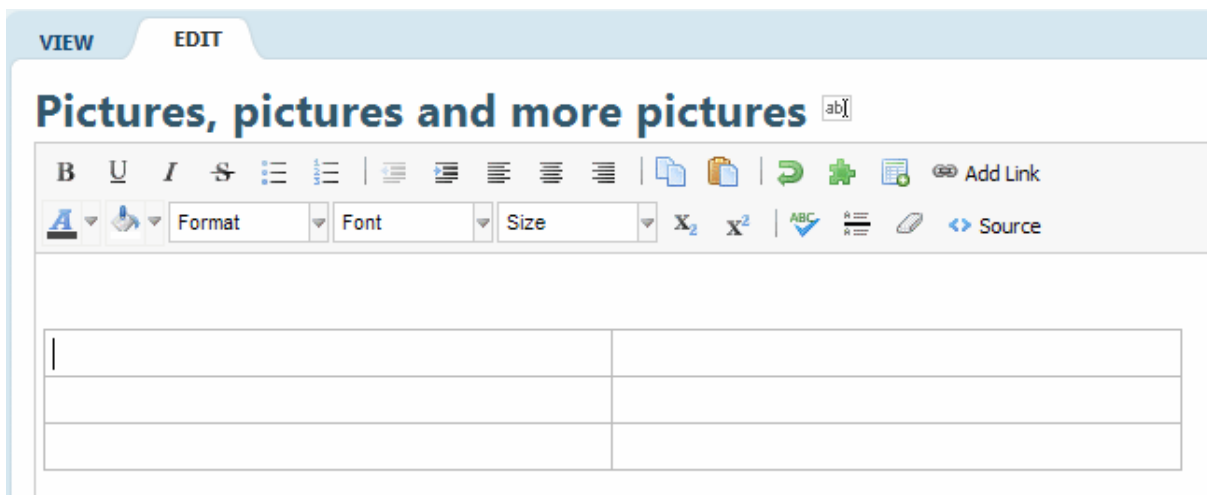
(c) Copy and paste pictures and save them to your Desktop, My Pictures etc. To upload a picture, image or a file, click on "Upload files" tab on the top of your workspace pag

On the Page Tools found on the right hand side, click on images and files.

Click on Upload files. Find where you have saved your pictures.

(d) The pictures you uploaded for the wiki will appear below "Upload files".

Highlight and open picture. It will be saved beneath Upload files with the original name you gave the picture.

Page Tools

ab| Rename this page

✕ Delete this page

Insert links
Insert links to other pages or uploaded files.

Pages   Images and files

Upload files

▣ books_1.png

Insert image from URL

Tip: To turn text into a link, highlight the text, then click on a page or file from the list above.

(e) Insert your image. Now you can change the size of the picture by clicking on the image and then right click.

Click here to change the size of the image.

Edit image
Add link
Copy
Paste
Table properties
Delete table
Cell
Row
Column

15. Whatever workspace page you are on, you will see the following tabs at the top.

Tabs found at the top of every page of your wiki.
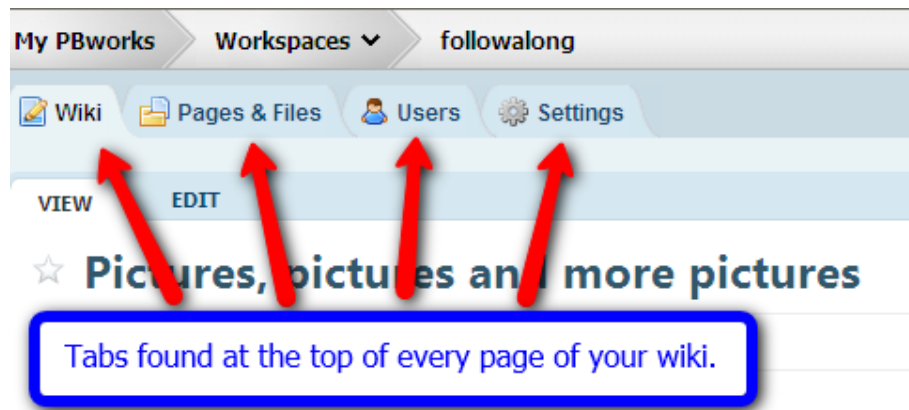
16. To allow students to access the wiki, click on Users.

Your name and the email address you used to create this wiki will appear here. You are the owner of this wiki and therefore, considered the administrator.

(b) Click on Add more users. On this screen you want to create user accounts.

Add Users to followalong

Add people to this workspace by entering their email addresses.

If your students don't have email addresses, create accounts for your students.

Users to add

You want to create accounts for your students. Click here.

Permission level Writer Learn more

Add users or cancel
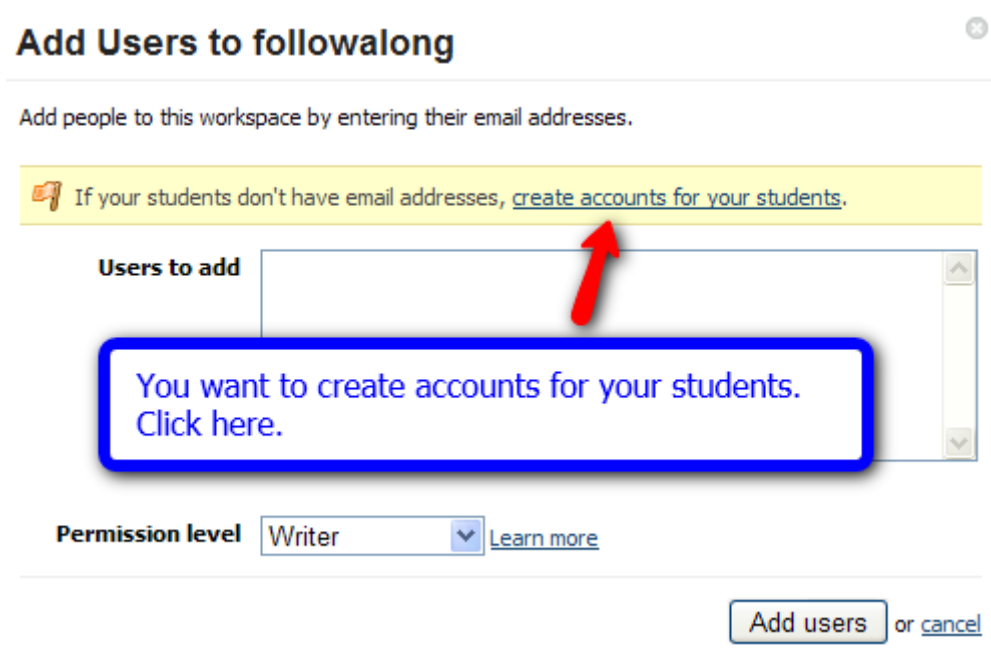
(c) The following screen will appear. Step 1:this is where you edit the number of students and their permission level.

Writer: students can add text/pictures/videos to wiki (use if you want them to create their own page on wiki) but also get rid of text written by other students

Reader: students can read text on wiki, can add a comment but can't change the comments of others, can't add to the wiki etc.

Editor: teacher

(d) On this page (Step 2) , you can enter the students' names and give them a different password. Since this is a private wiki (only people invited and approved by the editor), you can add student names (first 4 letters of first name and first 4 letters of last name). Also the editor (you) will know who is commenting.

Step 2 of 4: Set account details

To create accounts, enter your students' names. In a hurry? Just click "Continue" and we'll automatically create usernames for you.

Name (optional)	Role	Username	Password
	Writer ∨	wikiuser0001	duck2apple
	Writer ∨	wikiuser0002	bird9watermelon
	Writer ∨	wikiuser0003	cow8mango

Change names and passwords here.

(e) Here is an example of some changes . When done hit the Continue button at the bottom of the page.

Step 2 of 4: Set account details

To create accounts, enter your students' names. In a hurry? Just click "Continue" and we'll automatically create usernames for you.

Name (optional)	Role	Username	Password
	Writer ∨	alexbrow	library
	Writer ∨	connmart	library
	Writer ∨	wikiuser0003	cow8mango
	Writer ∨	wikiuser0004	bee7fig

(f) The following screen which is Step 3 now appears.

Step 3 of 4: Confirm account details

ⓘ **Check your spelling!** These accounts cannot be changed.

Name	Role	Username	Password
--	Writer	alexbrow	library
--	Writer	connmart	library
--	Writer	wikiuser0003	cow8mango
--	Writer	wikiuser0004	bee7fig
--	Writer	wikiuser0005	moose8apple
--	Writer	wikiuser0006	dolphin8raisin
--	Writer	wikiuser0007	deer5melon
--	Writer	wikiuser0008	worm1lemon
--	Writer	wikiuser0009	lion9peach
--	Writer	wikiuser0010	turtle6kiwi

Create accounts   Edit accounts

If these usernames and passwords are correct, click on the Create Accounts button.

(g)This screen which is Step 4 appears. Be sure to print your account list of students for your daybook.

Step 4 of 4: Classroom Accounts Created

Success! 10 classroom accounts were created.

Be sure to do this step for your records.

Now, print your accounts and distribute them to your students.

🖨 **Print account list**

A copy of the accounts that were just created was sent to

(e) An email will be sent to the address you provided and it will look similar to this.

10 classroom accounts have been generated for your workspace. Keep this email for your own records.
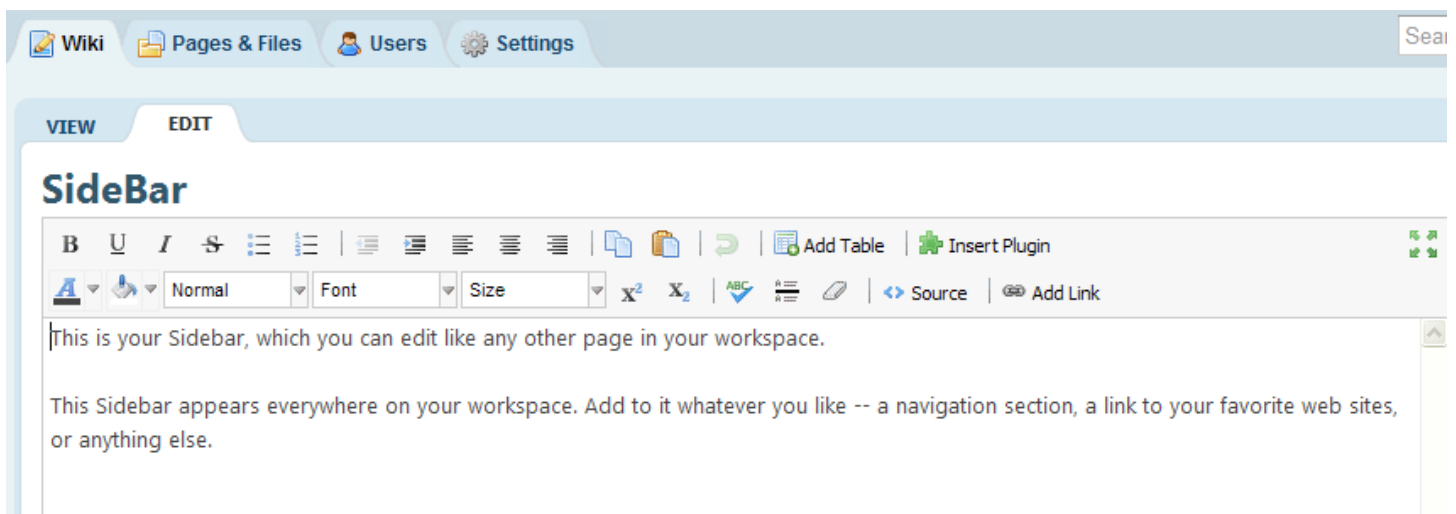
Name	Role	Username	Password
	Writer	alexbrow	library
	Writer	connmart	library
	Writer	wikiuser0003	cow8mango
	Writer	wikiuser0004	bee7fig
	Writer	wikiuser0005	moose8apple
	Writer	wikiuser0006	dolphin8raisin
	Writer	wikiuser0007	deer5melon
	Writer	wikiuser0008	worm1lemon
	Writer	wikiuser0009	lion9peach
	Writer	wikiuser0010	turtle6kiwi

Add, remove, and change users on the Manage Users settings page.
Create more classroom accounts with the Classroom Accounts generator.

17. You can also add links to the SideBar. Click on "Edit the sidebar".

SideBar

This is your Sidebar, which you can edit like any other page in your workspace.

This Sidebar appears everywhere on your workspace. Add to it whatever you like -- a navigation section, a link to your favorite web sites, or anything else.

Edit the sidebar ← Click here.

(b) Once you are in the edit mode for this page, you can add links to web sites etc. just as you did in #12.

Wiki   Pages & Files   Users   Settings   Sea

VIEW   EDIT

SideBar

B U I S ☰ ☰ | ☰ ☰ ☰ ☰ ☰ | 📋 📋 | ↩ | Add Table | Insert Plugin

A ▾ 🖉 ▾ Normal ▾ Font ▾ Size ▾ x² x₂ | ABC ☰ 🖉 | <> Source | Add Link

This is your Sidebar, which you can edit like any other page in your workspace.

This Sidebar appears everywhere on your workspace. Add to it whatever you like -- a navigation section, a link to your favorite web sites, or anything else.

These sheets provide you with the steps to create the basics components of a wiki. Be sure to experiment and enjoy your wiki.

Liz Go