Getting Started With Your Wikispace

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.

1. 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.

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.

See next page for tips about editing your Wikispace ➡

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."
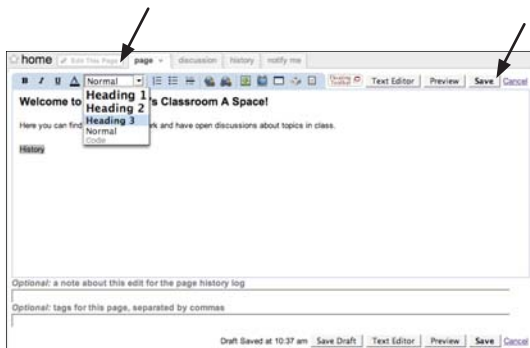
4. Adding Links:

▸ 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 🌐.
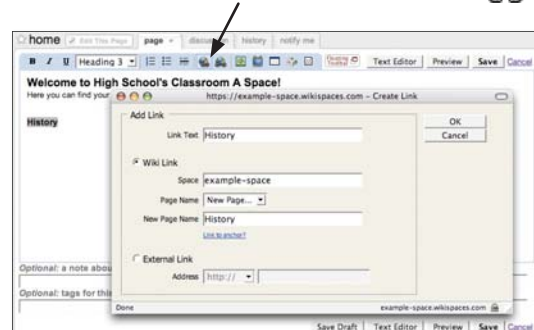
5. Adding Images and Files:

▸ 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.
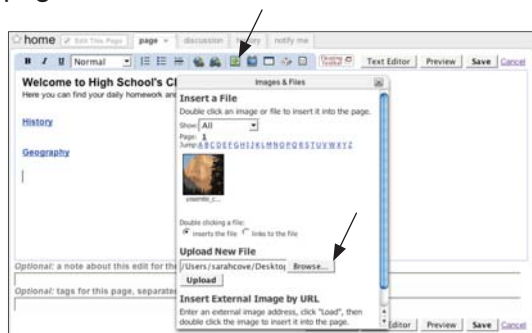
6. Adding Videos, Calendars or Other Widgets

▸ 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 📺. Click it.

▸ 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."
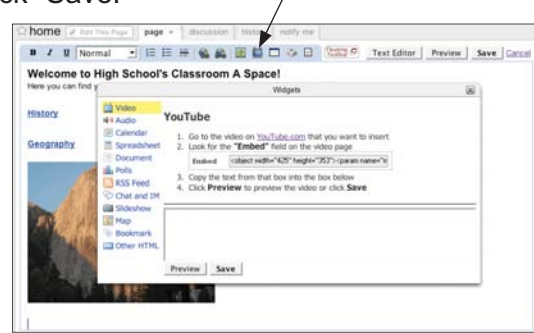
7. Creating Student Accounts:

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.