

How to: Use Wikis

Create an account and a free K-12 space:

- Go to: <http://www.wikispaces.com/site/for/teachers>
- Enter your username, password, e-mail address, and space name.
- Certify that your space will be used exclusively for K-12 education and click "Join."
- You will be brought to your new space.

Create Your Free K-12 Wiki

Username **Add username**

Password **Add password**

Email Address **Add email address**
We will not spam or share your email address.

Make a Wiki? ☒ Yes ☐ No
Create a wiki now or after you join.

Wiki Name **Add a name**
Choose a name between 3 and 32 characters long.

Wiki Permissions ☒ Public (free)
Everyone can view and edit your pages.
☐ Protected (free)
Everyone can view pages, only wiki members can edit them.
☐ Private (**free for educators** otherwise \$5/month)
Only wiki members can view and edit pages.

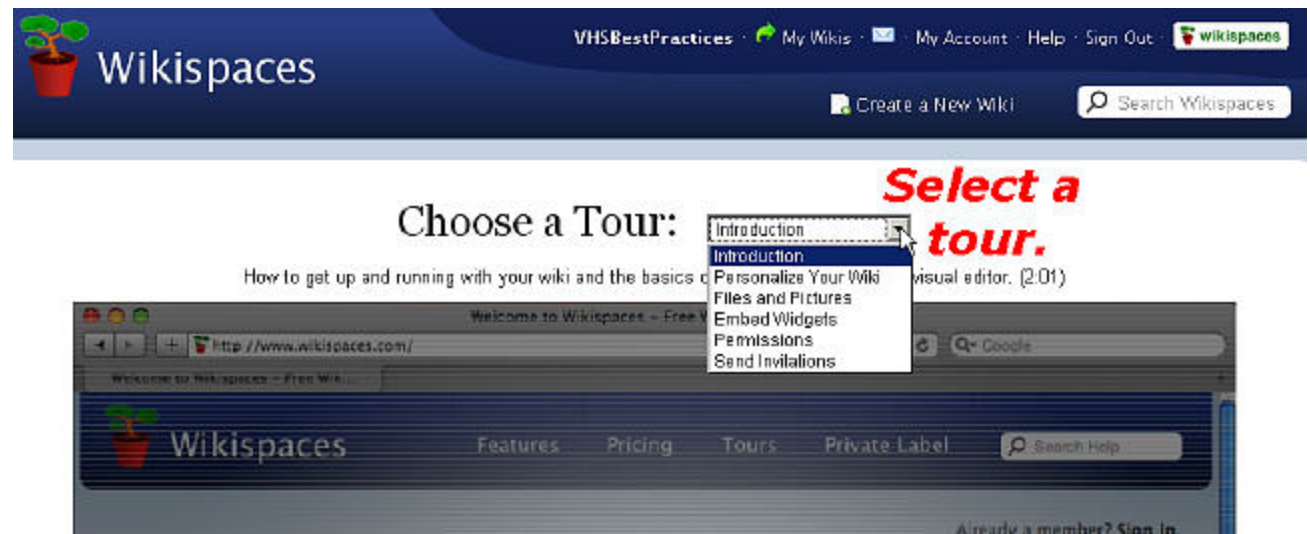
Educational Use ☒ I certify this wiki will be used for K-12 education.
We may contact you via email to verify use.

Check **Click.**

Join

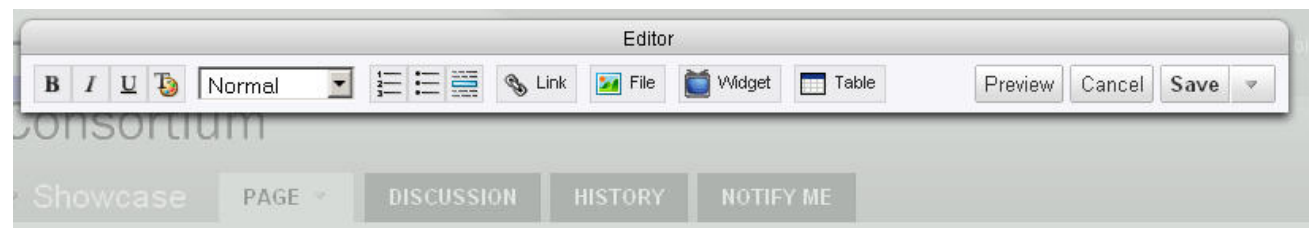
Wikispaces Getting Started Tutorials

- Check out the [video tours](#) of Wikispaces to learn how to begin editing your page, add images and media, and personalize your wiki.
- Use the drop down menu at the top of the page to watch additional videos



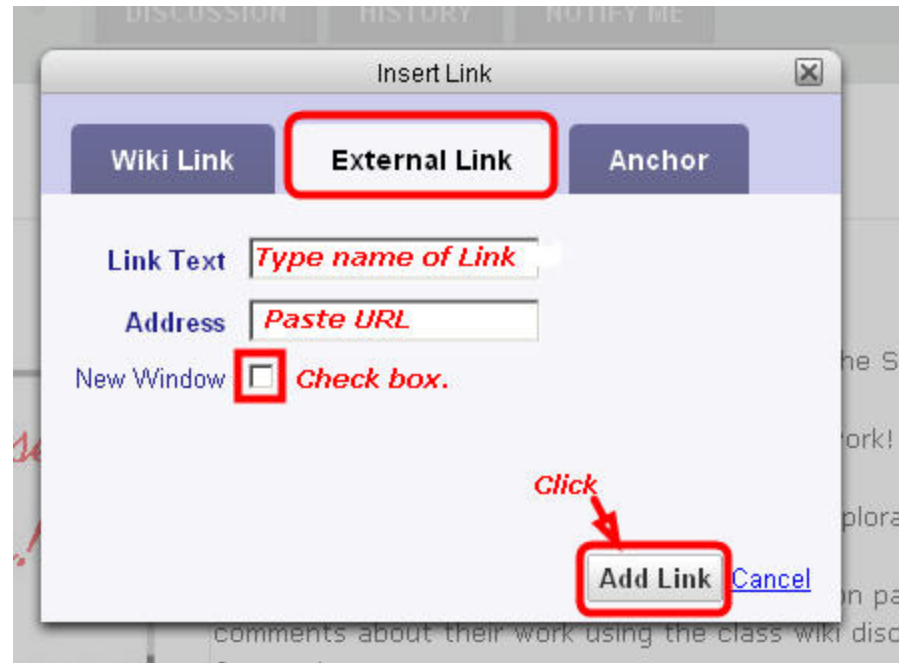
Editing a Page:

- Editing a page is easy. Just click the "Edit" button at the top of the page, and an editor will open.
- You can easily format all of your text with bold, underline, italics, headings, and more.
- Once you are done editing, click "**Save.**"



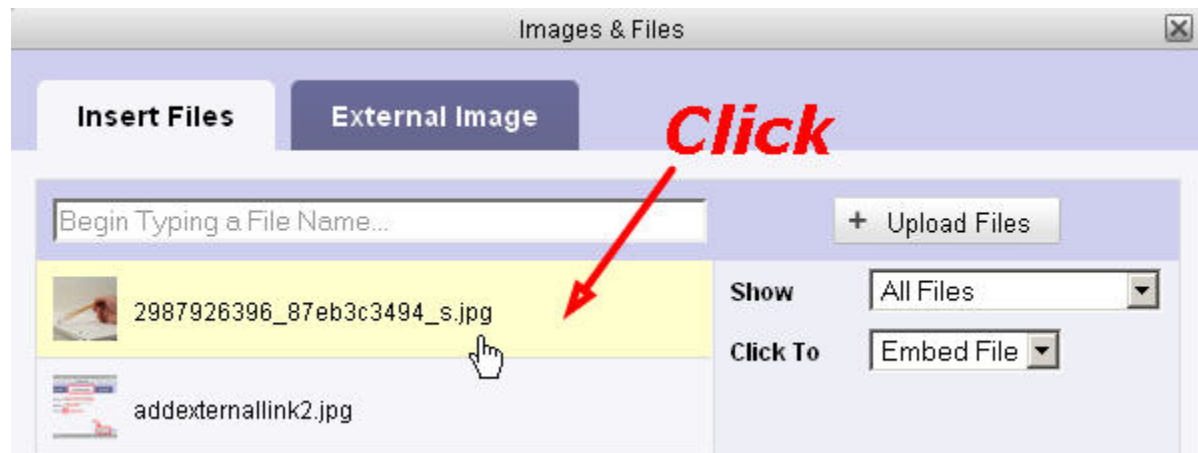
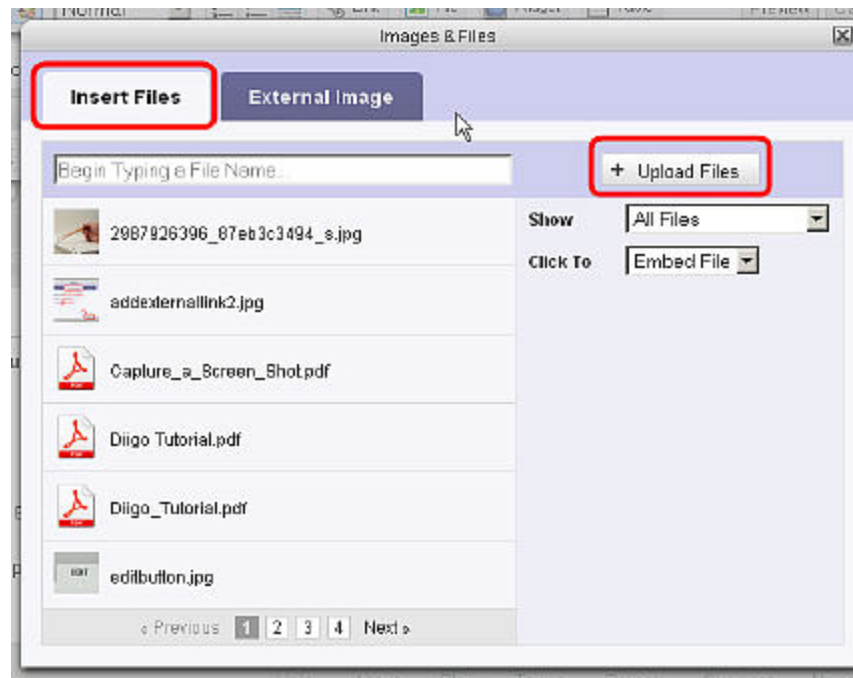
Adding Links:

- Click "Edit This Page."
- Highlight the text you wish to link and click the Link icon in the toolbar to add a new link.
- Another window will come up with an option to create a link to a page in your wiki or to another website or wikispace (external link). This images demonstrates how to build an external link.
- Once you have created a link on your page, "Save" your page.



Adding Images and Files:

- Click "Edit This Page."
- Click the "File" icon in the toolbar to add an image or file.
- An Images and Files dialogue box appears. Click the Insert File tab. Click the Upload File button. Browse to the file or image on your computer. Click Open.
- The image or file is uploaded and now appears in the Images and Files dialogue box. Click on the image and it is inserted into the wiki.
- Once you have added images or files to your page, "Save" your page.



Adding Videos, Calendars or Other Widgets

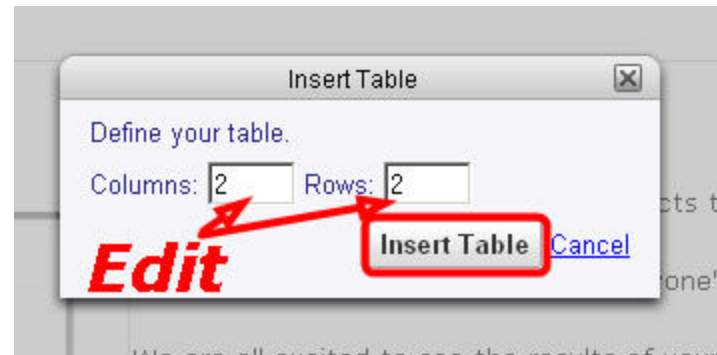
- Click "Edit This Page."
- Click the "Widget" icon in the toolbar to add an image or file.
- Choose the type of media you would like to embed, such as YouTube or Google Calendar
- For each application, there will be instructions for copying the HTML from that application's site and pasting it in the widget tool's box.
- Once you have embedded the widget to your page, "Save" your page.





Add a Table

- Click "Edit This Page."
- Click the "Table" icon in the toolbar to add a table.
- Specify the number of rows and columns for your table, click "Insert Table."
- Once you have added a table to your page, "Save" your page.



Wikispaces also has an extensive [Help](#) section you can use if something is not covered in this tutorial.