

Tutorial for wik.is

This document includes the steps and suggestions for setting up a wiki site for the Intel® Teach Essentials Online Course or your own personal classroom. These instructions apply to the MindTouch* wik.is site (www.wik.is*). Setup will be similar on other wiki sites, but features and specific instructions will vary.

For other questions, visit the wik.is FAQ at: <http://help.wik.is/FAQ>*

Registering for a Wiki

1. Obtain e-mail addresses for your students or course participants.
2. Go to: www.wik.is*
3. Click the button to **start your wik.is**.
4. Enter the site name you want for your course or class.

Note: Make the site name unique to you, your school, or your class since it becomes a part of the URL.

5. Enter your e-mail address.

The registration form is titled 'registration' and has two numbered steps: 1. register and 2. describe. Step 1 includes fields for Site Name* (http://essentials-smith.wik.is), Email Address* (jsmith@anywhere.edu), Username (Admin), and Password (*****). A note states 'Your password will be emailed to the address you've provided.' Below the form is a checkbox for 'I agree to the terms of service' and a 'register' button.

Step 4: Enter a name for your wiki (a sample is provided).

Step 5: Enter your e-mail address.

Note your user name as the administrator of this wiki. Your password will be e-mailed to you.

Step 6: Click the checkbox.

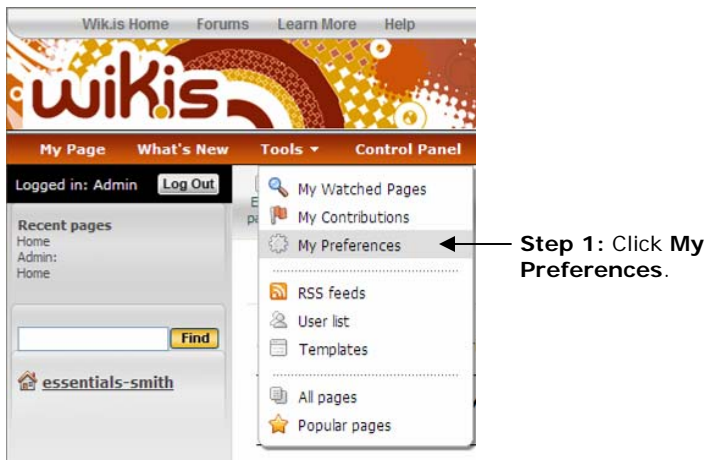
Step 7: Click the **register** button.

6. Click the checkbox to agree to the terms of service.
7. Click **register**.
8. Check your e-mail for the login information.
9. Click the link within the e-mail message to activate your wiki.
10. Click **go to my wiki**.
11. Log on to your wiki using the password provided in the e-mail.

The login form is titled 'Login with an existing account' and has fields for User name (Admin) and Password (*****). There is a checkbox for 'Remember my password' and a 'Log in' button.

Changing Your Password

1. To change your password, click the **Tools** menu, and then click **My Preferences**.

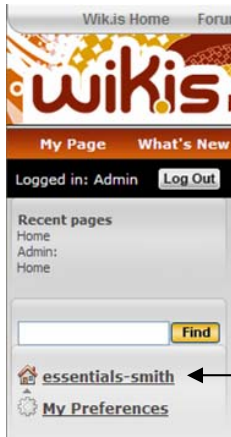


2. Click **My Password** and enter your old password and your new password twice.
3. Click **Apply preferences**.

Editing Your Wiki's Home Page

Your first task after setting up your wiki is to edit your wiki's home page and replace the default text with your own text. Showing your own text reassures users that they are in the right place as well as gives users guidance for using the wiki.

1. Click the link for the home page of your wiki in the left navigation pane.



Step 1: Click the name of your wiki to go to your home page.
Note: The name of your wiki will be different from the one listed here.

2. Click **Edit page**.



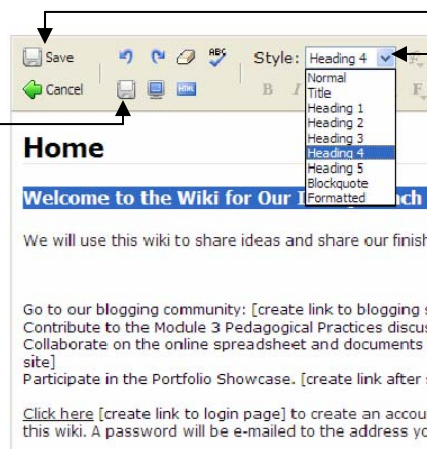
Step 2: Click **Edit page**.

3. Click anywhere on the placeholder text box to select it.
4. Press the Delete button on your keyboard to delete the text.
5. Type a welcome message for your course or class. If this is for your Essentials Online Course, copy and paste the text available from the "Setting Up a Wiki Site for Your Course" document located in the Training Community Resources > Prepare for Course.

Note: The title on your wiki's home page cannot be edited because it is associated with your wiki's URL.

6. You can use the Style list box to change the style of the text. Select the text you want to change and then select a style in the list box.

Note the **Save without exiting** button.



Step 7: Click the **Save and Exit** button the first time you save.

Step 6: Select a style in the Style list box to change the font style.

7. Click the top left **Save and Exit** button. This save button closes edit mode, but it must be used the first time you save a page.

Note: You can click the **Save without exiting** button located on the second row in the toolbar in the future when you want to save your work but continue working on your page.

8. Click the **Edit page** button to return to edit mode and continue working on your welcome message.
9. Use the **Save without exiting** button frequently while you work so that you will not lose work if your Internet connection fails.
10. Click the top-left **Save and Exit** button to save and exit when you are done.


Creating Sub-pages

1. Click **New sub-page**.



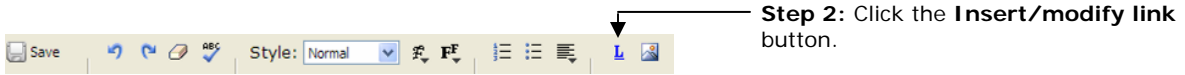
2. Select to highlight the **Page Title** text and then type your own.

Note: The page title will become a part of the wiki URL for this page, so keep the title short.

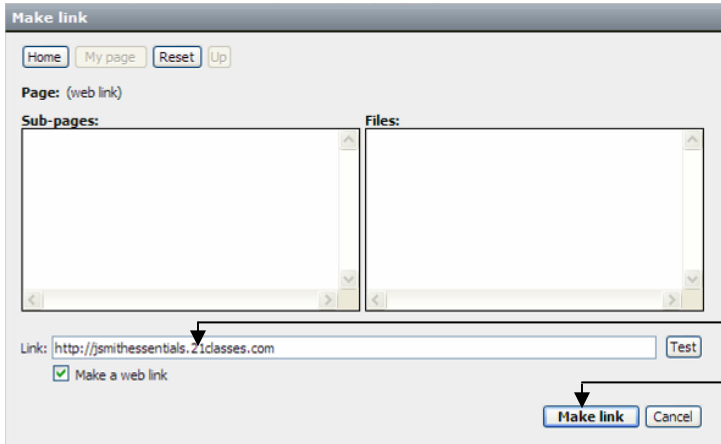
3. Click the top-left **Save and Exit** button to save and exit.
4. Click the **Edit page** button to return to edit mode. Delete the placeholder text and create the text for the body of the sub-page. If this wiki is for your Essentials Online Course, copy and paste the text available from the "Setting Up a Wiki Site for Your Course" document located in the Training Community Resources > Prepare for Course for the appropriate subpages, such as *Module 2 Pedagogical Practices*.
5. Format the text as desired. For example, add boldfacing, bullets, or color.
6. If the format of pasted text is not what you want, use the **Clear formatting** button  to eliminate formatting code that is creating undesired results.
7. Use the **Save without exiting** button frequently while you work so that you will not lose work if your Internet connection fails.
8. Click the top-left **Save and Exit** button to save and exit when you are done.

Creating Hyperlinks to a Web Site

1. To create a link to another Web site, select the text that you want to hyperlink.
2. Click the **Insert/modify link** button (the blue underlined **L**) on the toolbar.



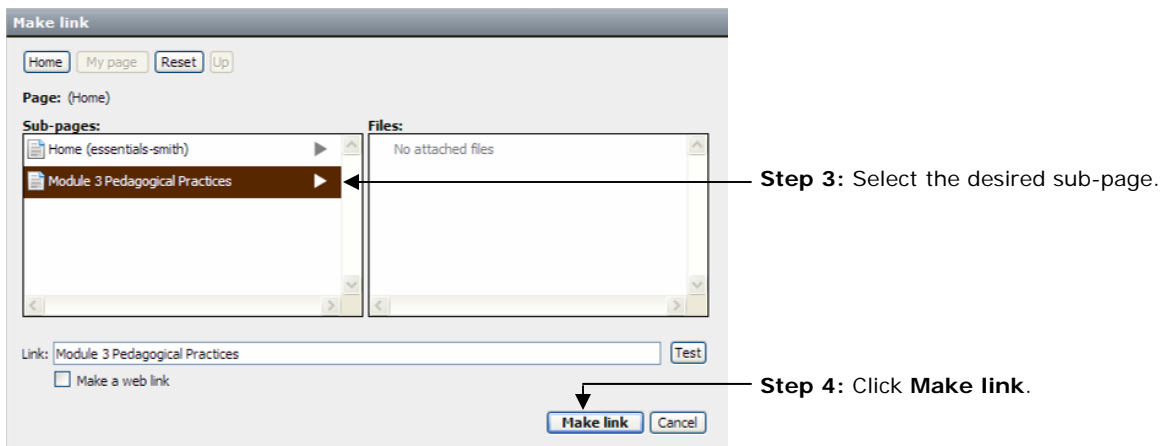
3. Paste or type the URL into the **Link** box.
4. Click the **Make link** button.



Creating Hyperlinks to a Page in Your Wiki

Although the left-hand navigation is almost always present, you may want to provide links to internal wiki pages in the body of your home page so that you can provide context. Use the following instructions to create a link to a page in your wiki.

1. Select the text that you want to hyperlink.
2. Click the **Insert/modify link** button (the blue underlined **L**) on the toolbar.
3. Select the desired sub-page listed in the box. The link information will automatically be inserted in the **Link** text box.
4. Click **Make link**.



5. On your wiki's home page, you may want to link to the logon page where your participants or students can either log on or register to use the site. To do this:
 - a. Click **logout** to go to the logon page.
 - b. Copy the logon page's URL. It will be unique to your wiki.
 - c. Log on to your wiki as the admin.
 - d. Edit the home page and create a link to the logon page.

Attaching a File or Image

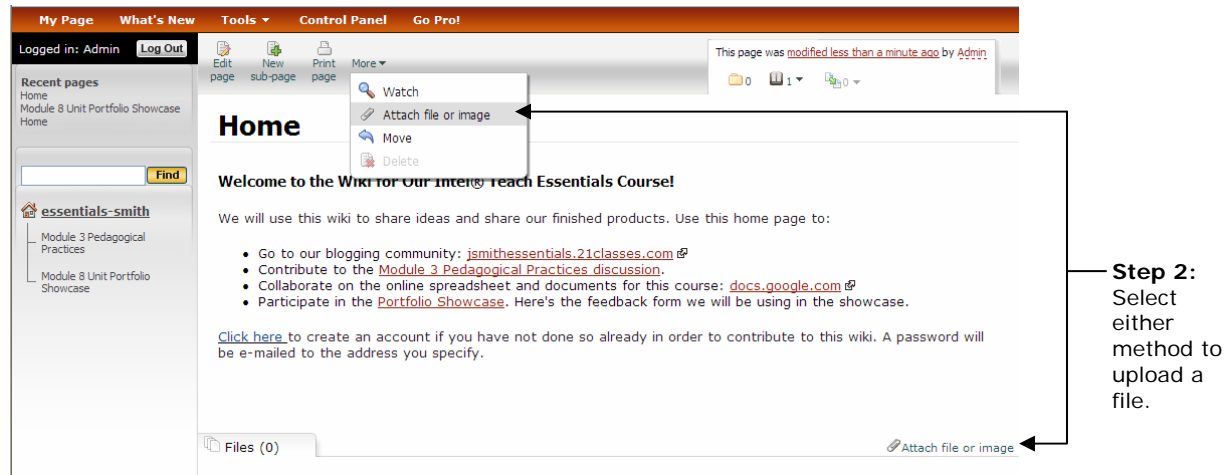
Before you can link to a file or insert an image into the body of your page, you have to attach—or upload—the file. All files uploaded to a particular page will appear at the bottom of the page; therefore, you may not need to provide an internal link to the file as well, unless you want to provide context or additional instructions. To attach a file or image:

1. Go to the wiki page where you want the file or image to appear.

Note: You cannot be in edit mode when attaching a file.

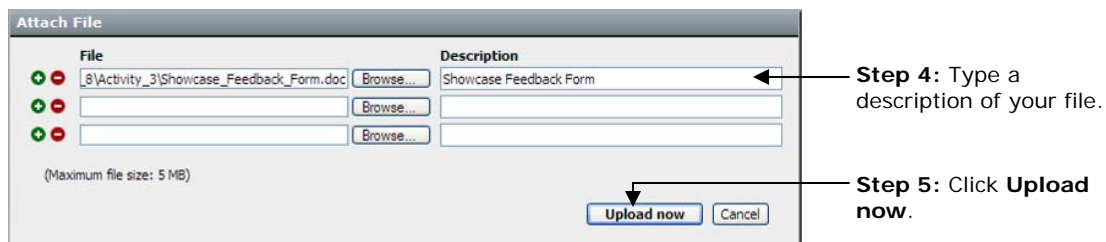
2. You can attach a file in either of the following two ways:

- On the **More** menu, select **Attach file or image**
- Click the **Attach file or image** link at the bottom of any of your wiki pages

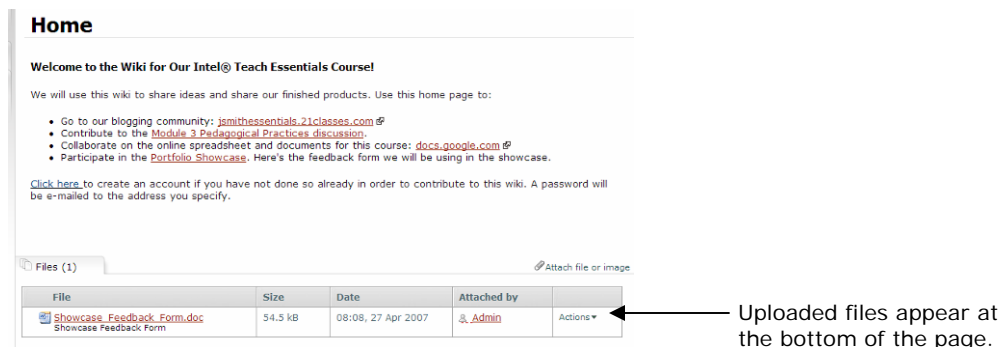


3. Click **Browse**, locate the file on your computer, and then click **Open**.

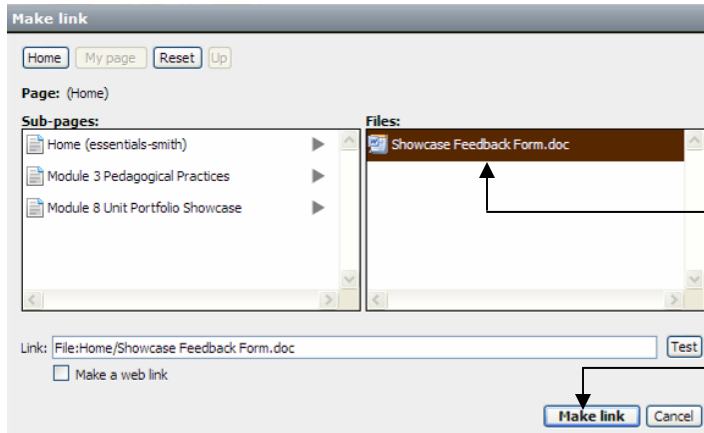
4. Type a description of the file, if needed.



5. Click **Upload now**. After the file is uploaded, it will be listed at the bottom of the wiki page.



6. If desired, you can create a link to the uploaded file. To do this:
 - a. Click the **Edit page** button.
 - b. Select the text that you want to hyperlink.
 - c. Click the **Insert/modify link** button (the blue underlined L) on the toolbar.
 - d. Select the file from the right-hand side. The link will automatically be created.
 - e. Click **Make link**.




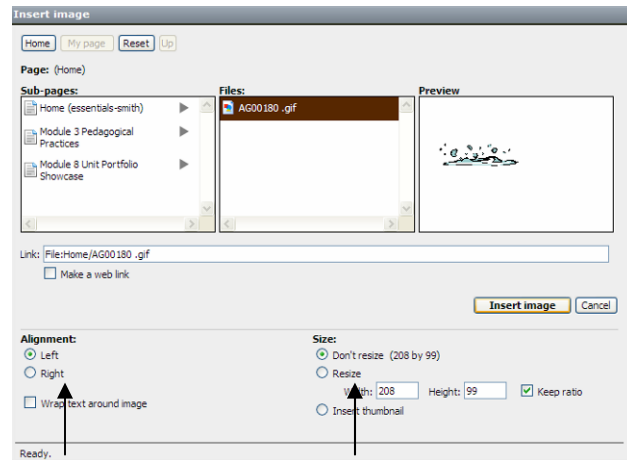
Step 6d: Select a file

Step 6e: Click **Make link**.

Inserting an Image

Before you can insert an image into your wiki, you must attach—or upload—the file to your wiki. (See the preceding section, “Attaching a File or Image.”) After the image file is uploaded, you can insert the image into the wiki page.

1. Click the **Edit page** button for the page where you want to insert the image.
2. Place your cursor at the location in the page where you want the image to appear.
3. Click the **Insert image** button. 
4. Select the desired image name in the middle **Files** panel. (All uploaded images will be listed.) When you click an image, a preview displays in **Preview** area.
5. Make any additional modifications for how the image will appear on the page. For example, you can:
 - Resize or automatically size the image to create a thumbnail image (a postage stamp sized image—about the size of your thumb)
 - Change the image’s alignment
 - Control how text flows—or wraps—around the image
6. Click **Insert image**.



Change how the image will appear on the page.

Resize the image.

Adding Users to the Wiki

It may be easier for your users if you create a login account for them directly. You can create a standardized user name for users, such as one generated by first initial and last name. When you add a user, the wik.is system automatically generates a randomly created password and e-mails it to the user. If the e-mail address does not exist or the e-mail server rejects the e-mail sent by wik.is (in some instances, the wik.is e-mail may be classified as spam), you will be notified. The notification will include a copy of the e-mail that was sent out, which contains the login name and password. In those cases, you may need to provide the login information directly to users. In the case of adding students as users, you may want to intentionally create e-mail addresses that do not exist in order to receive the passwords directly. To add users:

1. Click **Control Panel**.
2. Click **User Management**.
3. If your wiki is for a K–12 classroom, you may want to uncheck the box under **Account creation settings**, which will prohibit people from creating accounts for themselves via the Log In page. If your wiki is for the Essentials Online Course, keeping the default setting may be helpful.
4. To quickly add new users, click the **Click here** link several times to add another row to the form. This will provide multiple entry boxes so you will be able to submit the new users in batches.
5. Add user names using a standardized login format, such as first initial and last name.
6. Add corresponding **e-mail addresses**.
7. You might want to add each user's full name or first name in the **Real name** box to help identify the users. This field is optional.

Steps 1 and 2: Click **Control Panel**, and then click **User Management**.

Step 4: Click **Click here** to add multiple rows to the form.

Step 9: After user information is entered, click **Add user**.

8. If you have a co-facilitator or team teacher(s) who will be helping to administer the wiki, you may want to click the **Administrator** box when adding them to the site to grant them all management rights.
9. Click **Add user**.