

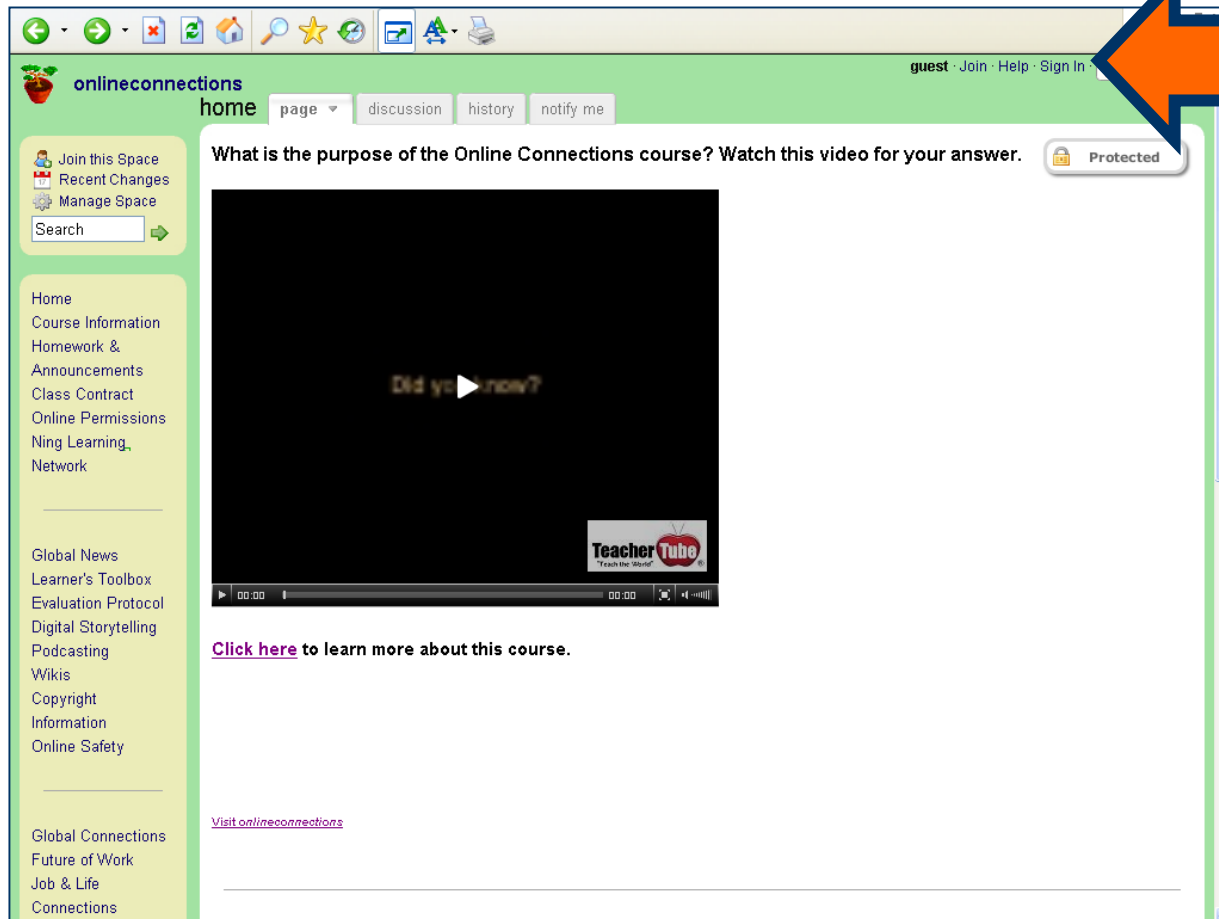
# Wikispaces Tutorial



# Signing In

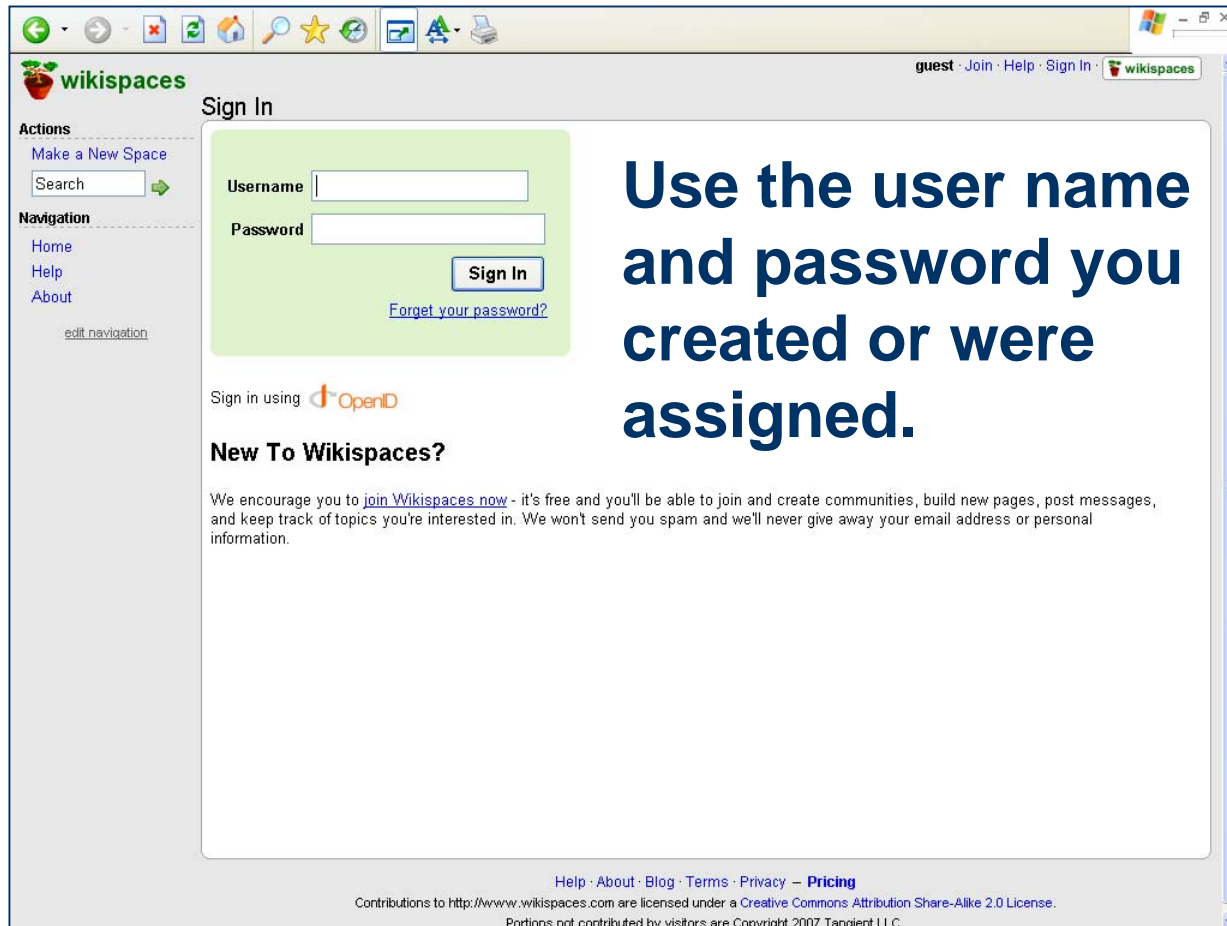


# Sign In To Wikispaces



The screenshot shows the Wikispaces interface for the 'onlineconnections' space. The top navigation bar includes links for 'home', 'page', 'discussion', 'history', and 'notify me'. In the top right corner, there is a 'guest' status and links for 'Join', 'Help', and 'Sign In'. A large orange arrow points to the 'Sign In' link. 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 'Protected' status icon. The video player shows a black screen with the text 'Did you know?' and a 'Teacher Tube' logo. Below the video, there is a link that says 'Click here to learn more about this course.' and a link that says 'Visit onlineconnections'. The left sidebar contains a search bar and a list of links including '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 the Wikispaces website's sign-in interface. On the left, there is a sidebar with 'Actions' (Make a New Space, Search) and 'Navigation' (Home, Help, About, edit navigation). The main content area is titled 'Sign In' and features a green box with input fields for 'Username' and 'Password', a 'Sign In' button, and a 'Forgot your password?' link. Below this is an 'OpenID' sign-in option. A large blue text overlay on the right reads: 'Use the user name and password you created or were assigned.' At the bottom, there is a 'New To Wikispaces?' section with a paragraph encouraging users to join, followed by a footer with links (Help, About, Blog, Terms, Privacy, Pricing) and a Creative Commons license notice.

Wikispaces


Sign In

Username

Password

[Sign In](#)

[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 Ning page. The browser's address bar shows the URL [http://www.wikispaces.com/onlineconnections/contract](#). The page title is "onlineconnections" with a star icon. Below the title, the page name "contract" is displayed with tabs for "page", "discussion", "history", and "notify me". The main content area contains the text: "We are going to be negotiating our classroom contract together." In the top right corner of the page content, there is a green button labeled "Edit This Page" with a pencil icon. A large orange arrow with a blue outline points directly to this button. The left sidebar contains a search bar and 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, Job & Life, and Connections. The footer of the page includes links for Help, About, Blog, Terms, Privacy, and an Upgrade button.

onlineconnections

jdorman My Account Help Sign Out wikispaces

★ contract page discussion history notify me

New Page Recent Changes Manage Space Search

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

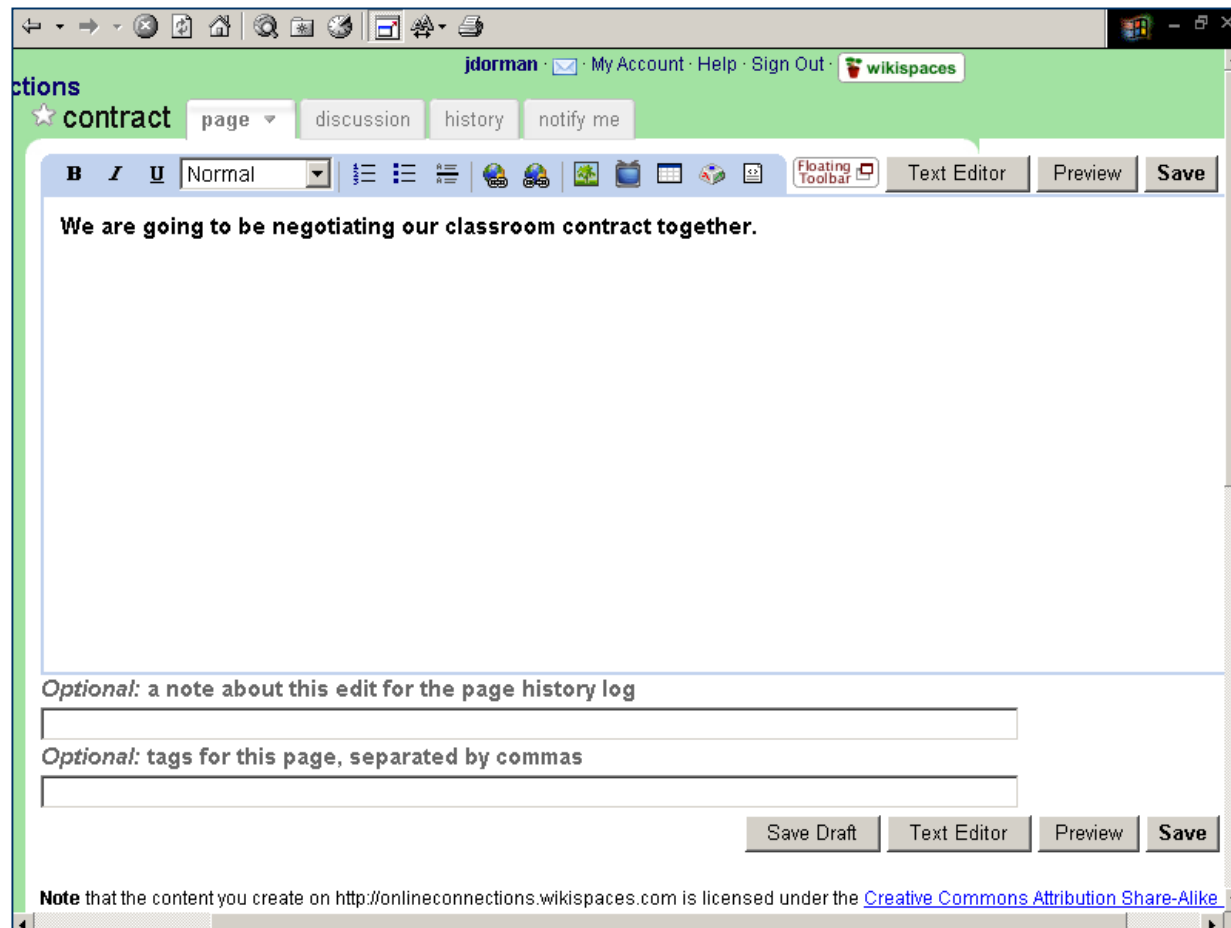
Global Connections  
Future of Work  
Job & Life  
Connections

We are going to be negotiating our classroom contract together.

Edit This Page

Help About Blog Terms Privacy Upgrade

# The Editing Toolbar Will Appear



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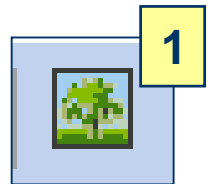


9

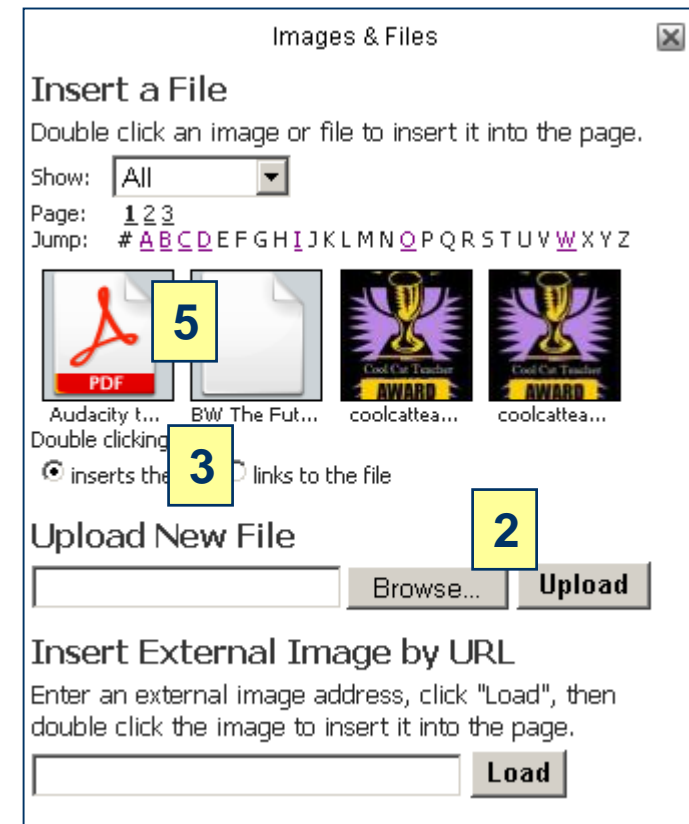
1. Bold
2. Italicize
3. Underline
4. Font Size
5. Numbered List
6. Bulleted List
7. Insert Horizontal Line
8. Insert Hyperlink (URL)
9. Remove Hyperlink (URL)



# Inserting Images and Documents

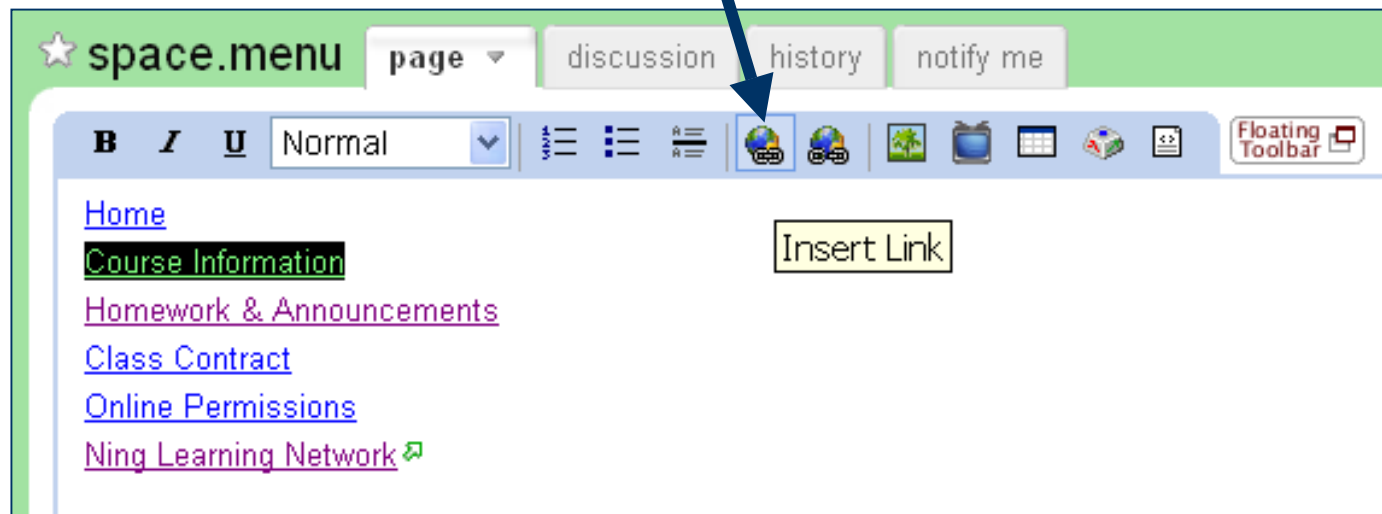


1. Click on the Tree icon
2. Click Browse to locate your document and Upload to add it to the wiki server
3. Select if you want the document to be inserted as a file icon or as a hyperlink
4. Place your mouse on the page where you want your document to appear
5. Double click on the document's icon on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



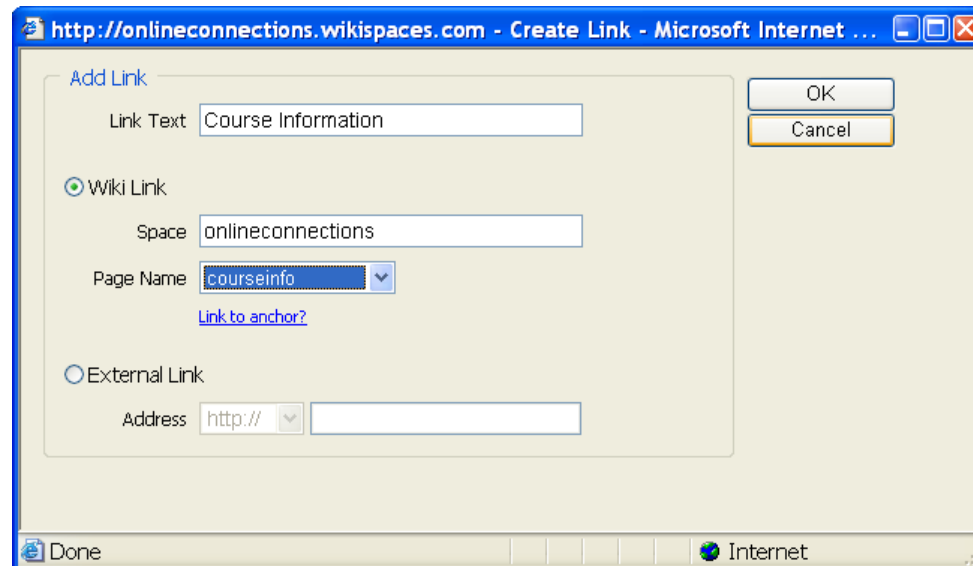
# Inserting Hyperlinks

- 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



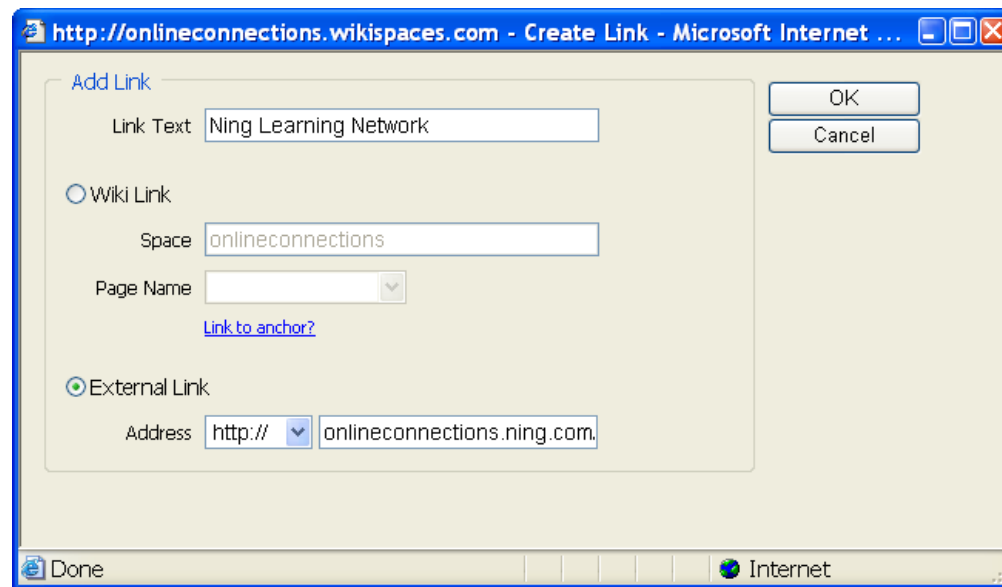
# Hyperlinking To A Wiki Page

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



# Hyperlinking To An External Link

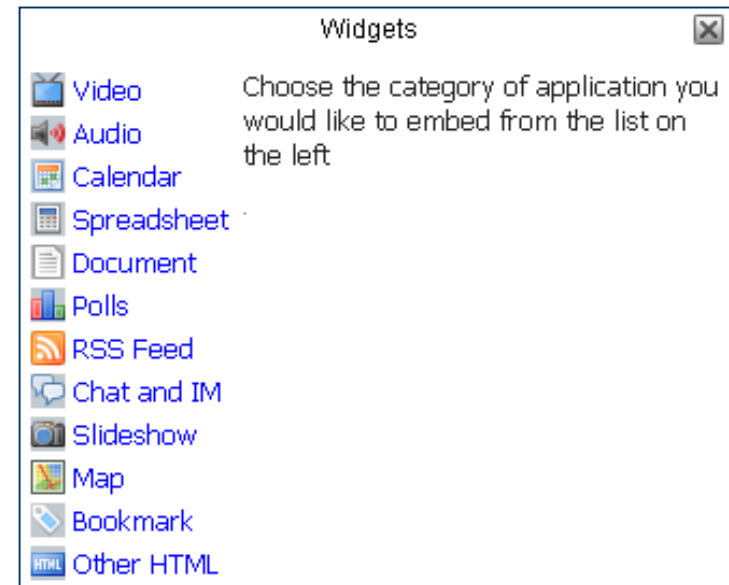
- Check “External Link” and paste the URL of the outside web page.



# 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


 Video


 Audio


 Calendar


 Spreadsheet


 Document


 Polls


 RSS Feed

 Chat and IM

 Slideshow

 Map

 Bookmark

 Other HTML

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.

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



 SOME RIGHTS RESERVED  
This work is  
licensed under a  
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Attribution-Share  
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

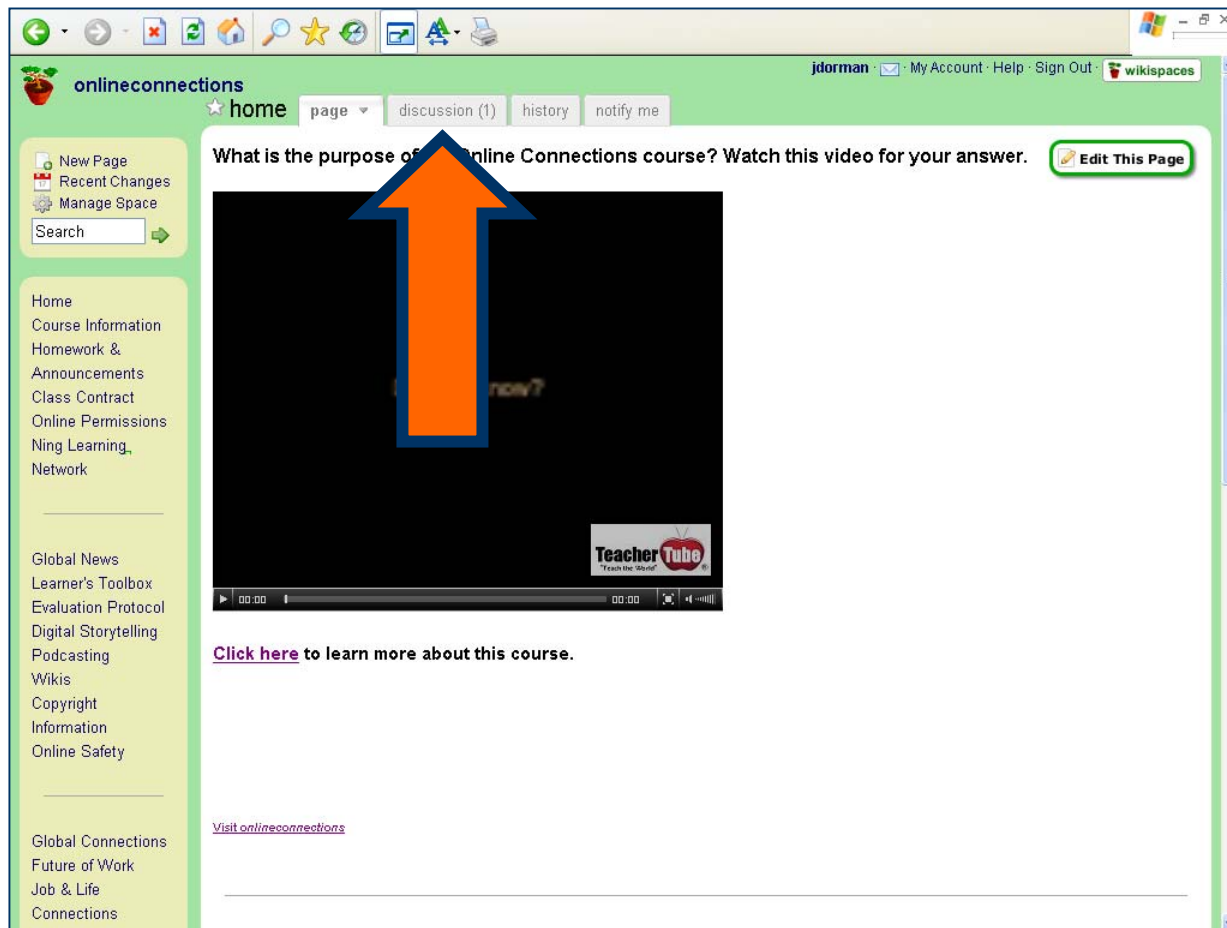
The screenshot shows the Ning 'space.menu' editing interface. On the left is a sidebar with a search bar and three menu categories: 'Home' (containing links like Course Information, Homework & Announcements, Class Contract, Online Permissions, Ning Learning Network), 'Global News' (containing links like Learner's Toolbox, Evaluation Protocol, Digital Storytelling, Podcasting, Wikis, Copyright Information, Online Safety), and 'Global Connections' (containing links like Future of Work, Job & Life Connections). Below these is a 'Credited Teacher AWARD' logo and a Creative Commons license notice. The main editing area has a title bar 'space.menu' and tabs for 'page', 'discussion', 'history', and 'notify me'. It features a rich text editor with a toolbar and buttons for 'Text Editor', 'Preview', 'Save', and 'Cancel'. The menu items are organized into sections: 'Home' (with links to Home, Course Information, Homework & Announcements, Class Contract, Online Permissions, and Ning Learning Network), 'Global News' (with links to Global News, Learner's Toolbox, Evaluation Protocol, Digital Storytelling, Podcasting, Wikis, Copyright Information, and Online Safety), 'Global Connections' (with links to Global Connections, Future of Work, and Job & Life Connections), and a 'Credited Teacher AWARD' section with a logo. Below the menu items is a 'custom' button. At the bottom, there are optional fields for a note about the edit for the page history log and tags for this page, separated by commas. The bottom right corner has buttons for 'Save Draft', 'Text Editor', 'Preview', 'Save', and 'Cancel'.

# Discussion Board

Reading, Creating,  
and Replying to  
Discussion Topics

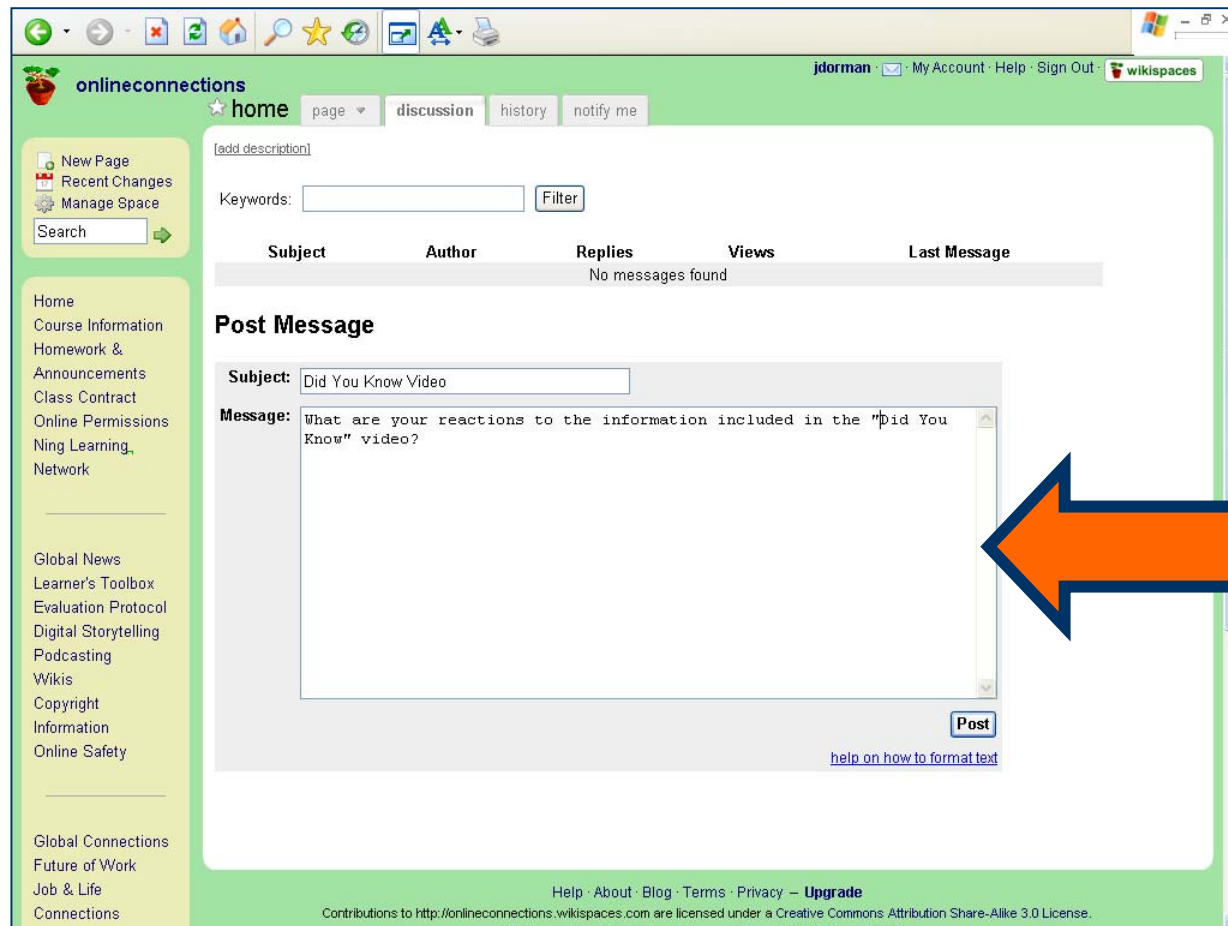


# Open the Discussion Tab



The screenshot shows a web browser window displaying the 'onlineconnections' website. The browser's address bar shows the URL 'wikispaces'. The website's header includes the user name 'jdorman' and links for 'My Account', 'Help', 'Sign Out', and 'wikispaces'. The main navigation bar features a 'home' link with a star icon, followed by tabs for 'page', 'discussion (1)', 'history', and 'notify me'. The 'discussion (1)' tab is currently selected. Below the navigation bar, the main content area displays a video player with the title 'What is the purpose of the Online Connections course? Watch this video for your answer.' and an 'Edit This Page' button. A large orange arrow with a blue outline points to the 'discussion (1)' tab. The left sidebar contains a search bar and 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, Job & Life, and Connections. The video player shows a black screen with the 'TeacherTube' logo in the bottom right corner.

# Creating Discussion Topics



The screenshot shows the 'onlineconnections' website interface. The top navigation bar includes links for 'home', 'page', 'discussion', 'history', and 'notify me'. The user 'jdorman' is logged in, with links for 'My Account', 'Help', 'Sign Out', and 'wikispaces'. The left sidebar contains a 'New Page' button, 'Recent Changes', 'Manage Space', and a search bar. Below these are links for '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 main content area is titled 'discussion' and shows a table with columns: 'Subject', 'Author', 'Replies', 'Views', and 'Last Message'. The table is empty, displaying 'No messages found'. Below the table is a 'Post Message' form with a 'Subject' field containing 'Did You Know Video' and a 'Message' field containing 'What are your reactions to the information included in the "Did You Know" video?'. A large orange arrow points to the 'Post' button at the bottom right of the form. A link for 'help on how to format text' is also visible.

onlineconnections

jdorman · My Account · Help · Sign Out · wikispaces

home page discussion history notify me

[add description]

Keywords:  Filter

Subject	Author	Replies	Views	Last Message
No messages found				

**Post Message**

**Subject:**

**Message:**

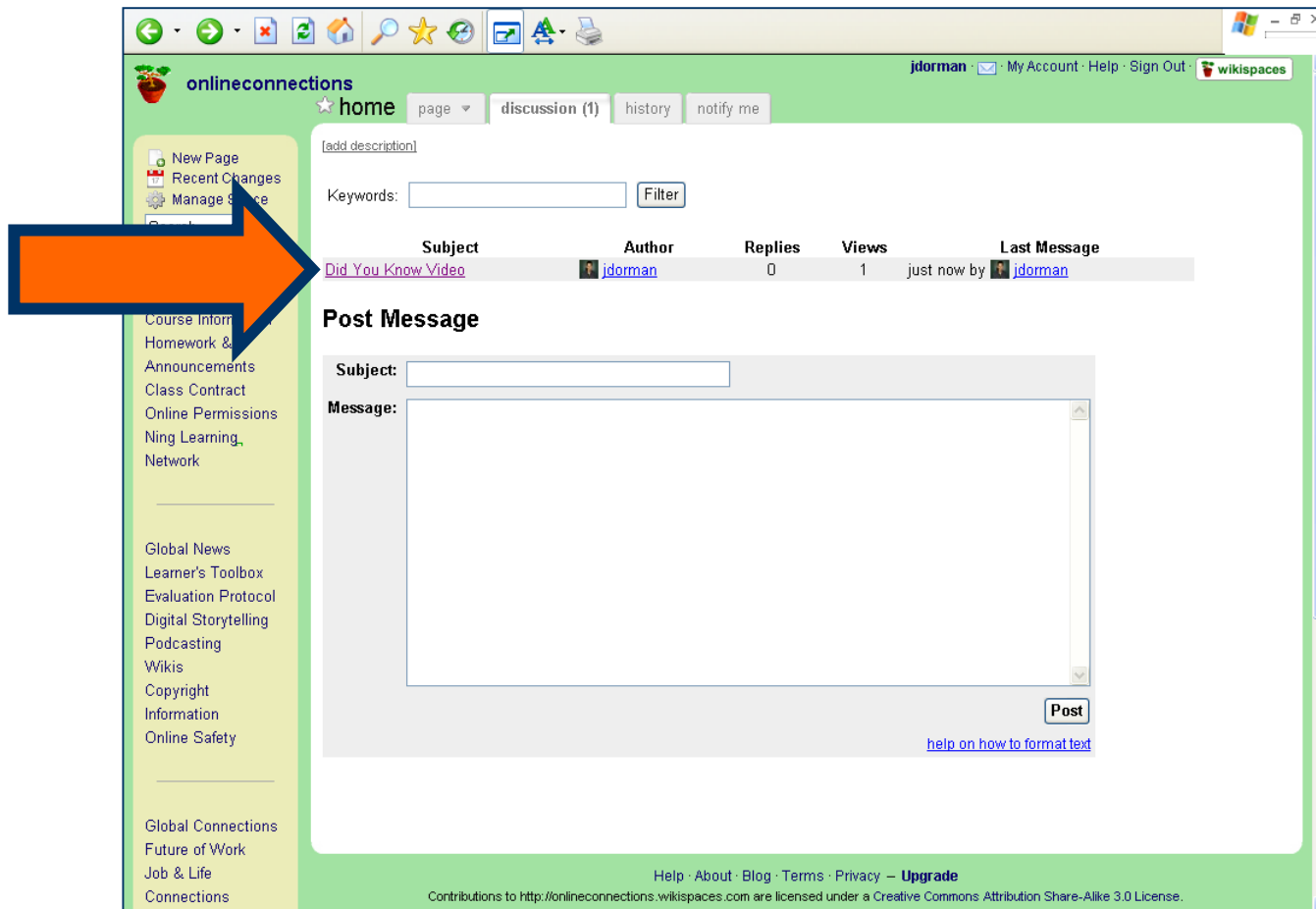
[help on how to format text](#)

**Post**

Help · About · Blog · Terms · Privacy — Upgrade

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# Click on a Topic to Open It



The screenshot shows the onlineconnections.wikispaces.com website. A large orange arrow points to the 'Did You Know Video' topic in the discussion list. The interface includes a sidebar with navigation links, a top navigation bar, and a main content area with a 'Post Message' form.

**onlineconnections** [home](#) [page](#) [discussion \(1\)](#) [history](#) [notify me](#)

[New Page](#) [Recent Changes](#) [Manage Site](#)

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

[Did You Know Video](#) [jdorman](#) 0 1 just now by [jdorman](#)

**Post Message**

**Subject:**

**Message:**

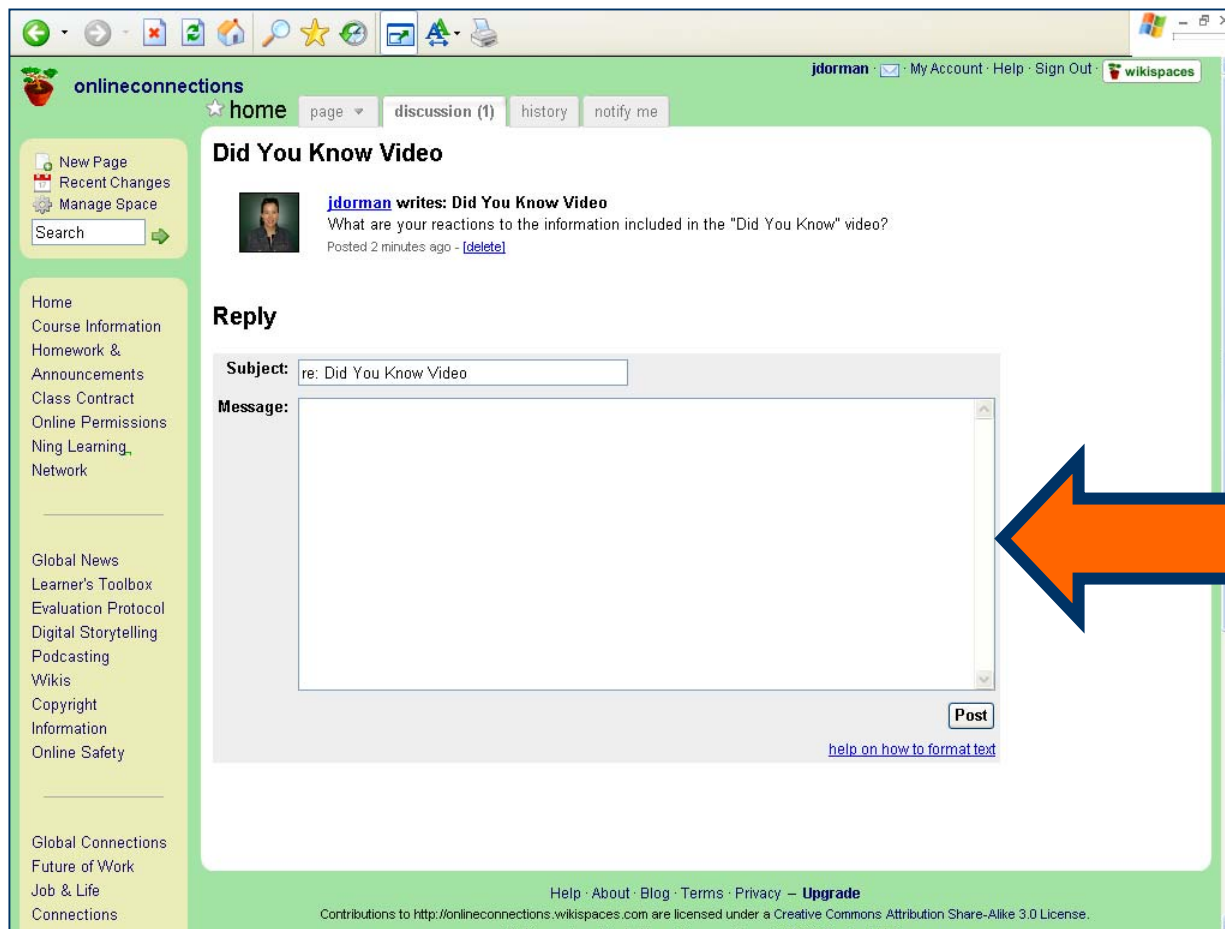
[help on how to format text](#) [Post](#)

[Help](#) [About](#) [Blog](#) [Terms](#) [Privacy](#) [Upgrade](#)

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# Replying to a Discussion Topic



The screenshot shows a web browser window displaying the 'onlineconnections' website. The user 'jdorman' is logged in, with links for 'My Account', 'Help', and 'Sign Out'. The website has a green header and a left sidebar with navigation links. The main content area shows a discussion topic titled 'Did You Know Video' by 'jdorman', posted 2 minutes ago. Below the topic is a 'Reply' form with a 'Subject' field containing 're: Did You Know Video' and a large 'Message' text area. A large orange arrow points to the 'Message' field. At the bottom of the form is a 'Post' button and a link to 'help on how to format text'.

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](#)

**Post**

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.**

