Tutorial for wikispaces
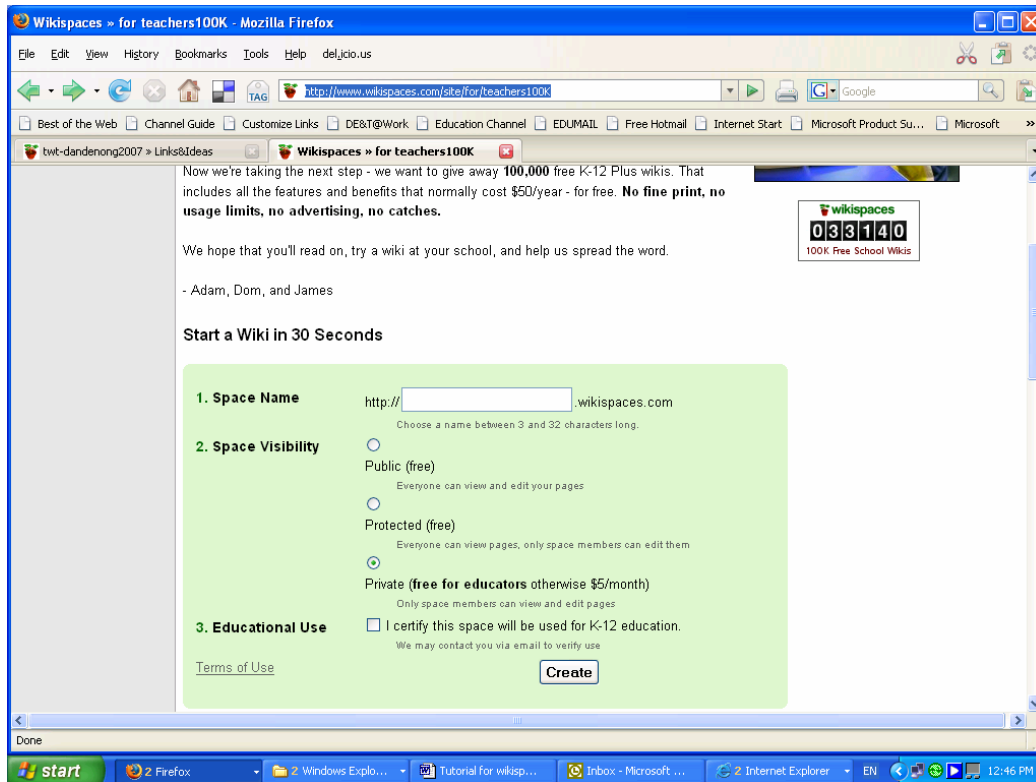
This document includes the steps and suggestions for setting up a wiki site for the Intel®
Teach Essentials Online Course or your own personal classroom. These instructions apply to
the wikispaces site (http://www.wikispaces.com/) and further instructions can be found at
http://www.wikispaces.com/help#tochelp21. Setup will be similar on other wiki sites, but
features and specific instructions will vary.

Registering for a Wiki

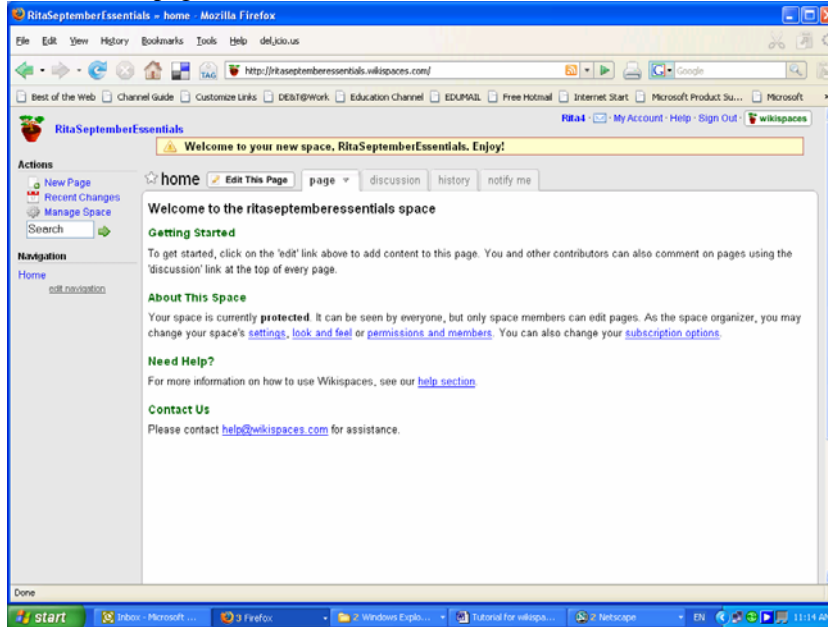1. Obtain e-mail addresses for your students or course participants.

2. Go to: http://www.wikispaces.com/site/for/teachers100K

3. Complete the required details in the green shaded box. Remember to check the
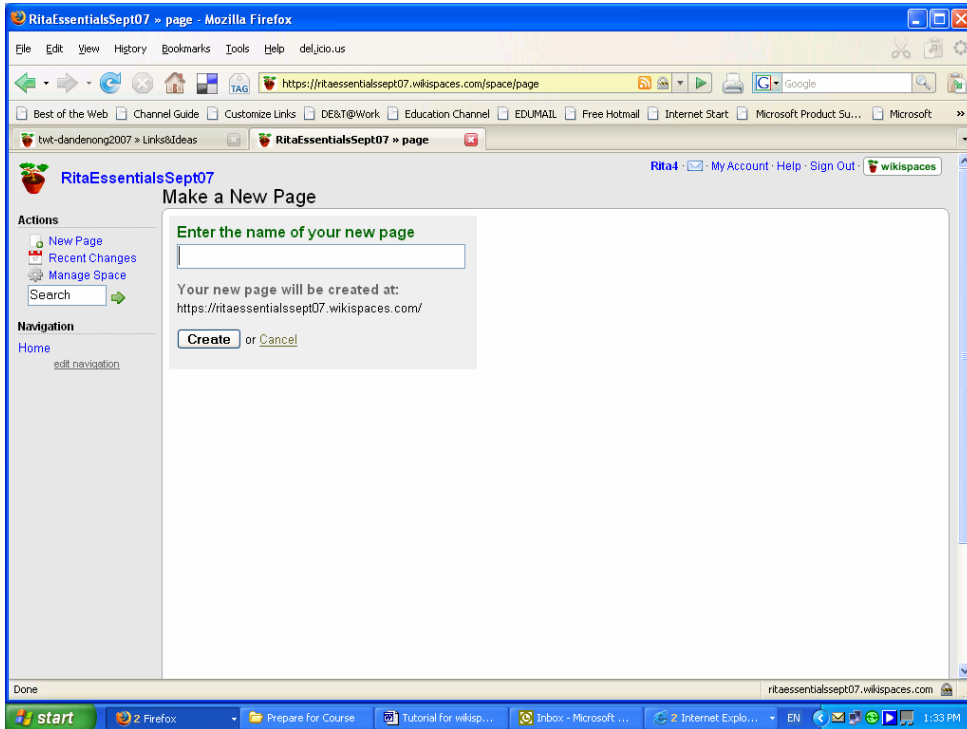   *Private – free for educators* box to get an ad-free site. Click the *Join* button.

Editing your Wiki's Home Page

Your first task after setting up your wiki is to edit your wiki's home page and replace the default text with your own text. Showing your own text reassures users that they are in the right place as well as gives users guidance for using the wiki.

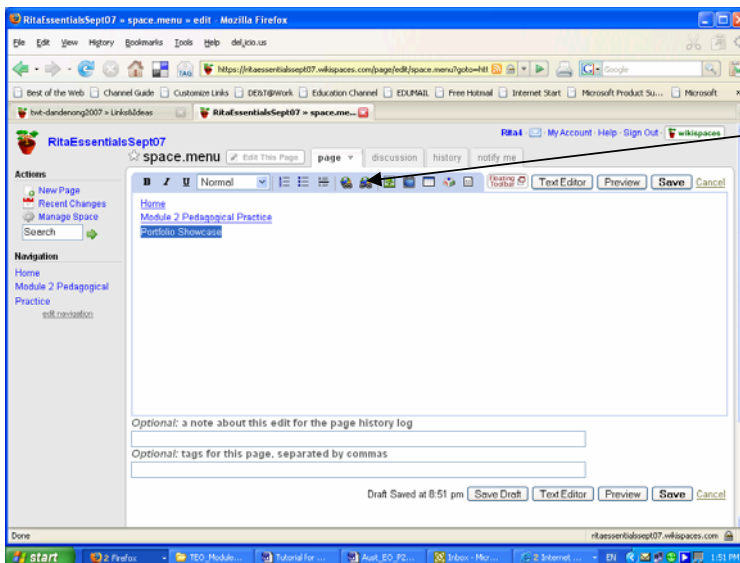Your default page will look like this:

1. This page becomes your home page. You can edit this page by clicking on the Edit This Page button. When you do, you will see that you have options of the size and style of font, can add buttons and hyperlinks, just as you can in a word processing document.
2. You can then create new pages. Click on New Page from the Actions menu on the Left hand Side.
3. Enter a name for your new page.

4. Click Create and then enter the text you want on the page created. Click Save.

Adding Navigation

1. In order to make this page accessible from the Navigation menu, click on the edit navigation link under the Navigation heading on the LHS.

2. The Edit: space.menu page will open up. Type in the name of the page you want linked from the Navigation menu eg. Home. Highlight this text click the Hyperlink button.
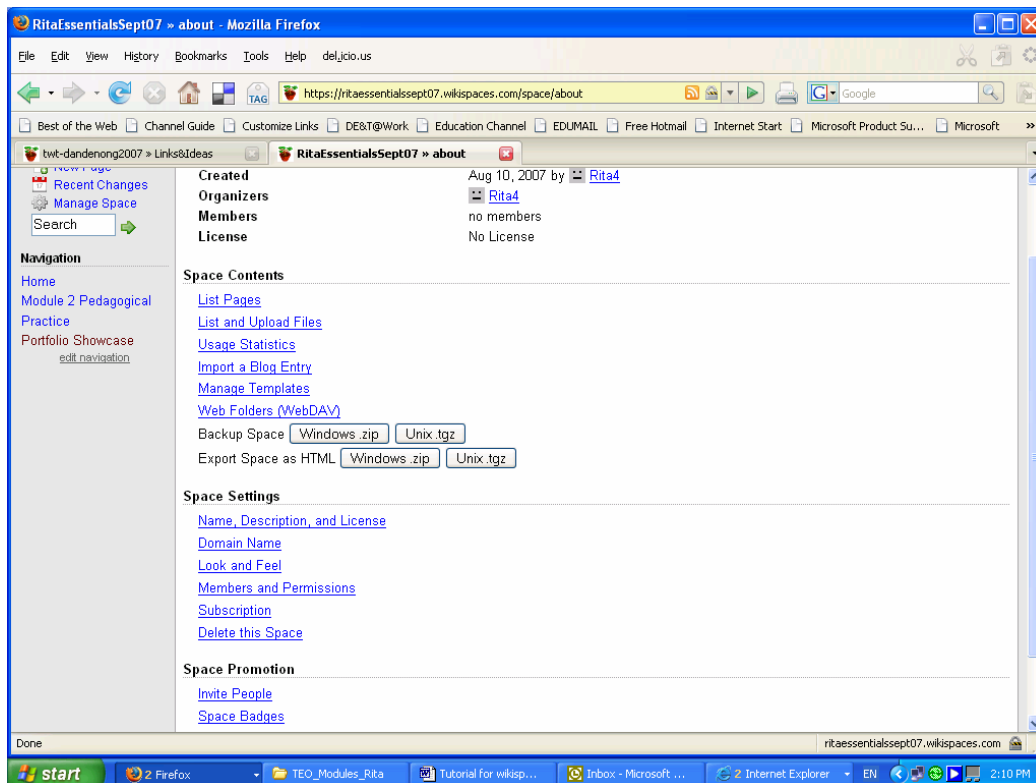

Hyperlink button

3. A new window will open up. Click OK.

4. Click Save from the space.menu page. You will see the name of the page you have created now appear in the Navigation menu.

Invite Members
At this stage, no one is able to see your wiki as you have selected the Private option. It is now time to invite members to view, add and edit your wiki!
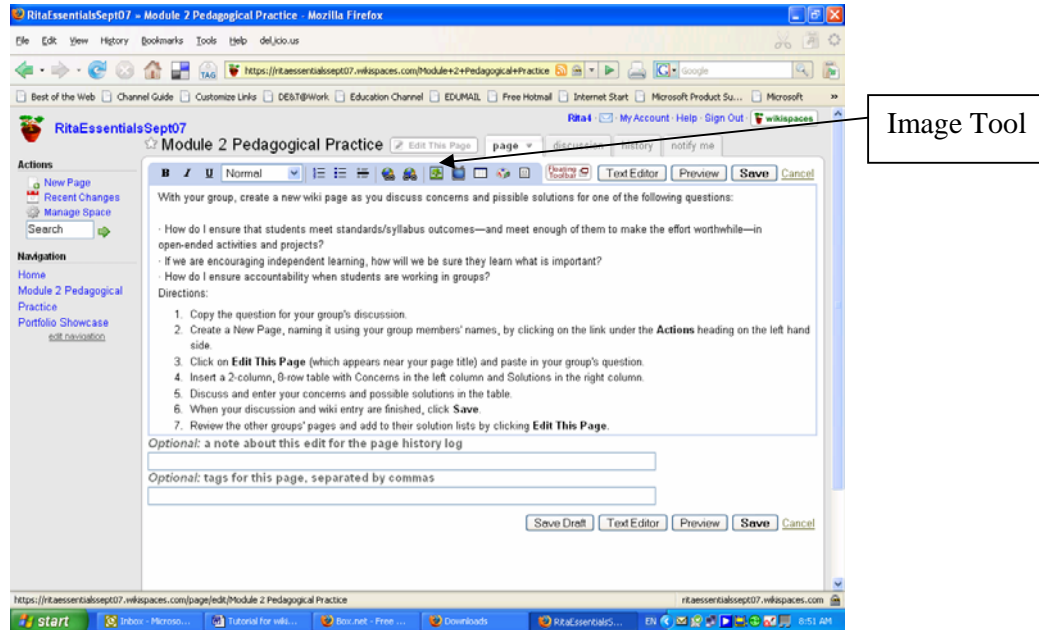1. Click on the Manage Space link (below the Actions heading) on your Home page.

2. Under the heading Space Promotion, click on Invite People. Enter the email addresses of the people you wish to invite, modify the welcome email, then click Send. The people you invite to the site will need to register on wikispaces before they can view or add to your site.

Adding an Image
1. To add an image to your wiki, click on the image tool from the page you are working on.

2. The Images and Files window will appear. Click Browse to locate the image you wish to select, and then click Upload.

3. The file will appear in the Images and files window. Double-click the image to make it appear on the page you are working on.

4. Click Save in the bottom right-hand corner of the screen.