

# Columbia Wikispaces

## QuickStart Guide for Instructors

Columbia Wikispaces is available to every active course at Columbia University. Wikis are collaborative Web sites that enable registered users to add, edit, and share multimedia content using basic work-processor-style tools. Wikispaces also integrates many Web 2.0 features and services, such as RSS feeds, slideshows, maps, bookmarks, Google Docs, and YouTube. You can add links to your favorite resources, include images to enhance your curriculum, and promote group interaction using Columbia Wikispaces.

Wikis can offer effective solutions for assignments involving collaborative writing, group project management, close readings of text, textual annotation, and managing and organizing large numbers of students. For examples of successful wikis, or to learn more about how they might improve your course, please visit the Wikispaces Help page at <http://wikispaces.columbia.edu/help+index>, or contact [ccnmtl-wikispaces@columbia.edu](mailto:ccnmtl-wikispaces@columbia.edu).

### Accessing Columbia Wikispaces

#### Professors:

1. Visit <http://wikispaces.columbia.edu>.
2. Use your University Network ID (UNI) and password to log in.\*
3. Activate your course wiki by clicking the button seen to the right on the Wikispaces home page. *See Figure 1.1*
4. Once you activate your course wiki, you may access it directly through its URL or your UNI located at the top left corner of the Wikispaces home page.
5. Bookmark the wiki's URL so that you may easily access the wiki for future login.

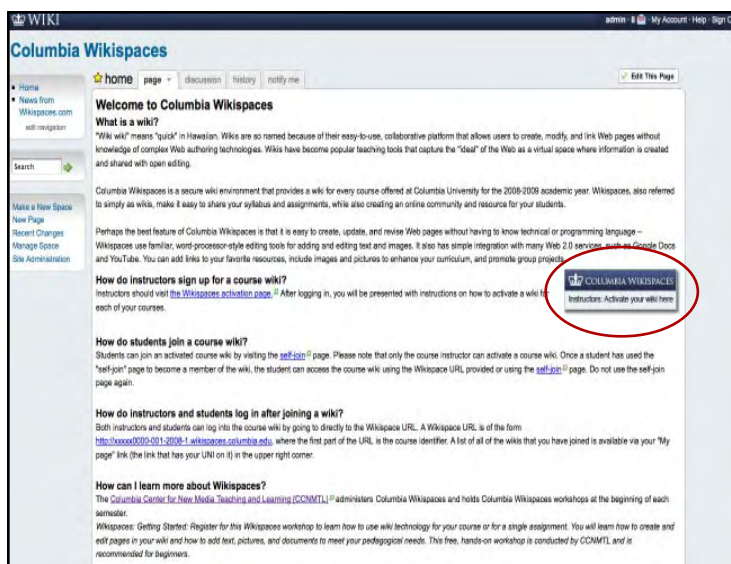


Figure 1.1

#### How to instruct your students to join the wiki:

1. Visit <http://wikispaces.columbia.edu>.
2. Use your University Network ID (UNI) and password to log in.\*
3. Click on the “self-join” link located in the section “How do students join a course wiki?” to access the course affiliation page. *See Figure 1.2*
4. In the course affiliation page, find the desired course wiki and corresponding wiki URL. Click the wiki URL to join a course wiki.
5. Once you join the course wiki, you may access it directly through its URL or your UNI located at the top left corner of the Wikispaces home page.

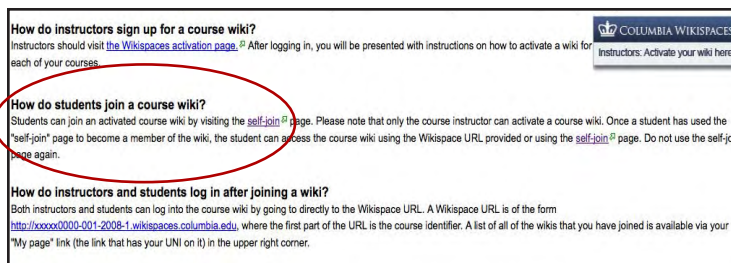


Figure 1.2

\*Note: If you don't know your UNI or password, please contact the CUIT helpdesk at 212 854-1919.

## Editing a Page

The page editor allows you to format the page with text and media.

1. Click “Edit This Page” in the upper right corner of a wiki page to open the page editor and access the editor toolbar. *See Figure 1.3*
2. In edit mode, add text, media, and formatting to the page.
3. Click “Save” in the editor toolbar after you have edited the page. *See Figure 1.4*

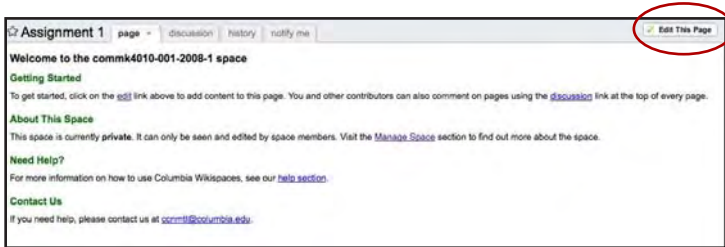


Figure 1.3



Figure 1.4

## Creating a New Page

Your newly activated wiki includes one page called “Home.” Most instructors use this page as the introduction to the course wiki. Creating new pages is a good way to develop your space and organize content. When you create a new page, make sure to link it to the home page or another page to prevent it from becoming an “orphan.”

### Method 1:

1. Click on “New Page” from the menu on the left. *See Figure 1.5*
2. Enter the name of your new page.
3. Click “Create.” *See Figure 1.6*

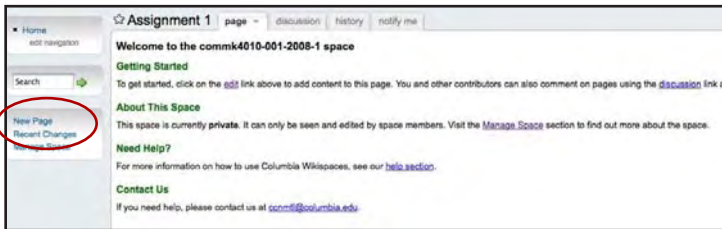


Figure 1.5

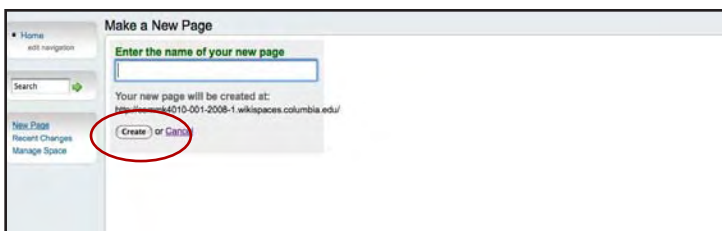


Figure 1.6

### Method 2:

1. In the page editor, highlight a word or two (these words will become the name of a new page) and click “Insert Link” in the editor toolbar. *Figure 1.7*
2. In the dialog box, you can change the link text and/or the page name. *Figure 1.8*
3. Click “OK” to close the dialog box and create a link to a new page.

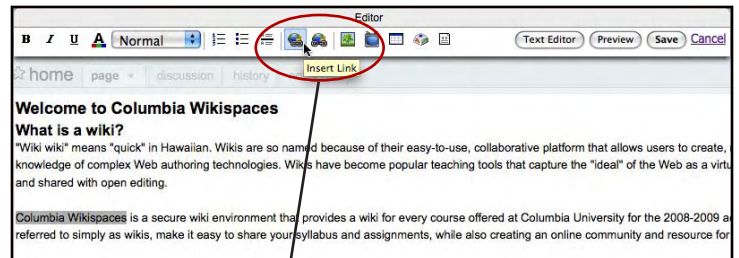


Figure 1.7

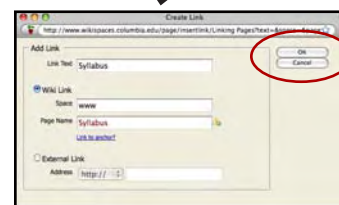


Figure 1.8

## Linking Pages

Linking pages and paragraphs helps to organize your course wiki and improve its usability. There are several different types of links you can use.

### To create an internal link between existing wiki pages:

1. In the page editor, highlight the word(s) you would like to link.
2. Click the “Insert Link” icon in the editor toolbar.  
*See Figure 1.9*
3. In the dialog box, select “Wiki Link” and then choose the page you would like to link to. *See Figure 2.0*
4. Click “OK” to close the dialog box.
5. Click “Save” and then test your link.

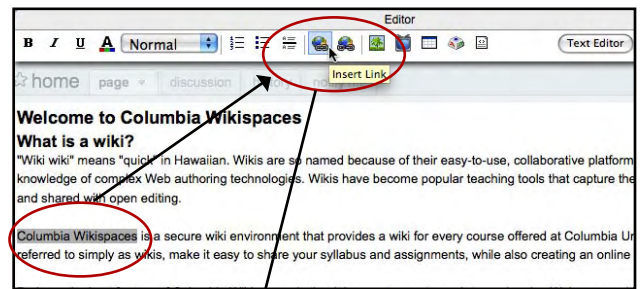


Figure 1.9

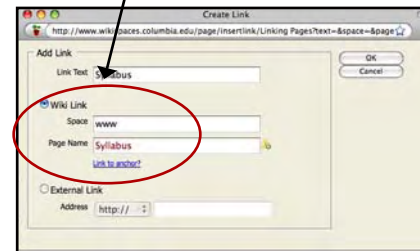


Figure 2.0

### To create a link to an external Web site:

There are two basic methods for creating links to an external Web site. First, you can simply paste the URL into a wiki page and it will become an active link when the page is saved. Second, you can select a word or phrase that will link to an external site. See steps for this method below.

1. In the page editor, highlight the text that you want to use as a link. (For example, in the sentence, “All students love Columbia University,” highlight the words “Columbia University.”)
2. Click “Insert Link,” located in the editor toolbar.
3. In the dialog box, select “External Link.” Type or paste the URL in the text box. *See Figure 2.1*
4. Click “OK.” The link will then become active.
5. Click “Save” and then test your link.

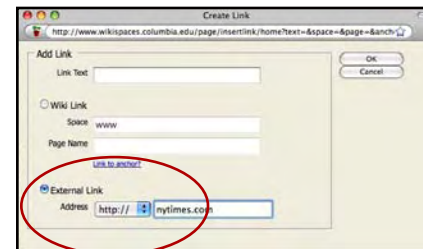


Figure 2.1

## Editing Navigation

The “Navigation” sidebar is located in the left column of your wiki. The content in the Navigation section is visible on every page in the wiki and is used as an index of links to important pages such as assignments, syllabus, student profiles, etc.

1. Click “Edit Navigation” from the menu on the left.  
*See Figure 2.2*
2. Type the names of pages you would like to add to the navigation section.
3. One at a time, highlight the text of each page name and click “Insert Link.”
4. Follow the instructions for creating an internal link in the Linking Pages section.



Figure 2.2

## Adding Media

### Inserting Images & Files

Images & Files is a repository for various types of files that can be added to the wiki. To add files one by one, click on “Edit This Page” and then click on the “Insert Image” icon, which looks like a tree, in the editor toolbar. *See Figure 2.4*

Use “Upload New File” to retrieve a file from your computer or “Insert External Image by URL” to add a file via its Web address. *See Figure 2.3*

After uploading a file to the Images & Files repository, you can add it to a wiki page:

1. In the page editor, position the cursor in the place where you would like to place the file.
2. Click the “Insert Image” icon and double click the file or image from the Images & Files repository.
3. Click “Save.”



Figure 2.3

### Widgets

“Widgets” facilitate the addition of various types of media to a wiki. Click on “Edit This Page” and then click the widget icon, which looks like a TV, from the editor toolbar. Click a widget to embed from the pop-up window. Detailed instructions for applying each widget are provided. *See Figure 2.4*

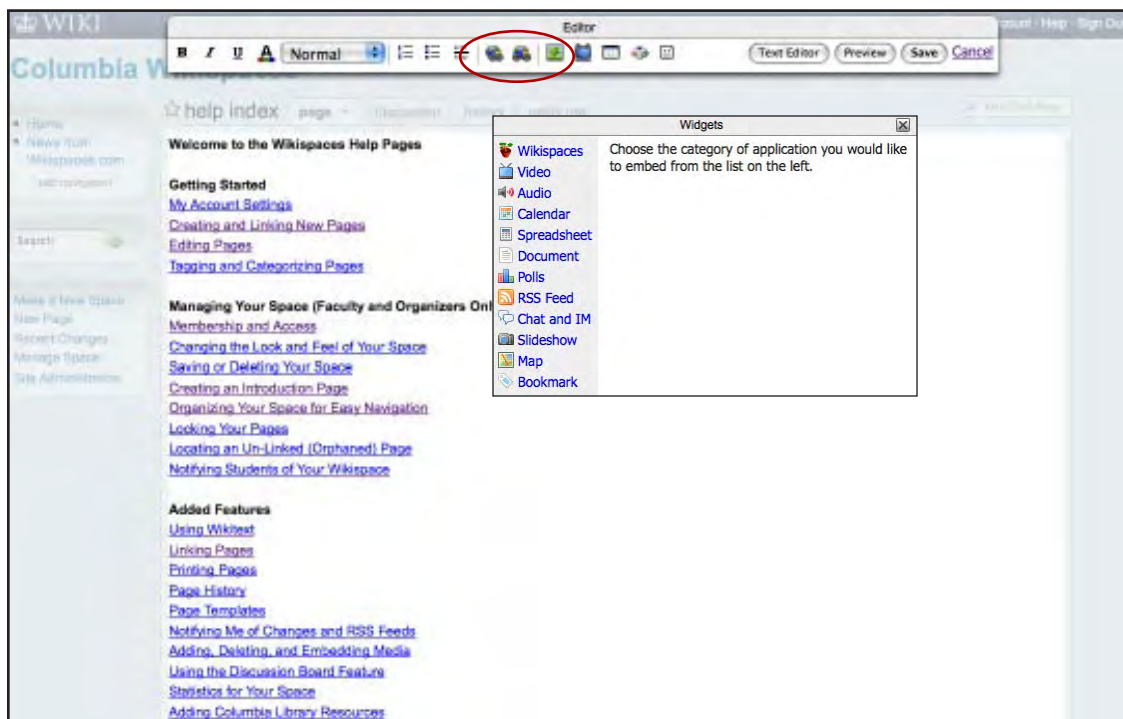


Figure 2.4

## Membership and Access

As an instructor, you are granted Organizer privileges, which enable you to invite or remove wiki members; change the name, description, look, and feel of a Wikispace; delete pages and uploaded files; and lock and unlock pages. Many of these options are available on the “Manage Space” page.

## Deleting or Renaming Pages or Files

Organizers can rename or delete wiki pages in the Page List:

1. Click “Manage Wiki” located in the menu on the left.  
*See Figure 2.5*
2. Click “Pages.” *See Figure 2.6*
3. Click the “Actions” link for a drop-down menu and select the appropriate action. *Figure 2.7*



Figure 2.5

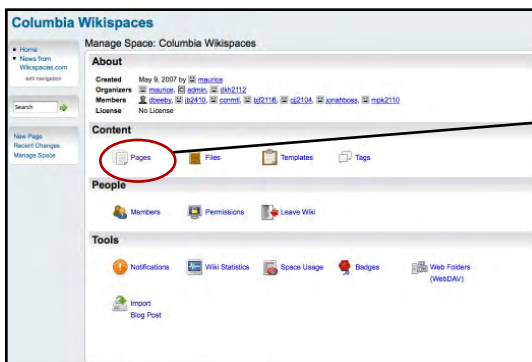


Figure 2.6

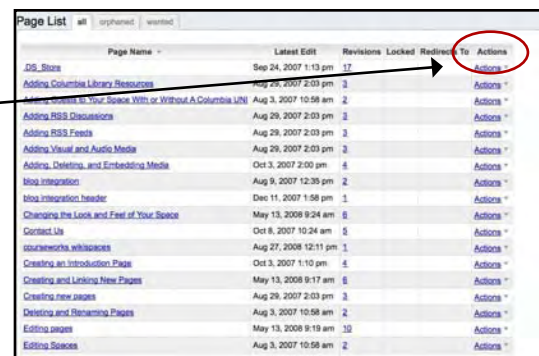


Figure 2.7

## Page History

Each time someone edits a page, Wikispaces records a snapshot of the page so you can track what was changed, when, and by whom.

1. Click the “history” tab at the top of a page to view a table that lists all of the edits applied to that page.
2. Click on the date and time that correspond to the version that you would like to review. *See Figure 2.8*

*Best Practice Tip: To compare versions of a page, click “Select” next to a page that you would like to review and “Compare” next to the page to which you would like to compare the first page.*

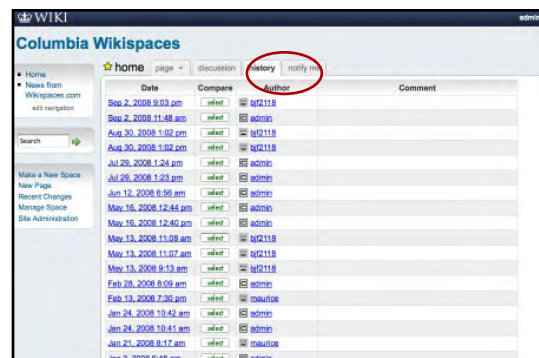


Figure 2.8

## For More Information

To learn more about using other features in Wikispaces, please review the help section in Wikispaces (<http://www.wikispaces.columbia.edu/help+index>) or contact the Columbia Center for New Media Teaching and Learning:

Columbia Center for New Media Teaching and Learning (CCNMTL)  
Phone: 212 854-9058  
Email: [ccnmtl-wikispaces@columbia.edu](mailto:ccnmtl-wikispaces@columbia.edu)

If you would like to practice using Columbia Wikispaces use the sandbox wiki: <http://wikisandbox.wikispaces.columbia.edu>