

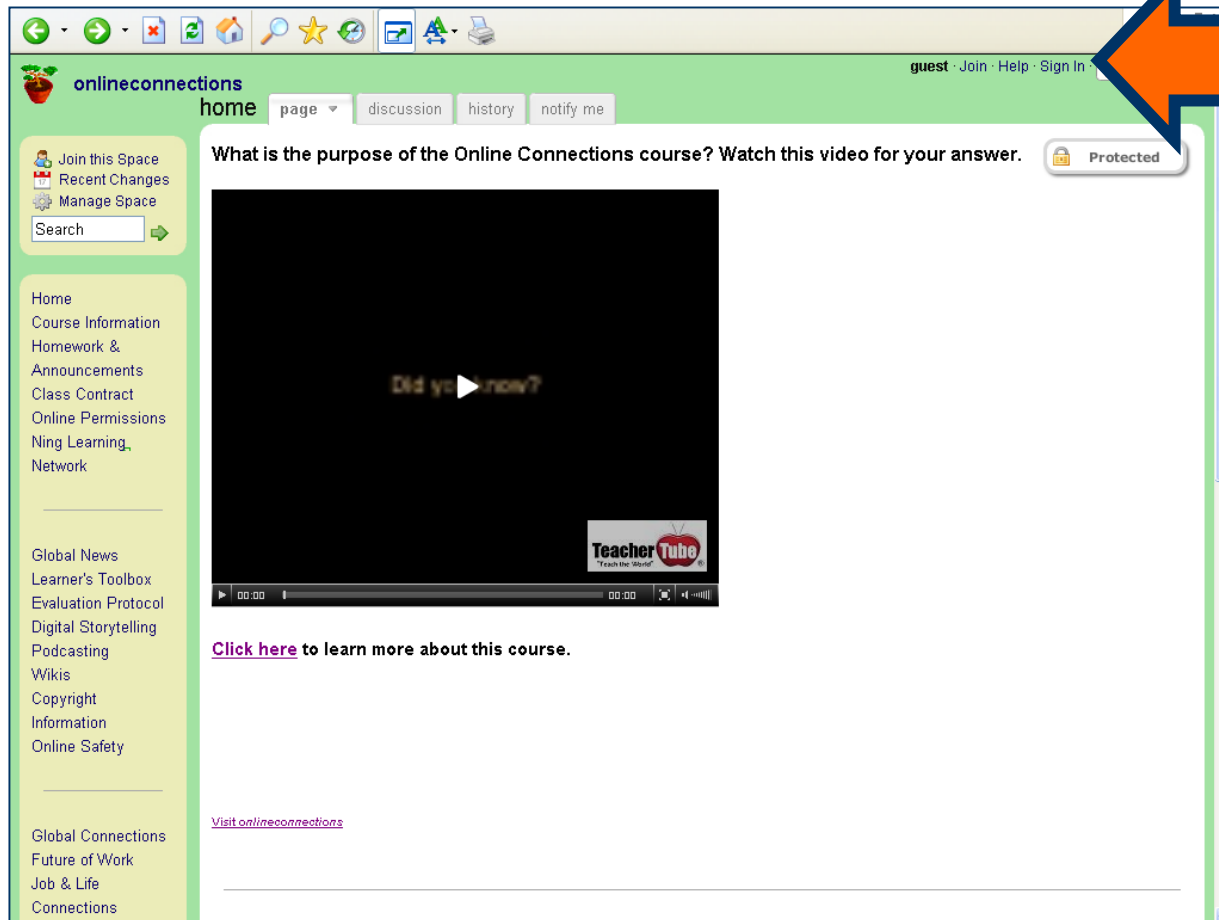
Wikispaces Tutorial



Signing In

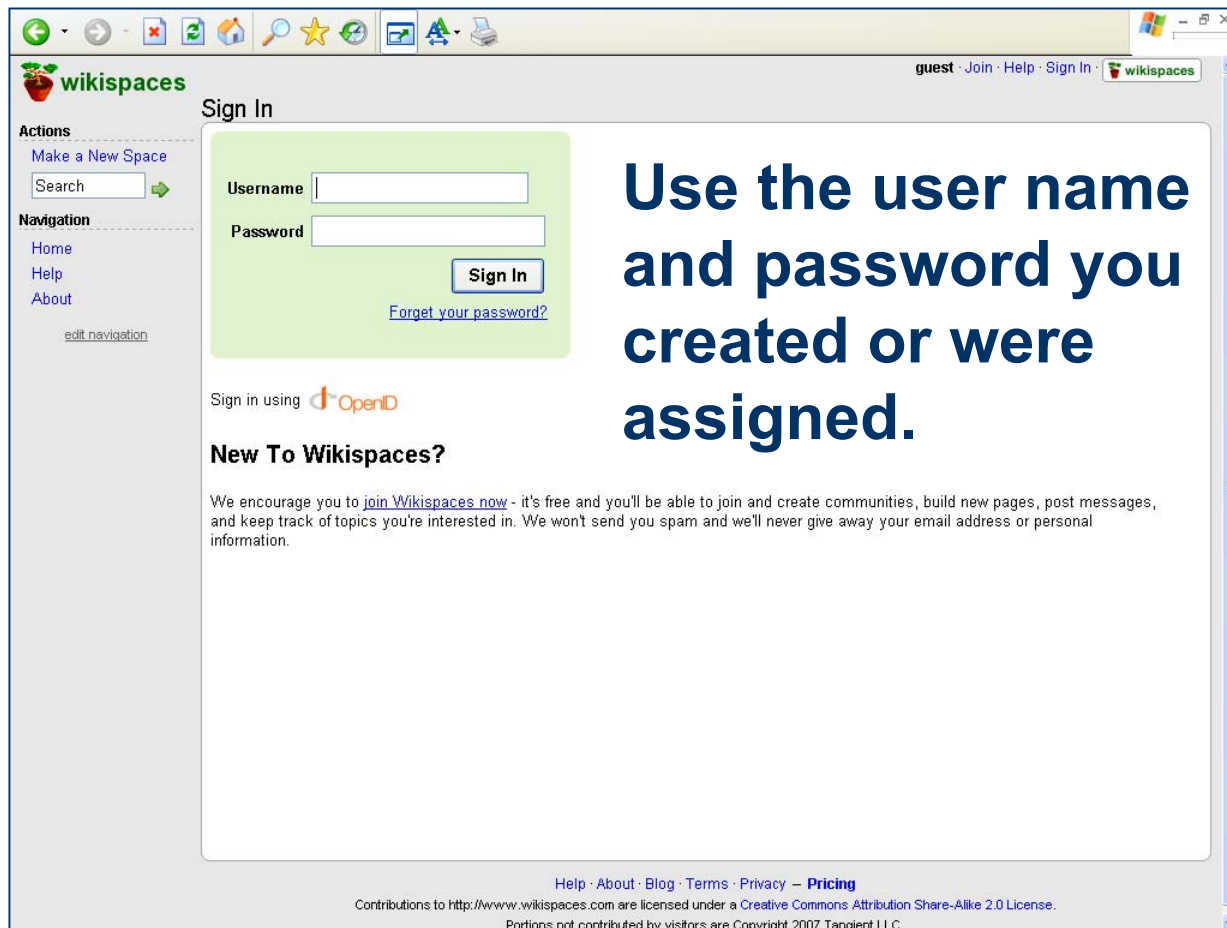


Sign In To Wikispaces



The screenshot shows a web browser window displaying a Wikispaces page. The browser's address bar shows the URL <http://www.wikispaces.com/onlineconnections>. The page title is "onlineconnections" and the current page is "home". The user is logged in as "guest". In the top right corner, there are links for "Join", "Help", and "Sign In". A large orange arrow points to the "Sign In" link. Below the navigation bar, there is a search box and a "Protected" status indicator. The main content area features a video player with the text "Did you know?" and a "Teacher Tube" logo. Below the video, there is a link: "Click here to learn more about this course." The left sidebar contains a list of links: "Join this Space", "Recent Changes", "Manage Space", "Home", "Course Information", "Homework & Announcements", "Class Contract", "Online Permissions", "Ning Learning, Network", "Global News", "Learner's Toolbox", "Evaluation Protocol", "Digital Storytelling", "Podcasting", "Wikis", "Copyright", "Information", "Online Safety", "Global Connections", "Future of Work", "Job & Life", and "Connections".

Sign In To Wikispaces




The screenshot shows a web browser window displaying the Wikispaces sign-in page. The browser's address bar shows the URL <http://www.wikispaces.com>. The page features a navigation menu on the left with links for Home, Help, and About. The main content area is titled "Sign In" and contains a form with fields for Username and Password, a "Sign In" button, and a "Forgot your password?" link. Below the form, there is a "Sign in using OpenID" option and a "New To Wikispaces?" section with a link to "join Wikispaces now". A large blue text overlay on the right side of the page reads: "Use the user name and password you created or were assigned." The footer of the page includes links for Help, About, Blog, Terms, Privacy, and Pricing, along with a Creative Commons Attribution Share-Alike 2.0 License notice and a copyright notice for 2007 Tangient LLC.

Sign In

Username

Password

[Forgot your password?](#)

Sign in using  OpenID

New To Wikispaces?

We encourage you to [join Wikispaces now](#) - it's free and you'll be able to join and create communities, build new pages, post messages, and keep track of topics you're interested in. We won't send you spam and we'll never give away your email address or personal information.

[Help](#) · [About](#) · [Blog](#) · [Terms](#) · [Privacy](#) — [Pricing](#)

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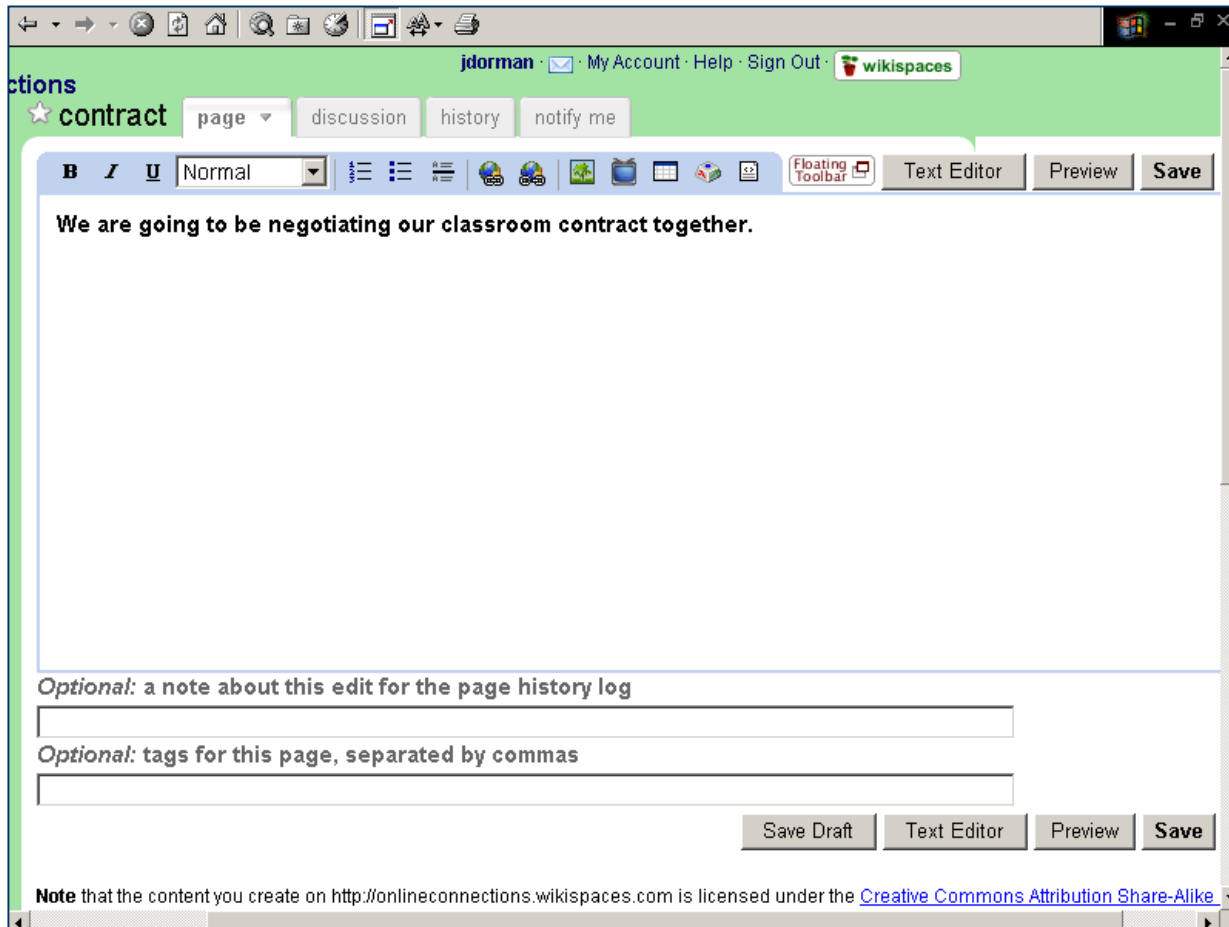
Editing Pages



Click Edit This Page

The screenshot shows a web browser window displaying a page from 'onlineconnections'. The page title is 'contract' and the content reads: 'We are going to be negotiating our classroom contract together.' A red arrow points to the 'Edit This Page' button in the top right corner of the page content area. The browser's address bar shows 'wikispaces'. The left sidebar contains navigation links such as 'New Page', 'Recent Changes', 'Manage Space', 'Home', 'Course Information', 'Homework & Announcements', 'Class Contract', 'Online Permissions', 'Ning Learning, Network', 'Global News', 'Learner's Toolbox', 'Evaluation Protocol', 'Digital Storytelling', 'Podcasting', 'Wikis', 'Copyright', 'Information', 'Online Safety', 'Global Connections', 'Future of Work', 'Job & Life', and 'Connections'. The footer of the page includes links for 'Help', 'About', 'Blog', 'Terms', 'Privacy', and 'Upgrade'.

The Editing Toolbar Will Appear



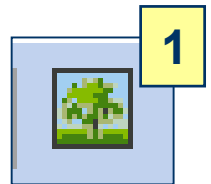
The screenshot shows a web browser window displaying a Wikispaces page titled "contract". The user is logged in as "jdorman". The page has a green header with navigation links: "page", "discussion", "history", and "notify me". Below the header is an editing toolbar with the following elements: a text editor icon, a "Text Editor" button, a "Preview" button, and a "Save" button. The main editing area contains the text "We are going to be negotiating our classroom contract together." Below the text area are two optional input fields: "Optional: a note about this edit for the page history log" and "Optional: tags for this page, separated by commas". At the bottom of the editing area are buttons for "Save Draft", "Text Editor", "Preview", and "Save". A footer note states: "Note that the content you create on <http://onlineconnections.wikispaces.com> is licensed under the [Creative Commons Attribution Share-Alike](#)".

Basic Editing Functions



1. Bold
2. Italicize
3. Underline
4. Font Size
5. Numbered List
6. Bulleted List
7. Insert Horizontal Line
8. Insert Hyperlink (URL)
9. Remove Hyperlink (URL)

Inserting Images and Documents



1. Click on the Tree icon
2. Click Browse to locate your document and Upload to add it to the wiki server
3. Select if you want the document to be inserted as a file icon or as a hyperlink
4. Place your mouse on the page where you want your document to appear
5. Double click on the document's icon on the menu

Images & Files

Insert a File

Double click an image or file to insert it into the page.

Show: All

Page: 1 2 3

Jump: # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Audacity t... BW The Fut... coolcattea... coolcattea...

Double clicking inserts the file links to the file

Upload New File

Browse... Upload

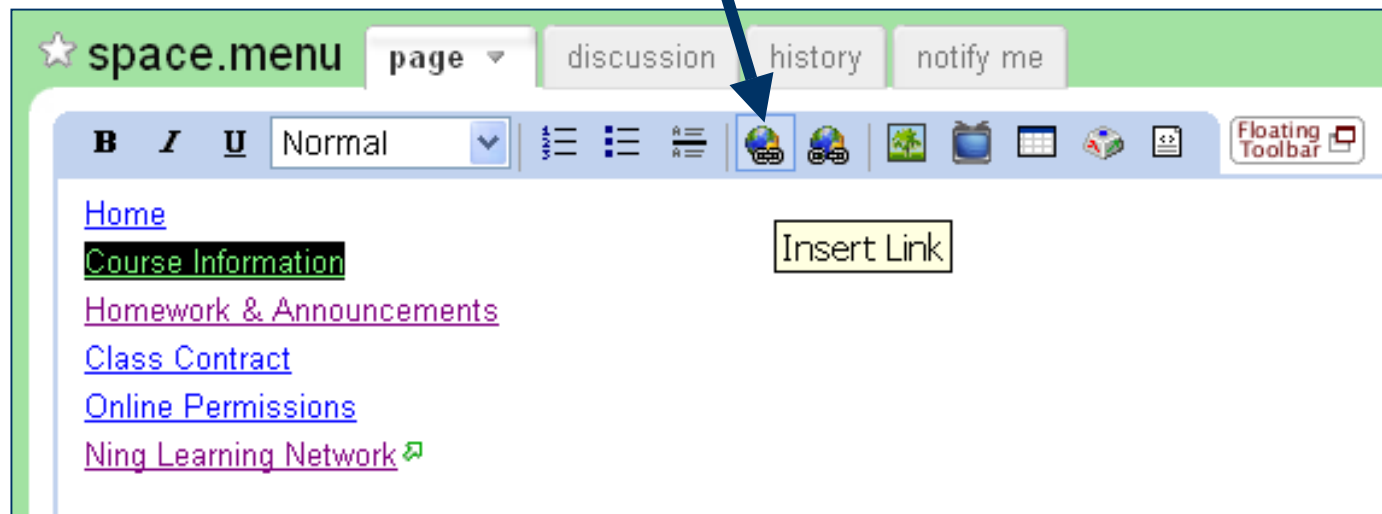
Insert External Image by URL

Enter an external image address, click "Load", then double click the image to insert it into the page.

Load

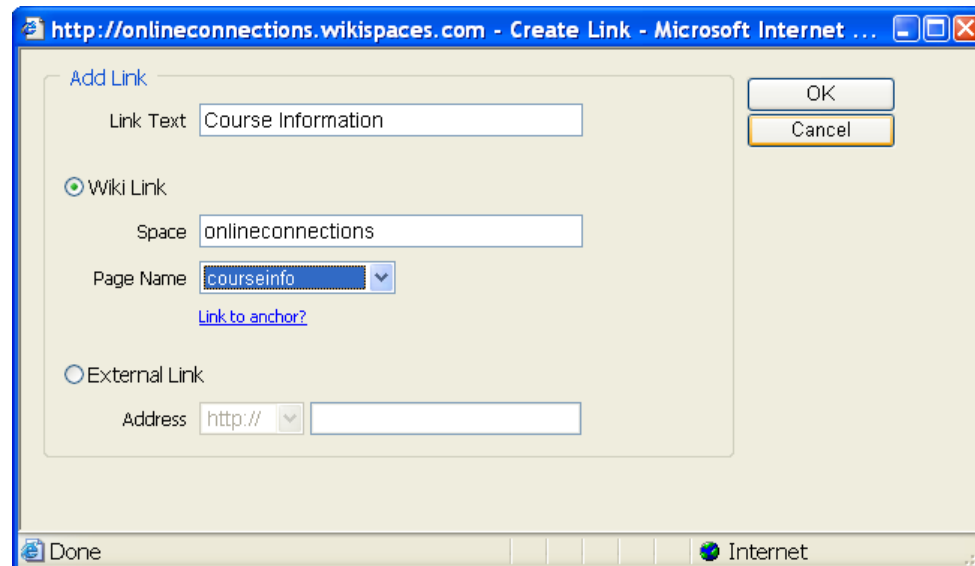
Inserting Hyperlinks

- To insert a hyperlink to a page in your wiki or to an outside Internet page:
 - Highlight the text
 - Click on the Insert Link icon



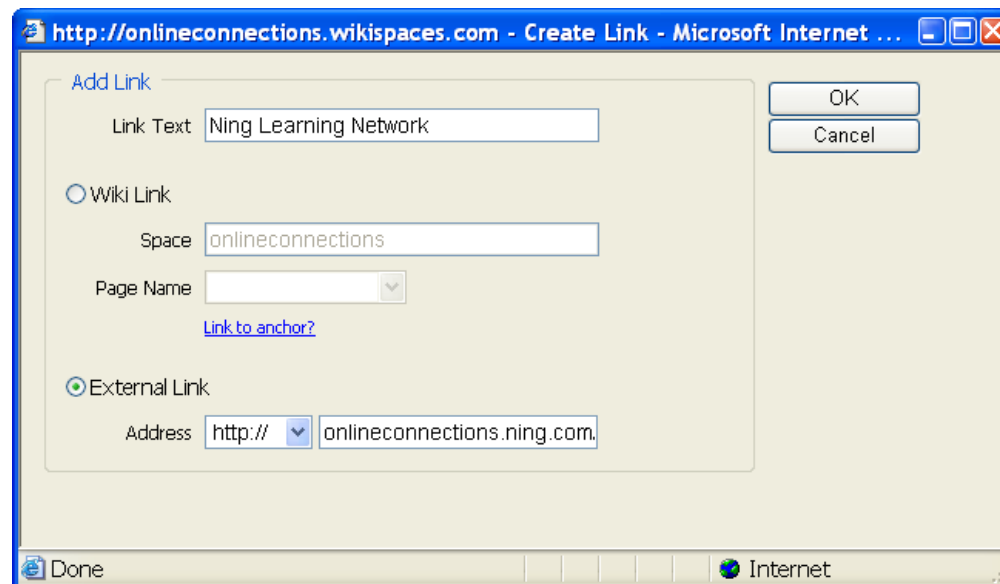
Hyperlinking To A Wiki Page

- Check “Wiki Link” and select the appropriate page name from the pull-down menu



Hyperlinking To An External Link

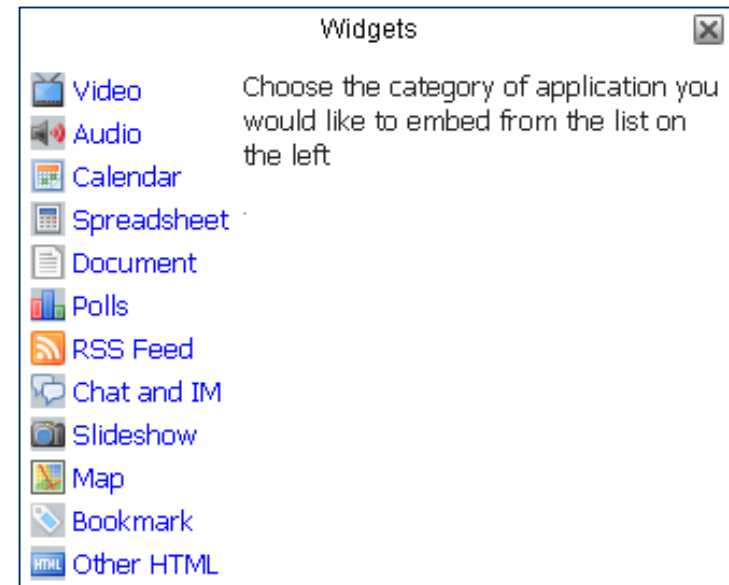
- Check “External Link” and paste the URL of the outside web page.



Inserting Dynamic HTML - Widgets



- Click on the TV icon
- Select the icon that corresponds to the widget type you are inserting.
 - If you do not see your widget vendor list, click Other. If you cannot find an appropriate icon, select Other HTML.
- Paste the Embed HTML code from your widget into the text field and click Save. (*see next slide for image*)



Inserting Dynamic HTML - Widgets

Widgets

Add your favorite media clips and applications to your Wikispace in three easy steps:

1. Go to your favorite video clip, podcast, or embedded application. Anything from **Google Calendar** to **Odeo** to **YouTube**!
2. Find the HTML code to paste into your site. This will be found in a text box labeled "Embed", "Embed HTML", "Add to My Site/Blog", "Link to this page", or similar.
3. Paste in the HTML below and click "Preview" to see how it will look. When you save your changes by clicking the "Save" button, your media clip or application will appear in your Wikispaces page.

Video
Audio
Calendar
Spreadsheet
Document
Polls
RSS Feed
Chat and IM
Slideshow
Map
Bookmark
Other HTML

Preview Save

Explaining and Tagging Page Edits

- When you edit a page, you should complete the following two items (located on the bottom of your edit screen)
 - Note: short sentence or phrase to summarize what and why you edited the page (e.g. corrected spelling, inserted rubric, uploaded group product, etc.)
 - Tags: several keywords that indicate the nature/topic of your edits (e.g. Teaching The Tools, Class Contract, Podcast, etc.)

Optional: a note about this edit for the page history log

Optional: tags for this page, separated by commas

Save Draft

Text Editor

Preview

Saving Page Edits

Optional: a note about this edit for the page history log

Optional: tags for this page, separated by commas

- After you have completed your edits, notes, and tags, click Save.

Navigation Menu



Editing Your Navigation Menu


- On the left side of your wiki, you have a navigation menu.
- Your navigation menu will appear on all pages of your wiki.
- Your navigation menu should include links to all the pages of your wiki and can include links to outside resources.
- To edit your menu, click on the Edit Navigation link that is located at the bottom of your menu.

Home
Course Information
Homework &
Announcements
Class Contract
Online Permissions
Ning Learning
Network

Global News
Learner's Toolbox
Evaluation Protocol
Digital Storytelling
Podcasting
Wikis
Copyright
Information
Online Safety

Global Connections
Future of Work
Job & Life
Connections



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Alike license.
[edit navigation](#)

Editing Your Navigation Menu


- When you click Edit Navigation, the space menu will open for editing just like any other page of your wiki.
- The editing toolbar will appear – allowing you to add text, hyperlinks, images, and widgets just as you can for all wiki pages.

Editing Your Navigation Menu

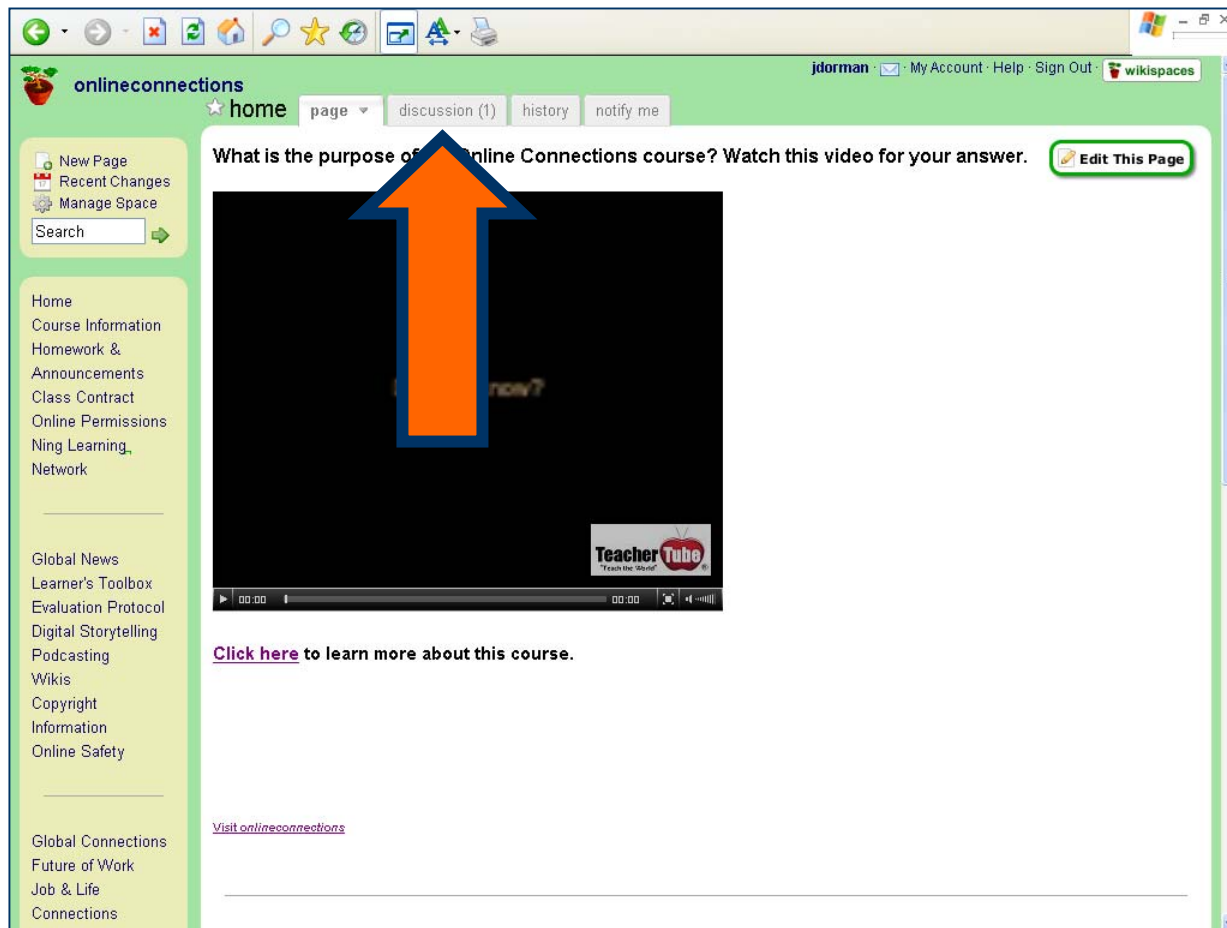
The screenshot displays a web browser window with the address bar showing "space.menu". The page is in "Text Editor" mode, as indicated by the "Text Editor", "Preview", "Save", and "Cancel" buttons at the top right. The left sidebar contains a navigation menu with the following items: Home, Course Information, Homework & Announcements, Class Contract, Online Permissions, Ning Learning Network, Global News, Learner's Toolbox, Evaluation Protocol, Digital Storytelling, Podcasting, Wikis, Copyright Information, Online Safety, Global Connections, Future of Work, Job & Life Connections, and a "Gold Cup Teacher AWARD" icon. The main editing area contains a list of links: Home, Course Information, Homework & Announcements, Class Contract, Online Permissions, Ning Learning Network, Global News, Learner's Toolbox, Evaluation Protocol, Digital Storytelling, Podcasting, Wikis, Copyright Information, Online Safety, Global Connections, Future of Work, and Job & Life Connections. Below the links is a "custom" button. At the bottom, there are two optional text input fields: "Optional: a note about this edit for the page history log" and "Optional: tags for this page, separated by commas". The bottom right corner features "Save Draft", "Text Editor", "Preview", "Save", and "Cancel" buttons.

Discussion Board

Reading, Creating,
and Replying to
Discussion Topics



Open the Discussion Tab



The screenshot shows a web browser window displaying a Moodle course page. The browser's address bar shows the URL [http://www.onlineconnections.wikispaces.com](#). The page title is "onlineconnections" and the user is logged in as "jdorman". The navigation menu includes "home", "page", "discussion (1)", "history", and "notify me". The "discussion (1)" tab is highlighted with an orange arrow. The main content area features a video player with the text "What is the purpose of the Online Connections course? Watch this video for your answer." and a "Teacher Tube" logo. Below the video, there is a link: "Click here to learn more about this course." The left sidebar contains a search box and a list of course navigation links: Home, Course Information, Homework & Announcements, Class Contract, Online Permissions, Ning Learning Network, Global News, Learner's Toolbox, Evaluation Protocol, Digital Storytelling, Podcasting, Wikis, Copyright, Information, Online Safety, Global Connections, Future of Work, Job & Life, and Connections.

Creating Discussion Topics

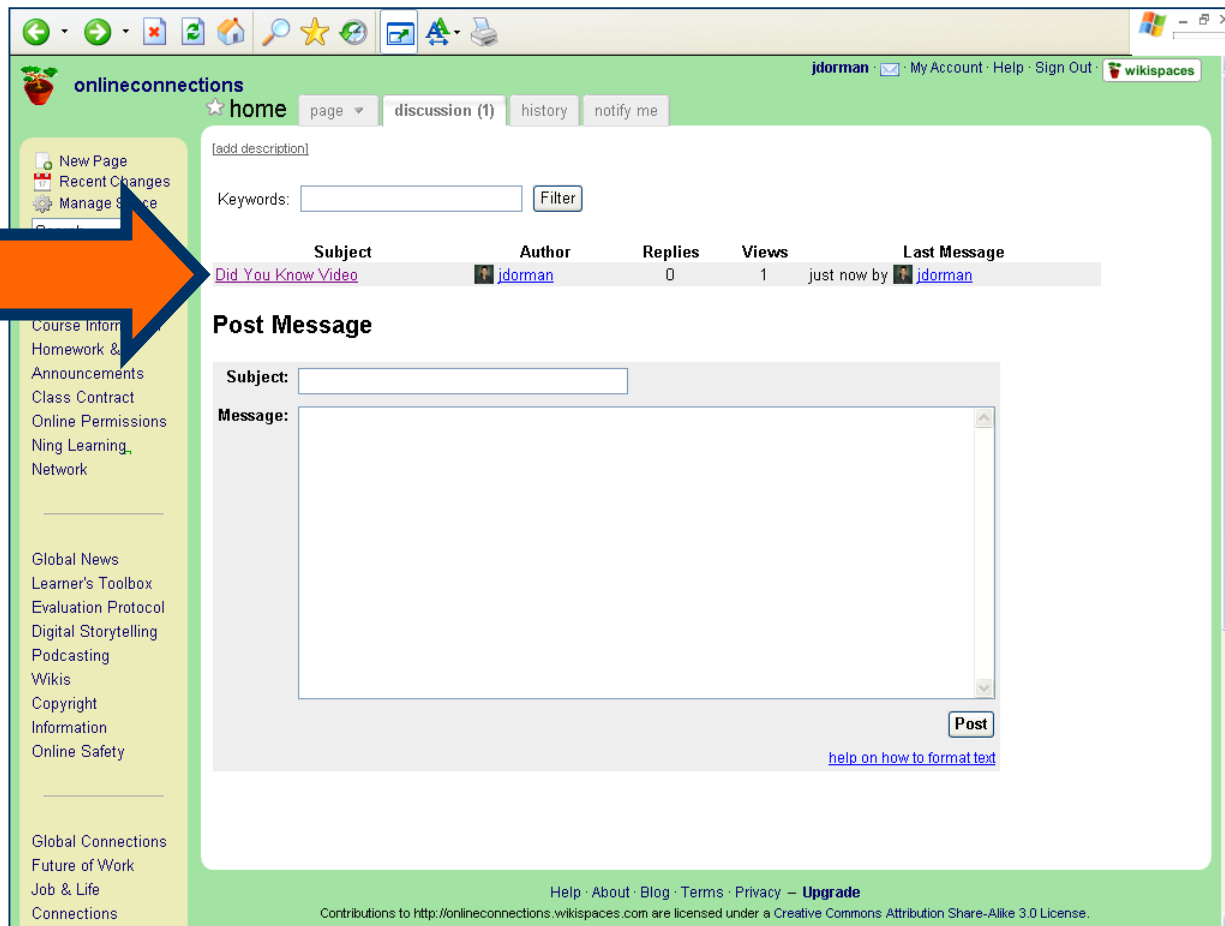
The screenshot shows the 'onlineconnections' website interface. At the top, there is a navigation bar with 'home', 'discussion', 'history', and 'notify me' tabs. Below this is a search bar with a 'Filter' button. The main content area is titled 'Post Message' and contains a form with the following fields:

- Subject:** Did You Know Video
- Message:** What are your reactions to the information included in the "Did You Know" video?

A large orange arrow with a blue outline points to the 'Post' button at the bottom right of the message form. Below the 'Post' button is a link: [help on how to format text](#).

The footer of the page contains the following text: Help · About · Blog · Terms · Privacy – Upgrade
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Click on a Topic to Open It



The screenshot shows a web browser window displaying the 'onlineconnections' Wikispaces page. The page has a green header with the user name 'jdorman' and navigation links like 'My Account', 'Help', and 'Sign Out'. Below the header, there are tabs for 'home', 'discussion (1)', 'history', and 'notify me'. A search bar with a 'Filter' button is present. A table lists discussion topics, with the first entry being 'Did You Know Video' by 'jdorman' with 0 replies and 1 view. Below the table is a 'Post Message' form with fields for 'Subject' and 'Message', and a 'Post' button. A large orange arrow points to the 'Did You Know Video' link in the table. The footer contains a Creative Commons license notice.

Subject	Author	Replies	Views	Last Message
Did You Know Video	jdorman	0	1	just now by jdorman

Post Message

Subject:

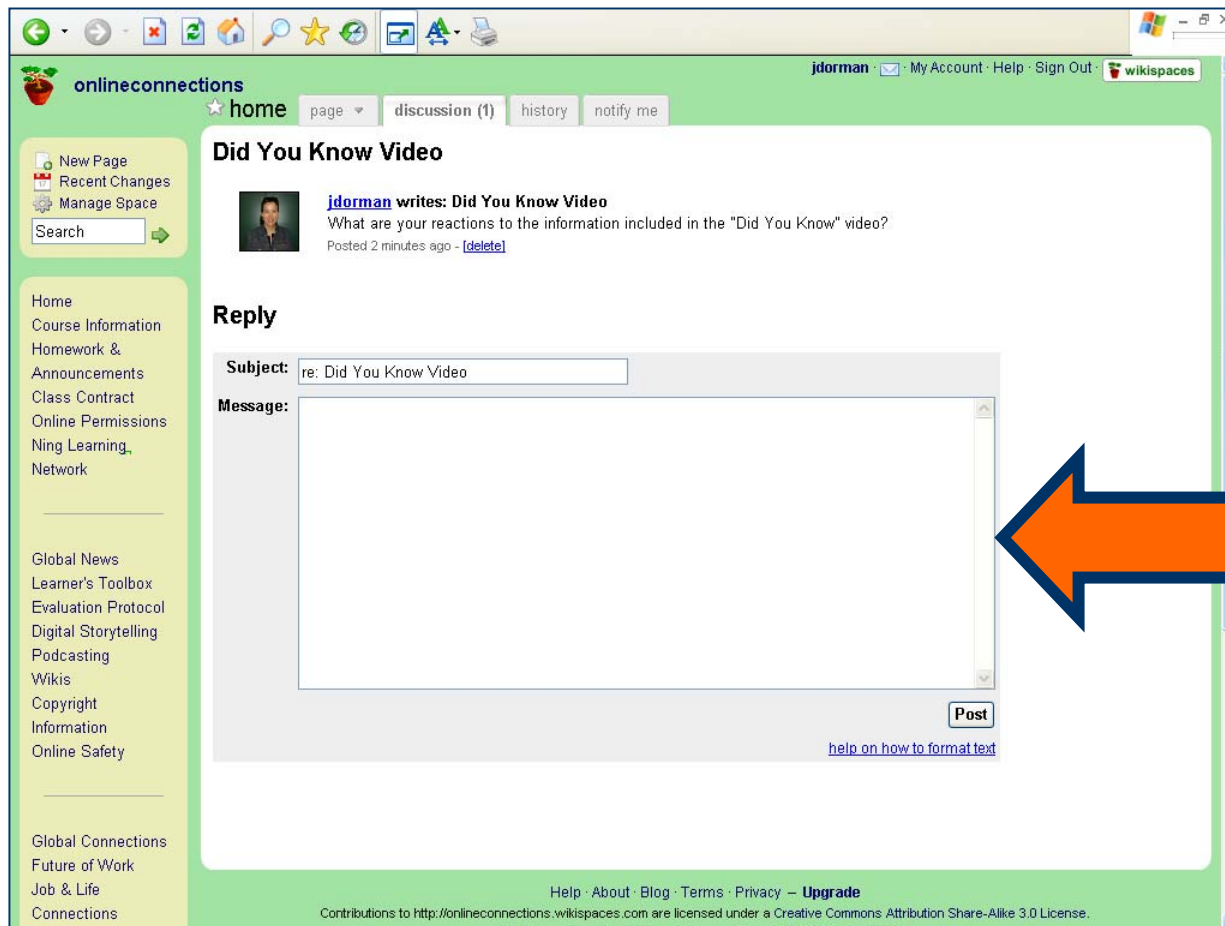
Message:

[help on how to format text](#)

Help · About · Blog · Terms · Privacy – **Upgrade**

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Replying to a Discussion Topic




The screenshot shows a web browser window displaying a discussion page on the 'onlineconnections' Ning site. The user 'jdorman' is logged in. The page title is 'Did You Know Video'. A post by 'jdorman' asks for reactions to information in the video. Below the post is a 'Reply' form with a 'Subject' field containing 're: Did You Know Video' and a large empty 'Message' text area. A large orange arrow with a blue outline points to the 'Message' field. The page includes a left sidebar with navigation links and a footer with site information.

onlineconnections jdorman My Account · Help · Sign Out · wikispaces

home page discussion (1) history notify me

Did You Know Video

 **jdorman** writes: **Did You Know Video**
What are your reactions to the information included in the "Did You Know" video?
Posted 2 minutes ago - [delete](#)

Reply

Subject: re: Did You Know Video

Message:

[help on how to format text](#)

Home
Course Information
Homework & Announcements
Class Contract
Online Permissions
Ning Learning Network

Global News
Learner's Toolbox
Evaluation Protocol
Digital Storytelling
Podcasting
Wikis
Copyright
Information
Online Safety

Global Connections
Future of Work
Job & Life
Connections

Help · About · Blog · Terms · Privacy — Upgrade

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**Congratulations! Now you are
ready to get started with
Wikispaces.**

