Tutorial for wik.is

This document includes the steps and suggestions for setting up a wiki site for your own personal classroom. These instructions apply to the MindTouch* wik.is site (www.wik.is). Setup will be similar on other wiki sites, but features and specific instructions will vary.

For other questions, visit the wik.is FAQ at http://wiki.opengarden.org/Wik.is/FAQ or the manual at http://wiki.opengarden.org/Deki_Wiki/User_Manual

Contents

Registering for a Wiki

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

2. Go to: www.wik.is

3. Enter the site name you want for your student sample or class.

   Note: Make the site name unique to you, your school, or your class since it becomes a part of the URL.


4. Click **Create**.

5. Enter your e-mail address and type the verification code.

6. Click **Create my Deki Wiki**.

7. Check your e-mail for the logon information.

8. Go to the login page for your wiki and enter the Username (Admin) and the password that was emailed to you.

9. Click **login**.

Changing Your Password

1. To change your password, click the **Tools** menu, and then click **My Preferences**.

Click **My Preferences**.
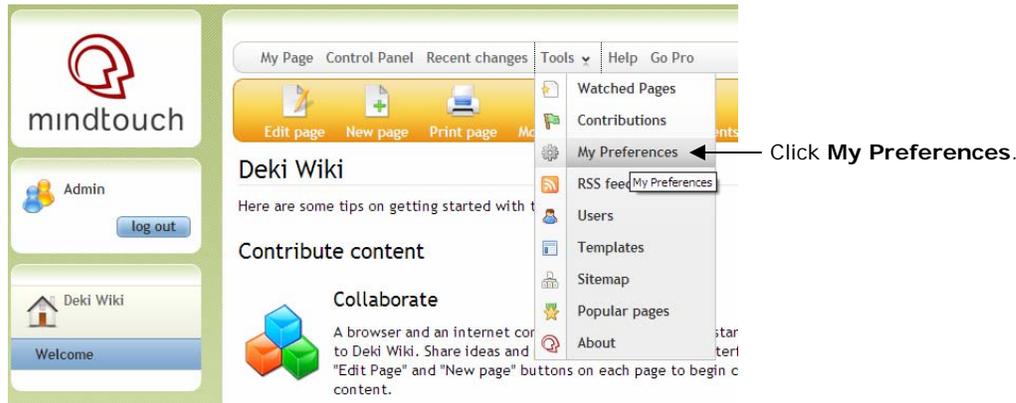
2. Enter your old password and your new password twice.
3. Click **apply preferences**.

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.

1. Click the **Deki Wiki** link for the home page of your wiki in the left navigation pane.
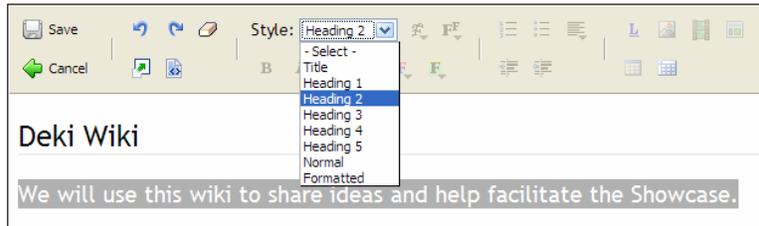

2. Click **Edit page**.

Click **Edit page**.
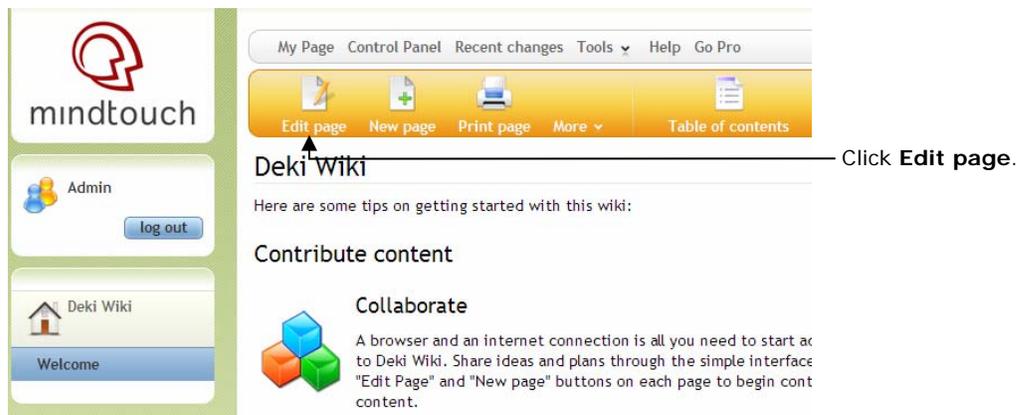
3. Delete the existing text and type a welcome message for your course or class.

    Note: You can edit the title on your wiki's home page in the next step.

4. You can use the Style list box to change the style of the text. Select the text you want to change and then select a style in the list box.
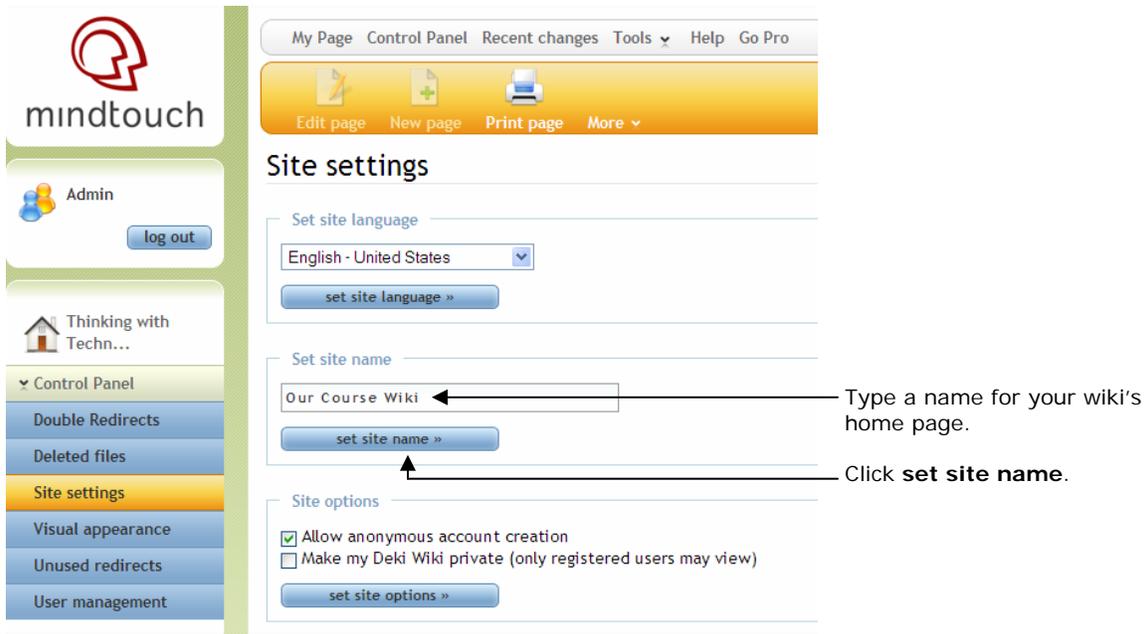

5. Click the **Save** button.

Changing the Site Name

You can change the name on the home page.

1. Click **Control Panel**, then click **Site Settings**.

2. Under *Set site name,* enter a new name to appear on the home page of your wiki.

3. Click the **Set site name** button.

Creating Sub-pages

1. Click **New page**.

Click **New page**

2. Select to highlight the **Page Title** text and then type your own.

   Note: The page title will become a part of the wiki URL for this page, so keep the title short.

3. Delete the placeholder text and create the text for the body of the page.

4. Format the text as desired. For example, add boldfacing, bullets, or color.

5. Click the **Save** button to save and exit.

6. Click the **Edit page** button if you need to return to edit mode.

Accessing/Editing Your Own User Page

Each user has his/her own page ready for editing.

1. Click **My Page**.

Click **My Page**.
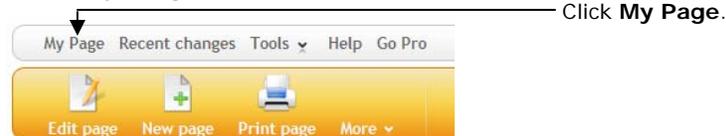
2. Edit the page as usual, creating content to suit your needs (journal, reflection log, project details, etc.).

Adding Comments to a Page

Each page has a comments section, which is available to quickly add comments about the content on the page from multiple users. The author of each comment is identified by login name.
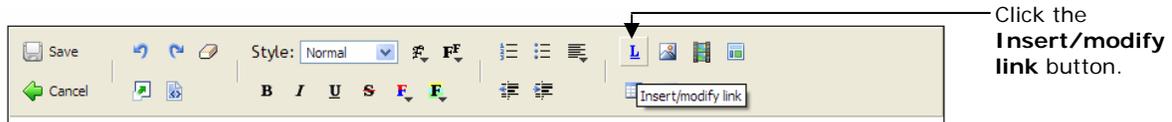
1. Scroll to the bottom of a page.

2. Enter comments.
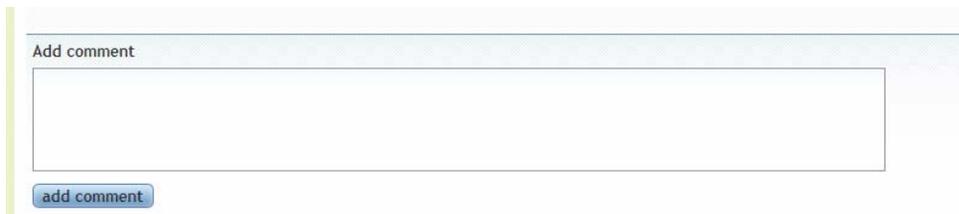
3. Click **Add comments**.

Creating Hyperlinks to a Web Site

1. To create a link to another Web site, select the text that you want to hyperlink.

2. Click the **Insert/modify link** button (the blue underlined **L**) on the toolbar.

Click the **Insert/modify link** button.

3. Paste or type the URL into the **Link** box.

4. Click the **Update link** button.

Enter the URL.

Click **Update link**.
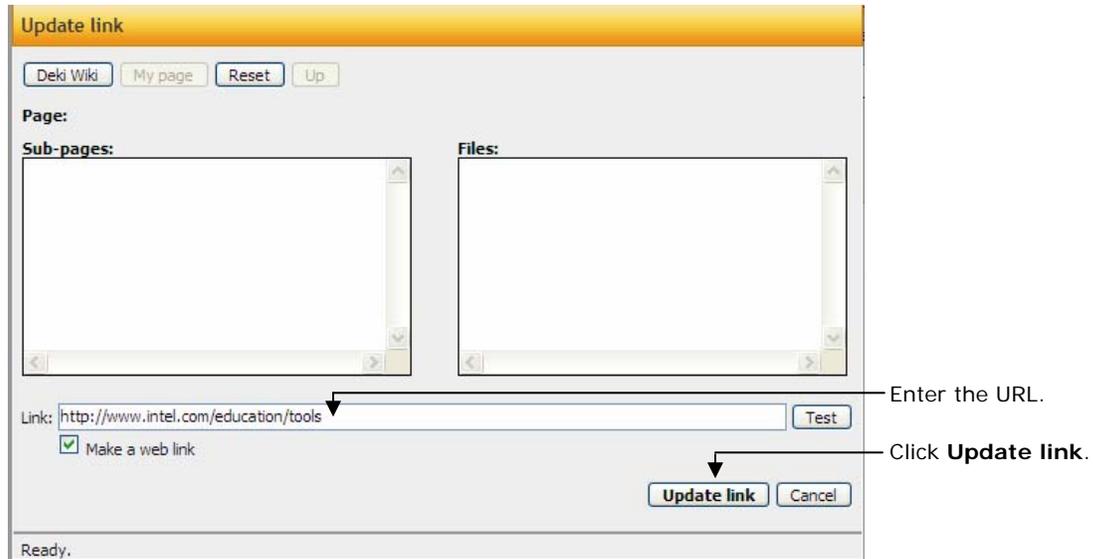
Creating Hyperlinks to a Page in Your Wiki

Although the left-hand navigation is almost always present, you may want to provide links to internal wiki pages in the body of your home page so that you can provide context. Use the following instructions to create a link to a page in your wiki.

1. Select the text that you want to hyperlink.

2. Click the **Insert/modify link** button (the blue underlined **L**) on the toolbar.

3. Select the desired sub-page listed in the box. The link information will automatically be inserted in the **Link** text box.

4. Click **Make link**.

Select the desired sub-page.

Click **Make link**.
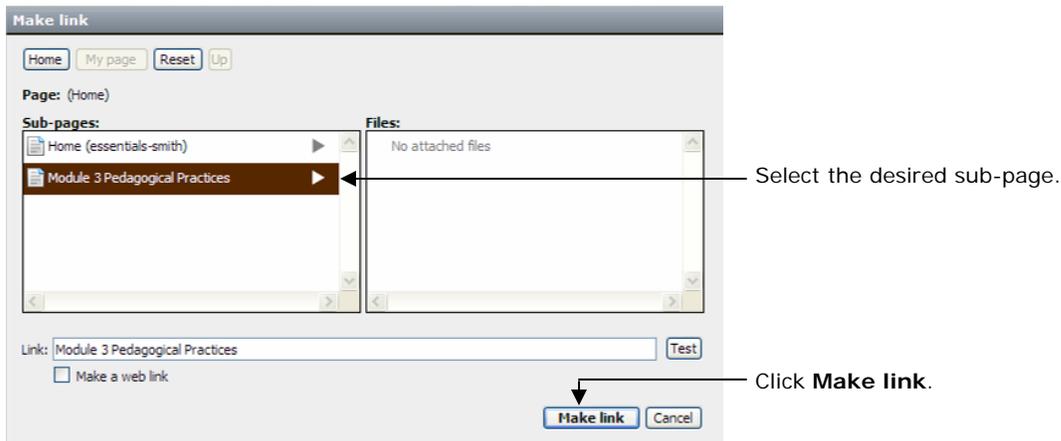
Attaching a File or Image

Before you can link to a file or insert an image into the body of your page, you have to attach—or upload—the file. All files uploaded to a particular page will appear at the bottom of the page; therefore, you may not need to provide an internal link to the file as well, unless you want to provide context or additional instructions. To attach a file or image:

1. Go to the wiki page where you want the file or image to appear.

   Note: You cannot be in edit mode when attaching a file.

2. You can attach a file in either of the following two ways:

   - On the **More** menu, select **Attach file or image**
   - Click the **Attach file or image** link at the bottom of any of your wiki pages

Click **Attach file**.
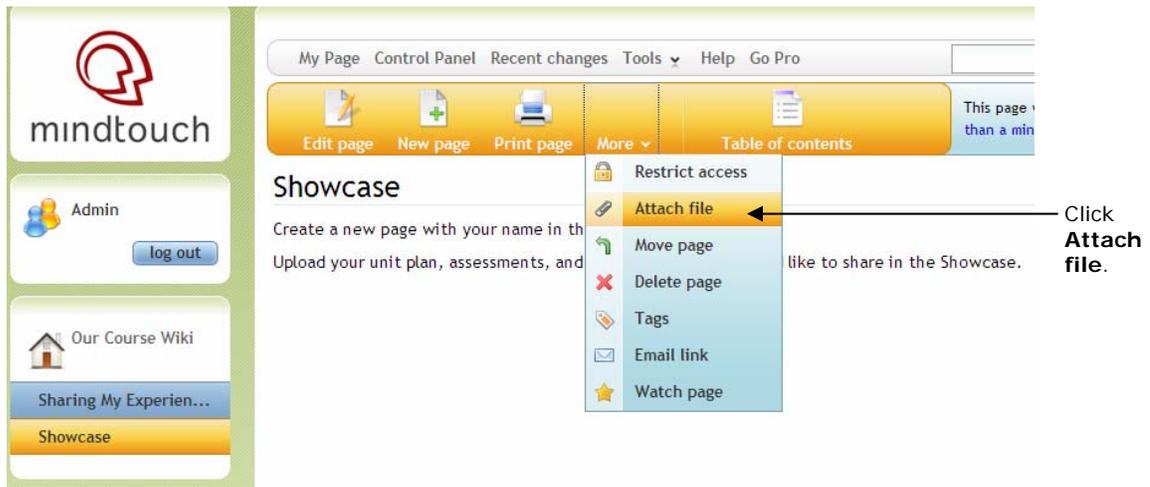
3. Click **Browse**, locate the file on your computer, and then click **Open**.

4. Type a description of the file, if needed.

Type a description of your file.

Click **Upload now**.

5. Click **Upload now**. After the file is uploaded, it will be listed at the bottom of the wiki page.

6. If desired, you can create a link to the uploaded file. To do this:

    a. Click the **Edit page** button.

    b. Select the text that you want to hyperlink.

    c. Click the **Insert/modify link** button (the blue underlined **L**) on the toolbar.

    d. Select the file from the right-hand side. The link will automatically be created.

    e. Click **Update link**.
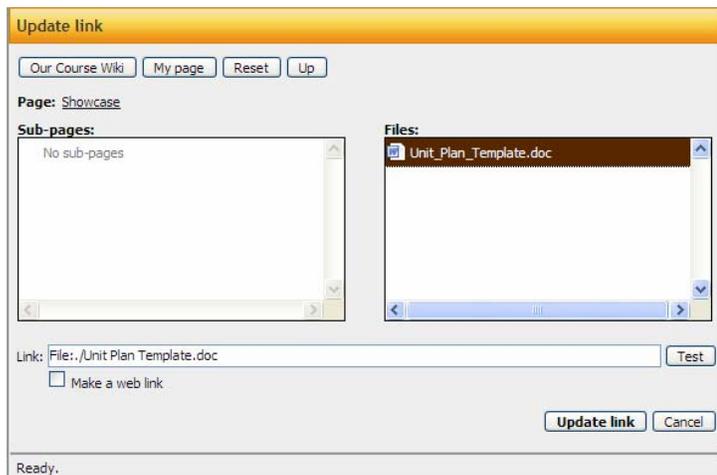
Inserting an Image

Before you can insert an image into your wiki, you must attach—or upload—the file to your wiki. (See the preceding section, "Attaching a File or Image.") After the image file is uploaded, you can insert the image into the wiki page.

1. Click the **Edit page** button for the page where you want to insert the image.

2. Place your cursor at the location in the page where you want the image to appear.

3. Click the **Insert image** button.

4. Select the desired image name in the middle **Files** panel. (All uploaded images will be listed.) When you click an image, a preview displays in **Preview** area.

5. Make any additional modifications for how the image will appear on the page. For example, you can:

   - Resize or automatically size the image to create a thumbnail image (a postage stamp sized image—about the size of your thumb)

   - Change the image's alignment

   - Control how text flows—or wraps—around the image

6. Click **Insert image**.
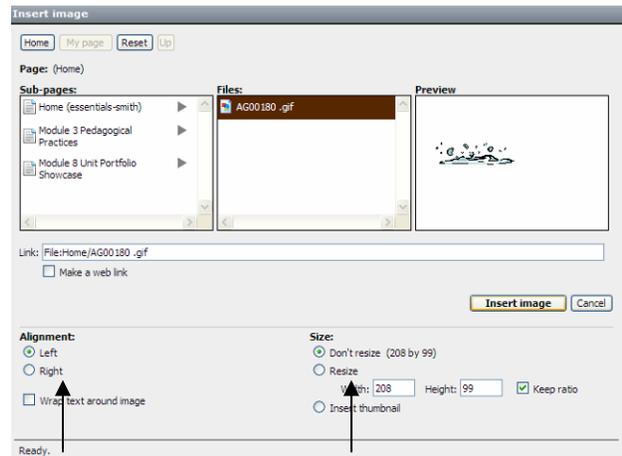
Change how the image will appear on the page.   Resize the image.

Adding Users to the Wiki

It may be easier for your users if you create a login account for them directly. You can create a standardized user name for users, such as one generated by first initial and last name. When you add a user, the wik.is system automatically generates a randomly created password and e-mails it to the user. If the e-mail address does not exist or the e-mail server rejects the e-mail sent by wik.is (in some instances, the wik.is e-mail may be classified as spam), you will be notified. The notification will include a copy of the e-mail that was sent out, which contains the login name and password. In those cases, you may need to provide the login information directly to users. In the case of adding students as users, you may want to intentionally create e-mail addresses that do not exist in order to receive the passwords directly.

The other option is to have users register themselves. See *Restricting Viewing/Editing Rights to the Wiki.*

To add users directly:

1. Click **Control Panel**.

2. Click **User management**.

3. To quickly add new users, click the **Create multiple users**.

4. Click the **Add another row** link several times to add another row to the form. This will provide multiple entry boxes so you will be able to submit the new users in batches.

5. Add user names using a standardized login format, such as first initial and last name.

6. Add corresponding **e-mail addresses**.

7. Enter the desired password for the user twice.

8. Select the role of the user. If you have a co-facilitator or team teacher(s) who will be helping to administer the wiki, you may want to assign the role of **Manager** or **Admin** when adding them to the site to grant them management rights.

Click **Add another row** to add multiple rows to the form.

After user information is entered, click **Add user** or **Add users**.

9. Click **Add user** or **Add users**.

Restricting Viewing/Editing Rights to the Wiki

You can keep the wiki completely private (no viewing or editing unless you log in) or just require a user who has self-registered to log in to edit a page.

1. Click **Control Panel**, then click **Site Settings**.

2. Under S*ite options,* select how you want users to be able to edit and view the site:

   a. A checkmark at **Allow anonymous account creation** will allow anyone coming to the site the ability to register and create a user account in order to edit pages. This is the default setting. This setting is helpful if you do not want to create the user accounts yourself—instead users will register themselves.

   b. A checkmark at **Make my Deki Wiki private** will make all content of the wiki unviewable unless you are logged in as a user.

Select the site restriction level under *Site options.*

3. Click **set site options**.