• Go to www.wikispaces.com



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

Username	·
Password	
Email	

• A new window opens

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 Classroon United States . School . 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.	🛠 Wikispaces	
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Educational Use	Educational Use	
I certify this wiki will be used for education.	I certify this wiki will be	used for education.
We may contact you via email to verify use.	We may contact you via em	ail to verify use.
Create	Create	

- 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

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• 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

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License	no members
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External Calendars	Created
Exports / Backups	
Delete Wiki	Dec 31, 2013
Boloto Mila	



• Click on User Creator

- 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.

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

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• 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

I will upload	a spreadsheet fil 💌
Choose File	No file chosen
Select a sprea	dsheet file to upload from your computer
Continue 🗲	

- 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

Column 1	Column 2
Username	Password
FosterJim2	semaj50090
OMahonyR	lehcar50080
BalcenkoN	atikin50080
CarmodyT	inot5000090
Which column contains usernames?	
Which column contains email addresses?	

- 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

- Create a home page
- Click on pages

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• Click on New Page

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New Page	Upload Files	Tags
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• Give the page a name and click Create

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• Your Home Page open ready for content

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- 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

rang-a-se.wikispaces.com/Home+	Page					
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					Home Page	
					edic navigation	

• 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.