

# Getting Started With Your Wikispaces



Welcome to Wikispaces. In this handout, we will outline the simple steps that will get you up and running with your wiki. You will learn how to create a user account, create a free K-12 Plus space, edit a page, add links, images, and media to your page, and create accounts for all your students.

## I. Create an account and a free K-12 space:

- ▶ Go to:  
<http://www.wikispaces.com/t/x/teachers/th4>
- ▶ Put in your username, password, e-mail address, and space name.
- ▶ Certify that your space will be used exclusively for K-12 education and click “Join.”
- ▶ You will be brought to your new space.

Fill in the fields below and you're done.

1. Username	<input type="text" value="sarah_example"/>
2. Password	<input type="password" value="*****"/>
3. Email Address	<input type="text" value="sarah@example.com"/>
<small>We don't spam or share your email address.</small>	
4. Make a Space?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<small>Create a wiki now or after you join.</small>	
5. Space Name	<input type="text" value="example-space"/>
6. Space Visibility	<input type="radio"/> Public (free) <small>Everyone can view and edit your pages</small>
	<input type="radio"/> Protected (free) <small>Everyone can view pages, only space members can edit them</small>
	<input checked="" type="radio"/> Private (free for educators otherwise \$5/month) <small>Only space members can view and edit pages</small>
7. Educational Use	<input checked="" type="checkbox"/> I certify this space will be used for K-12 education. <small>We may contact you via email to verify use</small>

[Terms of Use](#)

## 2. Wikispaces Getting Started Tutorial:

- ▶ When you go to your space, you will be taken into a Getting Started Tutorial. Here you can find out about all the things you can do with your space.
- ▶ If you would like to go directly to your space and begin editing, just close the window, by clicking the “x” at the top right of the page.

Getting Started With Your Wikispaces [Menu](#) [Skip Getting Started](#)

Welcome to your new Wikispaces

Here we will acquaint you with Wikispaces and show you how to get started. You can close this box to return to your space, and you can find this information again by clicking the “Help” link at the top right of any page. Once you are finished with this tutorial, you can get rid of “Getting Started” permanently, by clicking on the link at the top right of this screen.

- [Editing Your Home Page](#)
- [Introduction to Your Space](#)
- [Becoming Familiar with Your Space](#)
- [Managing Your User Account](#)
- [Inviting Members to Your Space](#)
- [Some Advanced Features](#)
- [More on Wikispaces and Wikis](#)

Get More Help

- [Click here to visit our complete help section.](#)
- [Watch our video tour.](#)
- [Contact us at help@wikispaces.com.](#)

See next page for tips about editing your Wikispaces →

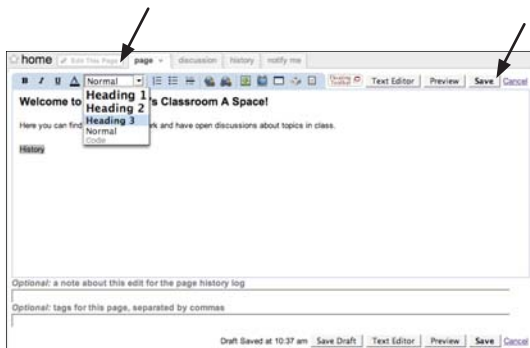
## Looking for an Easy Way to Manage All the Wikis in Your School or District?

Wikispaces offers a Private Label service, which you can administer yourself and which can support an unlimited number of users and spaces. K-12 schools and districts across the world have signed up. Each now has their own site containing many Wikispaces where teachers, students, and parents can go to find homework assignments, showcase their school’s extracurricular activities, develop research projects, and collaborate between classes.

For more information on Wikispaces Private Label, or to sign-up for our 30-day free trial, visit:  
<http://wikispaces.com/privatelabel1>

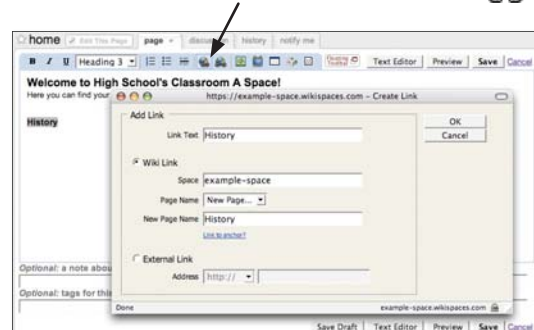
### 3. Editing a Page:

- ▶ Editing a page is easy. Just click the “Edit This Page” button at the top of the page, and an editor will open.
- ▶ You can easily format all of your text with bold, underline, italics, headings, and more.
- ▶ Once you are done editing, click “Save.”



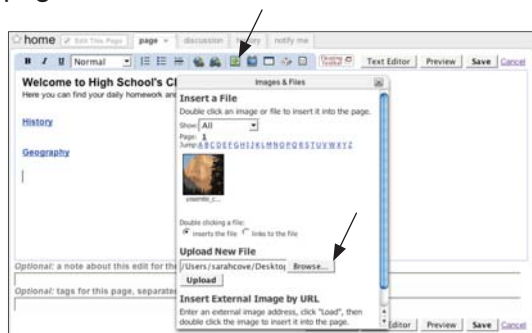
### 4. Adding Links:

- ▶ While in the Edit mode, you can also add links to other pages on your space or to other websites.
- ▶ Highlight the text you wish to link and click the earth icon in the toolbar.
- ▶ Another window will come up with an option to create a link.
- ▶ Once you have chosen the page name or web address for the link, click “OK.”
- ▶ To remove a link in the visual editor, put the cursor in the link and hit the broken link earth icon.



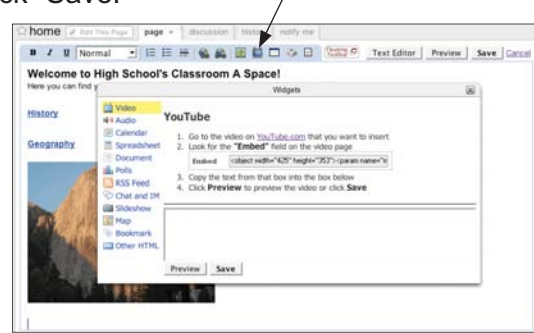
### 5. Adding Images and Files:

- ▶ Click the image icon which looks like a tree.
- ▶ “Browse” your computer for the image or file you wish to put on your page.
- ▶ Once you have found and selected the file, click “Open.”
- ▶ “Upload” the chosen picture or file. It will then appear under “Insert a File.”
- ▶ Put the cursor at the position on the page where you wish to put the image or file.
- ▶ Double click the image or file to put it on the page.



### 6. Adding Videos, Calendars or Other Widgets

- ▶ You can embed videos, audio, calendars, or a multitude of other web services on your pages.
- ▶ When editing any Wikispaces page, you'll see a button on the toolbar that looks like a television.
- ▶ Choose the type of object you'd like to embed, such as a video, calendar, or slideshow.
- ▶ There will be instructions for adding different programs. You can also paste the HTML from any embeddable web service into the box.
- ▶ Click “Save.”



### 7. Creating Student Accounts:

We take care of creating student accounts for you. Just send us a list of student usernames and passwords. For full details on formatting the list, see: <http://www.wikispaces.com/help+teachers#accounts> It's a fast easy way to create accounts for all your students. And the best part? We can create them without e-mail addresses.