# **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.

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Columbia Wikispaces

the page + decuteton history n Welcome to Columbia Wikispaces

Penhagi the term facture of Columbia Wikipopen in that it is easy to crease, update, and review Wolp a Wikipopen use finally used processor type with the term of the other term of an other and YouTube. You can add trink to your favorite resources, include images and pictures to enhance you **How do Instructors should wish the your favorite resources wiki?** 

> fents join a course wiki? In an activated course wik by visiting the <u>soft-ion <sup>off</sup></u> page. Please note that only the to become a member of the wiki, the student can access the course wiki using the

How do instructors and students log in after joining a wiki? Both instructors and students can log into the course will by going to directly to the Wikispace http://course0009-001-2028-1 wikispaces, columbia edu, where the first part of the URL is the co

How can I learn more about Wikispaces?

### **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.

#### 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.



. ses: Getting Started: Register for this Wikippaces workshop to learn how to use wiki technology for your course or for a single assign

ce URL. A Wikispace URL is of the for a course identifier. A list of all of the wik

Subjects on put at exchange could wink by sampling the <u>sector</u> of the sector of the weak in the sector of the sector of the weak in the sector of the sec

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

Assignment 1 page - discussion history notify me	Editor B Z U A Normal B IE III H & & E M A D A Text Editor (Preview Save Cased)	
Welcome to the commk4010-001-2008-1 space Getting Started	Assignment 1 page - mousin harry notify my	
To get started, click on the edit link above to add content to this page. You and other contributors can also comment on pages using the discussion link at the top of every pa	Pe. Type in the content of your new page here.	
About This Space This space is currently private. It can only be seen and edited by space members. Visit the <u>Manage Space</u> section to find out more about the space.		
Need Help? For more information on how to use Columbia Wikkpaces, see our <u>help sottion</u> .		
Contact Us If you need help, please contact us at <u>commit@columbia edu</u>		





# **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

#### 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 1.6



# **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.
- Click the "Insert Link" icon in the editor toolbar. 2. 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
- Click "OK" to close the dialog box. 4.
- Click "Save" and then test your link. 5.

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

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Figure 2.0

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.")
- Click "Insert Link," located in the editor toolbar.
- In the dialog box, select "External Link." Type or paste the URL in the text box. See Figure 2.1
- Click "OK." The link will then become active. 4.
- Click "Save" and then test your link. 5.

## **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."
- Follow the instructions for creating an internal link in the 4. Linking Pages section.

• Home	Assignment 1 page · discussion history notify me		
edit nevigation	Welcome to the commk4010-001-2008-1 space		
$\checkmark$	Getting Started		
Search 🐶	To get started, click on the edit link above to add content to this page. You and other contributors can also comment on page		
	About This Space		
New Page	This space is currently private. It can only be seen and edited by space members. Visit the Manage Space section to find of		
Recent Changes Manage Space			
manage opace	Need Help?		
	For more information on how to use Columbia Wikispaces, see our help section.		
	Contact Us		
	If you need help, please contact us at conmti@columbia.edu.		





# **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* 

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* Harry	theip index man manual man	Widgets	
<ul> <li>New your</li> <li>Midepools com</li> <li>according cont</li> </ul>	Getting Started 44 My Account Settings 22 Creating and Linking New Pages 22 Edition Pages 22	Wikispaces Video Audio Calendar Spreadsheet	
Maria e New Opera Nam Page Record Changes Menopis Operations Sale Administration	Tagging and Categorizing Pages	Document Polls RSS Feed Chat and IM Slideshow Map Bookmark	
	Organizing Your Space for Easy Navigation Locking Your Pages Locating an Un-Linked (Orghaned) Page Notifying Students of Your Wikispace Added Features Using Wikitest		
	Linking Pages Dinting Pages Page History Page Templates Notifying Me of Changes and RSS Feeds Adding, Delating, and Embedding Media Using the Discussion Board Feature		
	Statistics for Your Space Adding Columbia Library Resources		

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 2.6





			$\sim$
Page Name -	Latest Edit	<b>Revisions Locked Redirecte</b>	To Actions
DS_Store	Sep 24, 2007 1:13 pm	17	Actions T
Adding Columbia Library Resources	Aug 29, 2007 2:03 pm	2	Actions *
Many Oversia ID Your Space With or Without A Columbia UNI	Aug 3, 2007 10:58 am	2	Actions *
Adding RSS Discussions	Aug 29, 2007 2:03 pm	1	Actions *
Adding RSS Feeds	Aug 29, 2007 2:03 pm	2	Actions *
Adding Visual and Audio Media	Aug 29, 2007 2:03 pm	2	Actions *
Adding, Deleting, and Embedding Media	Oct 3, 2007 2:00 pm	4	Actions *
notargatin gok	Aug 9, 2007 12:35 pm	2	Actions *
alog integration header	Dec 11, 2007 1:58 pm	1	Actions *
Changing the Look and Feel of Your Space	May 13, 2008 9:24 am	6	Actions *
Contact Us	Oct 8, 2007 10:24 am	5	Actions *
courseworks, wikispaces	Aug 27, 2008 12:11 pm	1	Actions *
Dreating an Introduction Plage	Oct 3, 2007 1:10 pm	4	Actions *
Dreating and Linking New Pages	May 13, 2008 9:17 am	6	Actions *
Creating new pages	Aug 29, 2007 2:03 pm	2	Actions *
Deleting and Renaming Pages	Aug 3, 2007 10:58 am	2	Actions *
Editing pages	May 13, 2008 9:19 am	10	Actions *

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.

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Columbia	Wikispaces		-		
• Home	home page -	discussion	nistory notity ma		
<ul> <li>News from</li> </ul>	Date	Compare	Author	Comment	
Wikepaces.com add taygator	Sep 2, 2008 9:03 pm	select	1 bit2118		
all confirms	Sep 2, 2008 11:48 am	select	El admin		
Search alb	Aug 30, 2008 1:02 pm	salect	1 bi2118		
Search 19	Aug 30, 2008 1:02 pm	solect	1 bit2118		
	Jul 29, 2008 1:24 pm	solest	Kil admin		
Make a New Space New Page Recent Changes Manage Space	Jul 29, 2008 1:23 pm	trelec	E atmin		
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	May 16, 2008 12:44 pm	udest	El atmin		
Site Administration	May 16, 2008 12:40 pm	solect	Eil edmin		
	May 13, 2008 11:08 am	spleet	12 bit2118		
	May 13, 2006 11:07 am	plat	10 bit2118		
	May 13, 2008 9:13 am	alect	C 10/2118		
	Feb 28, 2008 8:09 am	udert	C admin		
	Feb 13, 2008 7:30 pm	solest	14 maunice		
	Jan 24, 2008 10:42 am	select	E atmin		
	Jan 24, 2008 10:41 am	alet	C atmin		
	Jan 21, 2008 8:17 am	solect	12 maurice		
	Jan 3, 2008 6:48 am	uslect	El admin		

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

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