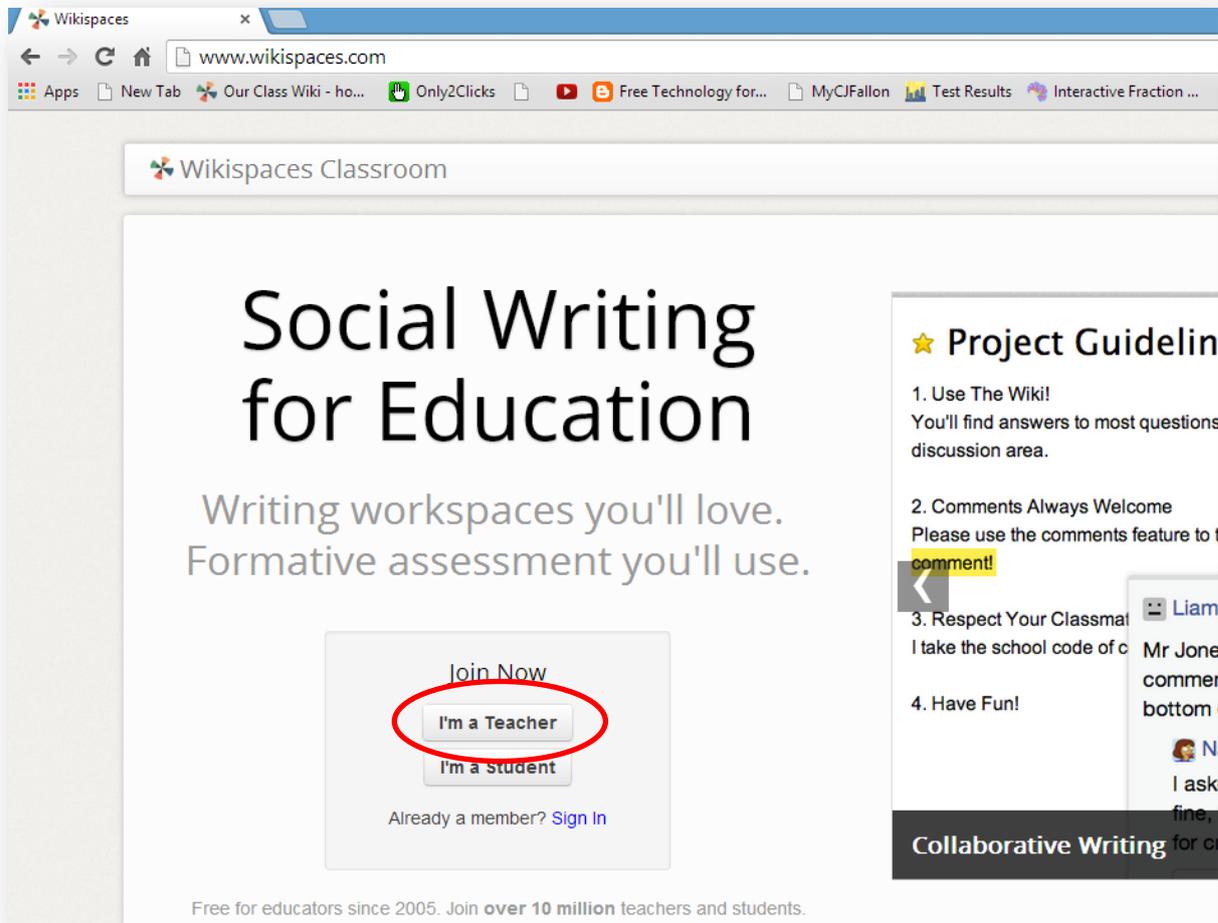


How to Set Up a Class Wiki

How to Set Up a Class Wiki

- Go to **www.wikispaces.com**



- Click on **I'm a Teacher**
- Fill in your details
- Click on **Join**

Teacher Sign Up

Username

Password

Email

Join Cancel

How to Set Up a Class Wiki

- A new window opens

Wikispaces

My Account

Make a New Wiki

Wiki Name .wikispaces.com

Choose a name between 3 and 32 characters long.

Please fill in the following information so we can better understand how you are using Wikispaces Classroom.

United States

School

Begin typing the school's name. If not listed you can instead type the full name.

Course

The subject being taught (optional).

Grade

The grade level being taught (optional). Choose the best match or add your own.

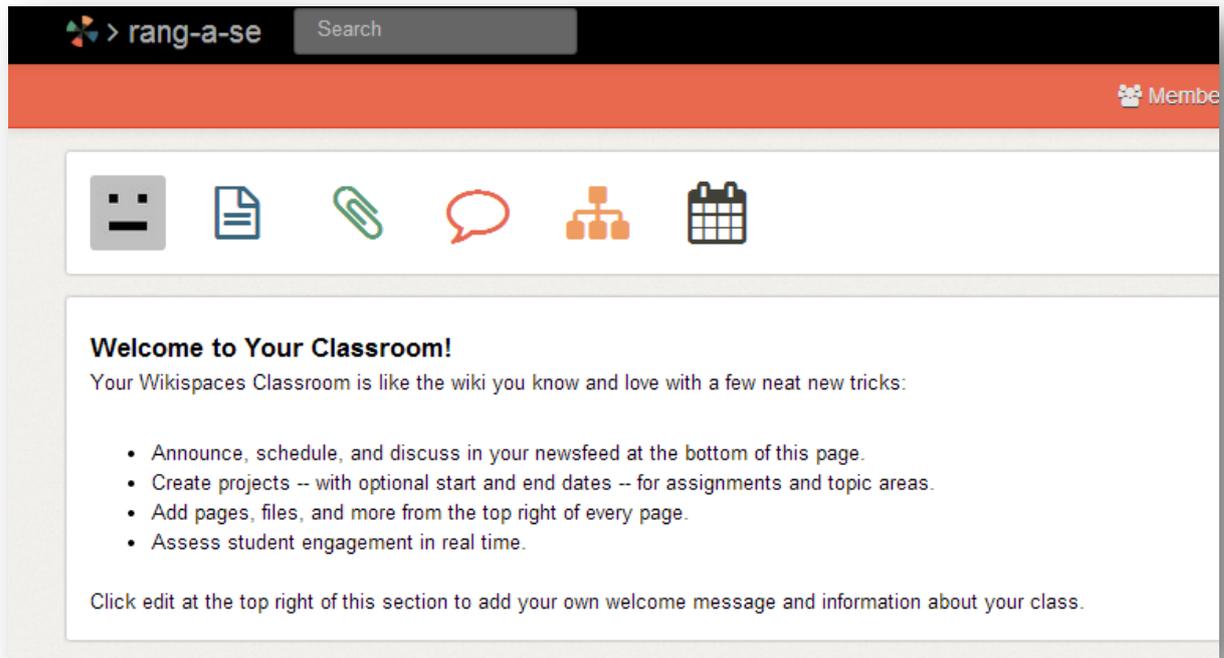
Educational Use

I certify this wiki will be used for education.

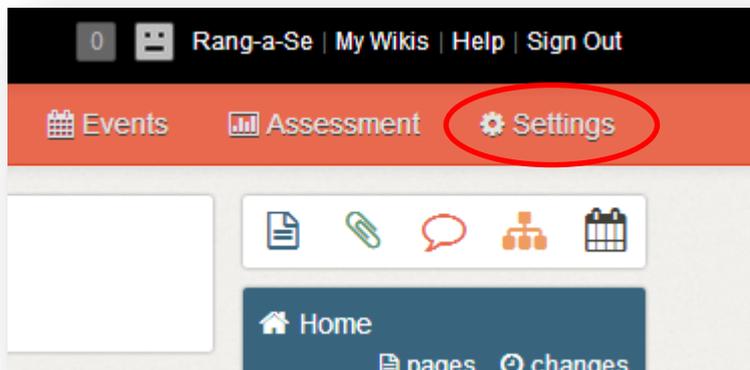
We may contact you via email to verify use.

- Give your wiki a name. Your wiki will be **new-name.wikispaces.com** where new-name is replaced by the one you choose.
- Choose your **country** from the drop down menu and type in **the city and state**
- Type in your **School Name, Course and Grade**
- **I certify that this wiki will be used for education** should be ticked
- Click **Create**
- A new window opens welcoming you to your new wiki

How to Set Up a Class Wiki

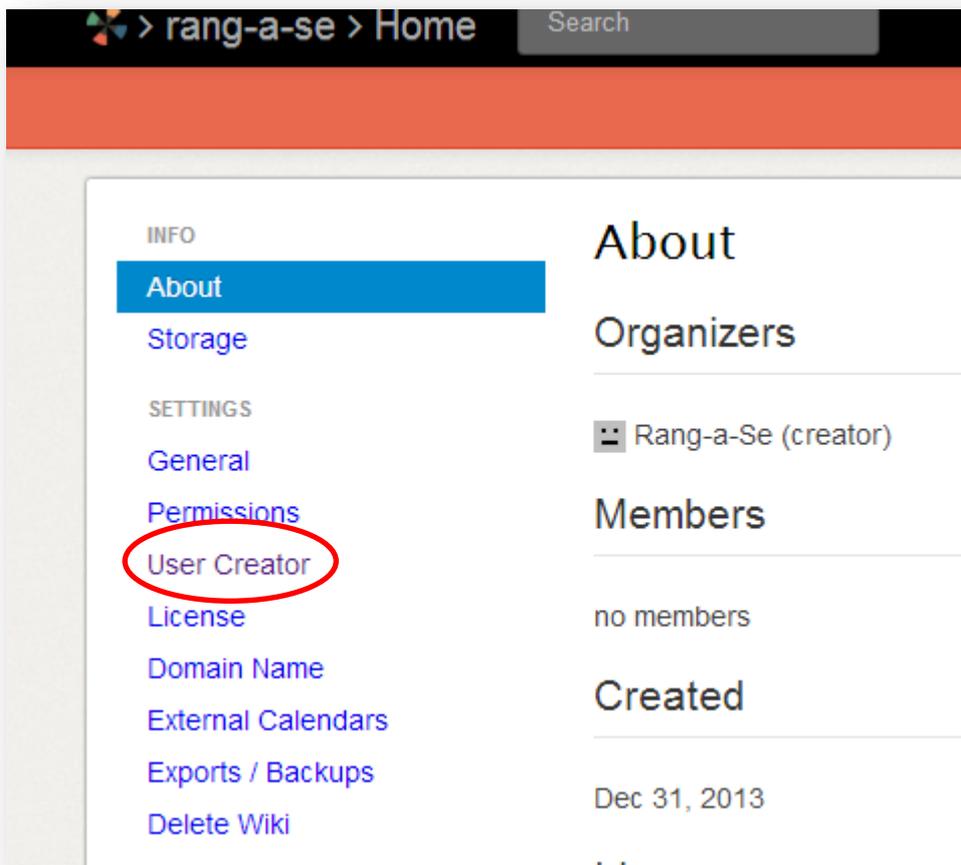


- To upload your pupils names and give them individual access to the **Wiki** click on **Settings** in the top right hand corner

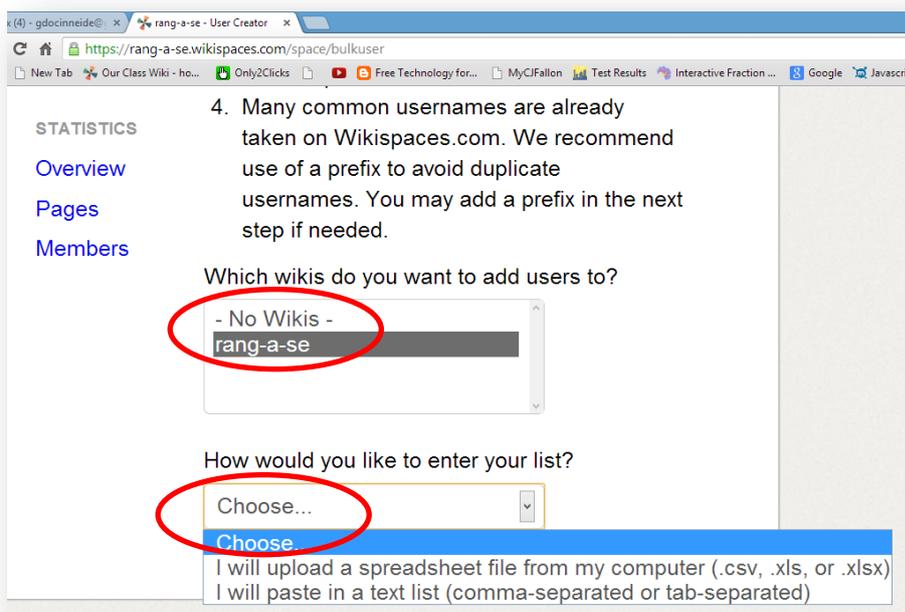


- A new window opens

How to Set Up a Class Wiki

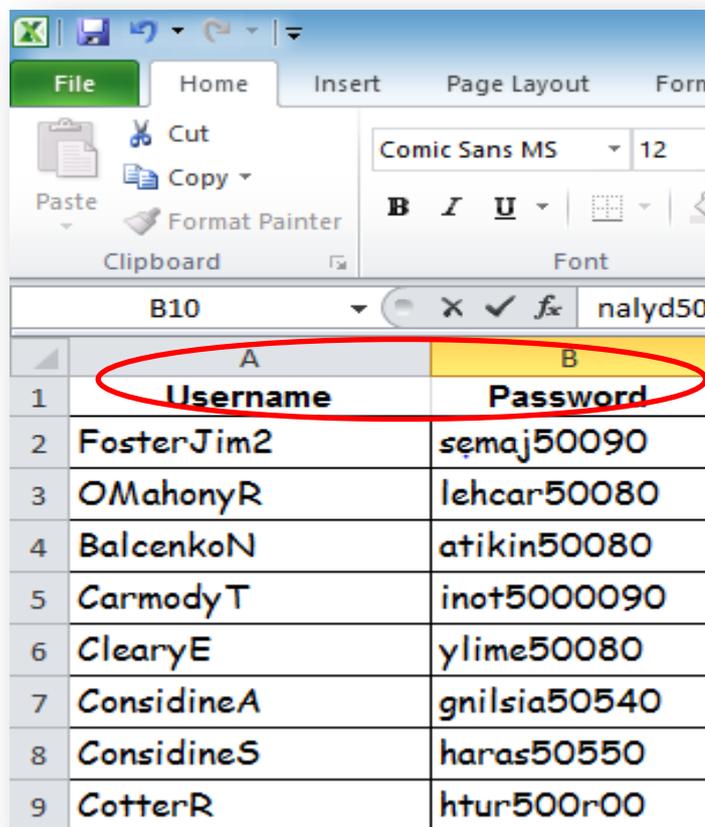


- Click on **User Creator**



How to Set Up a Class Wiki

- There are two ways to upload your pupils name
 - i. Paste in the names as a text file or
 - ii. Upload as a spreadsheet file saved as a csv file
- The spreadsheet file gives more control
- The spreadsheet file should include the usernames for each pupil
- Passwords are not obligatory
- Many common usernames are already taken on Wikispaces.com. We recommend use of a prefix to avoid duplicate usernames.

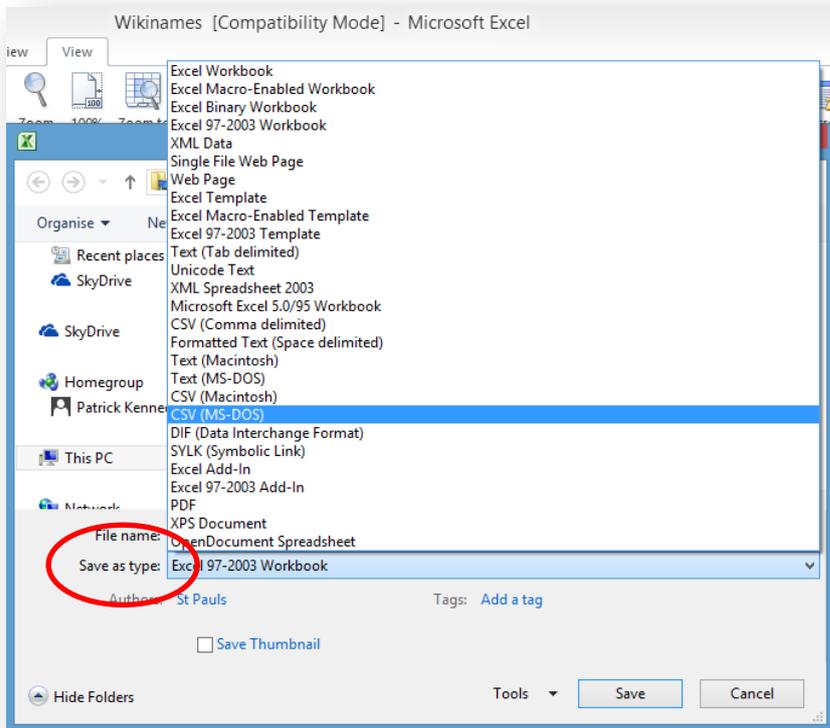


	A	B
1	Username	Password
2	FosterJim2	semaj50090
3	OMahonyR	lehcar50080
4	BalcenkoN	atikin50080
5	CarmodyT	inot5000090
6	ClearyE	ylime50080
7	ConsidineA	gnilsia50540
8	ConsidineS	haras50550
9	CotterR	htur500r00

[Do not include the words Username and Password at the top](#)

- Save the file
- Give it a name
- Click on the drop down menu **Save as type**
- Choose **CSV**

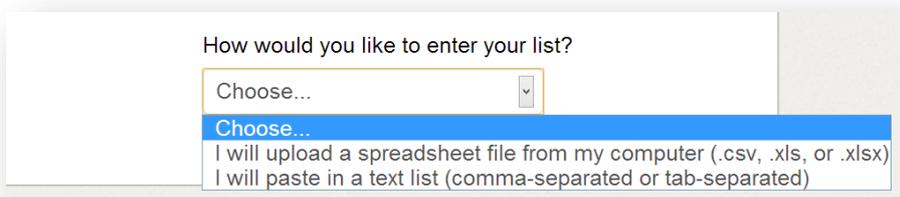
How to Set Up a Class Wiki



- Click Save

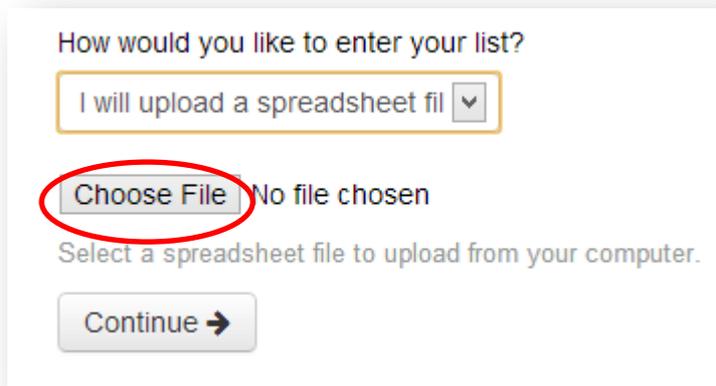
In Wikispaces

- In the dialog box **How would you like to enter your list?** Choose **I will upload a spreadsheet file from my computer (.csv, ...)**



- Click on the button **Choose file**

How to Set Up a Class Wiki



- This will open Your Documents
- Locate the file and choose

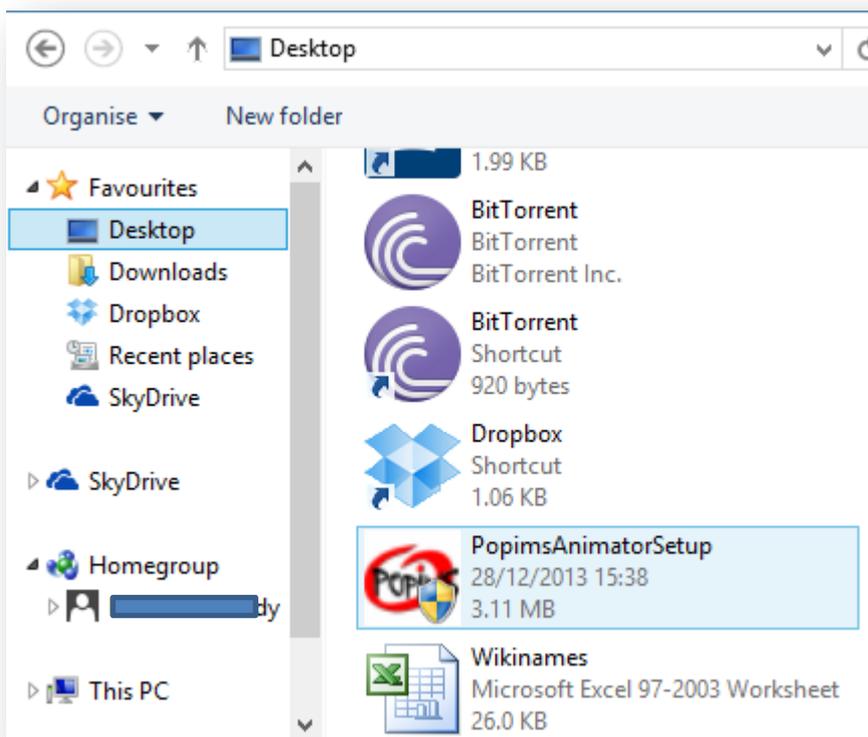


Figure 1 This is only an example

- A new window opens showing you the names and passwords

How to Set Up a Class Wiki

We found 29 rows in your list. Here's how the beginning of your list looks:

Column 1	Column 2
Username	Password
FosterJim2	semaj50090
OMahonyR	lehcar50080
BalcenkoN	atikin50080
CarmodyT	inot5000090

Should we ignore the first row?

Which column contains usernames?

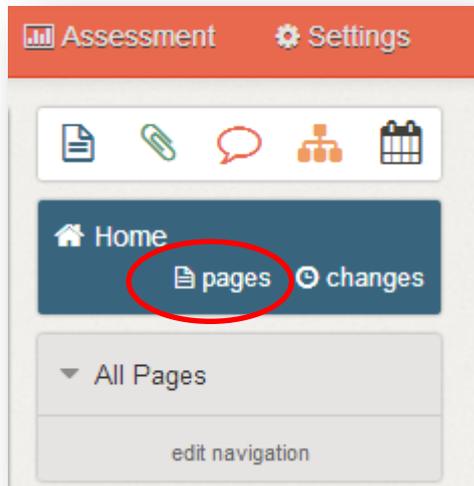
Which column contains email addresses?

Which column contains passwords?

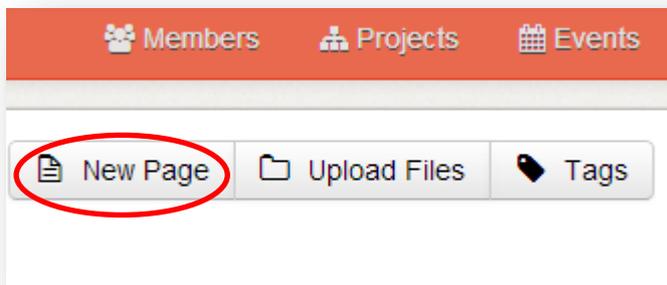
- In the drop down menus choose the columns which have **usernames and passwords**
- Choose **Continue**
- If usernames are already in use small changes will rectify the problem
- Click **Verify Changes** if changes had to be made
- Click **Continue**

How to Set Up a Class Wiki

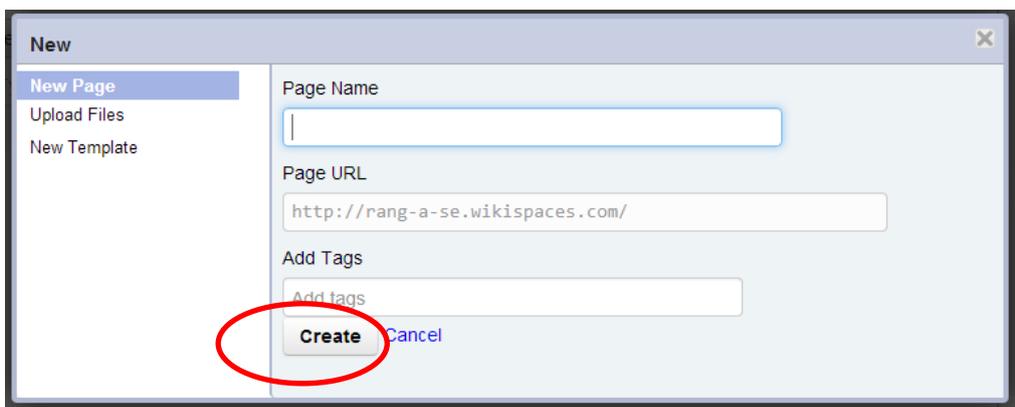
- Create a home page
- Click on **pages**



- Click on **New Page**



- Give the page a name and click **Create**

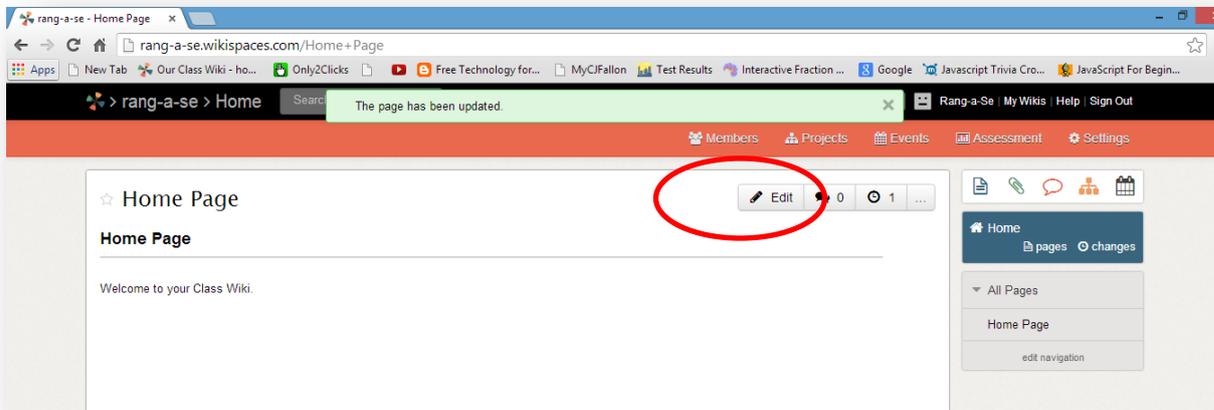


How to Set Up a Class Wiki

- Your **Home Page** open ready for content



- The **toolbar** at the top of the screen contains all the tools for editing content
- Type the name of your home page and a **Welcome Message**
- **Save**



- To change content click on the **Edit** button

The next tutorial will explain how to use the Class Wiki as a flipped classroom and as a platform for collaborative project work.