

home

UML Wiki Summer Institute

Date, Time, Location

Friday June 13, 2008

9:30 a.m. - 12:30 p.m.

North Campus, Olsen 310 (*Food location: across the hall in Olsen 311*)

instructors: Fred Martin, Marlowe Miller, Don Rhine

Synopsis

This hands-on institute focuses on the basics of wikis using wikispaces.com. The institute is for beginners and assumes no prior knowledge (only interest!). We will introduce the concept of a wiki and discuss how wikis can be used in coursework and for collaborative project management. Examples of how wikis have been integrated in UML courses will be discussed.

Beforehand

Please bring the following to the workshop:

- an idea of the project for which you would like to create your wiki (e.g., a course web site or a personal web site)
- a Word file from a class syllabus, assignment, or other similar document to convert to the wiki
- one or several image files to upload to your wiki

Agenda

Introduction (30 mins)

- Nuts 'n' bolts intro (Charmaine)
- Personal introductions (everyone)
- [What is a wiki?](#)
- Why would you use a wiki?
- Where is UMass Lowell's campus wide wiki? (it's at www.wiki.uml.edu)
- What are the features of our wiki's great visual editor? (It's easy: bold, italics, bullet lists, and styles)
- What is the difference between a [space and a page](#) on the wiki?
- How do I choose a [name for my wiki space](#)?

Getting Started (45 mins)

- How do I [create a new account](#) on the UML wiki?
- How do I [make a home page or project or course](#) space?
- Uploading and linking images

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- How do I [add pages](#) to the space?
- What about the [navigation menu](#)?

Discussion (20 mins)

- What kinds of things do people want to do with their wikis?
- What advanced features are people interested in learning about?

More Hands-On Work (45 mins)

Things to do:

- Signing up for a wiki account vs. joining a Private or Protected wiki
- Lost in spaces (how to navigate among them)
- Using the help—you are transported to the special “help space,” so you might want to use a separate browser window
- Using the floating toolbar when the page gets too long
- Using the table-of-contents feature ([[toc]]) and learning about the [wiki markup](#)
- Inviting members to join your space so that they can work on your pages too
- Printing pages—go into “Manage Space,” then “List Pages,” then click on the print links
- What else?

Closing Discussion (20 mins)

- How to involve students in co-constructing wiki content
- Avoiding namespace collisions—include all the structure into the page (or space) name, including author's name
- Using wikispaces' discussion feature
- Ways that things can go awry and how to avoid that (do **not** leave spaces public)
- Using the history feature
- Please add your comments to the discussion page for this workshop

01 what is a wiki

This YouTube video does a great job explaining "what is a wiki" !



02 create your account

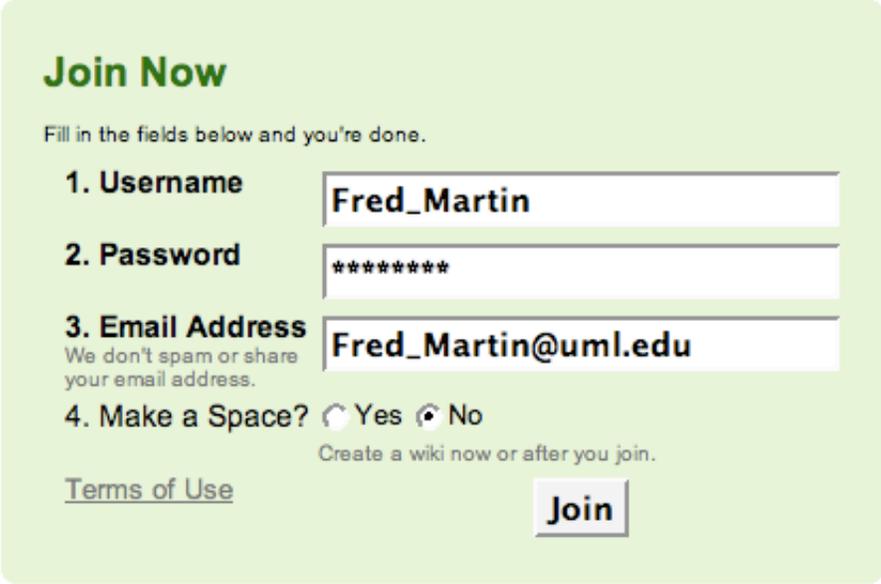
Start out by signing up for a new account! Click "Join" in the upper right corner of the browser window. Look for this link:



guest · [Join](#) · [Help](#) · [Sign In](#)

Now you will see the following screen. Make sure to fill out the username and email address fields using your UMass Lowell login information—i.e., **First_Last** for the username and **First_Last@uml.edu** for your email address.

For now, you can pick any password you like. Presently, the wiki and the UML email system do **not** share passwords.



Join Now

Fill in the fields below and you're done.

- 1. Username**
- 2. Password**
- 3. Email Address**
We don't spam or share your email address.
- 4. Make a Space?** Yes No
Create a wiki now or after you join.

[Terms of Use](#)

Then, click the Join button!

03 make your space

Make Your Space

- If you didn't make a space when you created your account, click on your username in the upper right of the screen, then click on **Make a New Space** in the left menu.
- If you are creating a university home page, make sure to name your home page using your UML email address **First-Last** format. But you have to use a hyphen between the names—not an underscore—because the system won't let you use an underscore.
- If you are creating a project or course page, please see the [naming guidelines](#).
- Make sure to set your space's visibility to **Protected**, not Public. Otherwise, anyone can edit your home page. (You wouldn't want that.)

Make a New Space Now

1. Space Name

http:// .wiki.uml.edu

Choose a name between 3 and 32 characters long.

2. Space Visibility

Public
Everyone can view and edit your pages

Protected
Everyone can view pages, only space members can edit them

Private
Only space members can view and edit pages

[Terms of Use](#)

Then, click the Create button!

04 adding content

To add content to your new space, click the **Edit This Page** button at the top of the page, and then just start typing!

You can use the bold, italics, and underline format tools; the number and bullet list features, and the heading styles.

You can cut and paste material from a Microsoft Word file into the wiki page. You will probably have to re-style it using the wiki format tools to get it to look right. (Macintosh OS X users please note: The wiki's rich text editing tools do not work in the Safari web browser. Please use the free [Firefox](#) web browser.)

To upload images, click on the toolbar icon that looks like a little tree:



Then follow the dialog for uploading a file from your local computer. Double-click the image to insert it into your page.

When you are done, click **Save** to save your work and view your page!

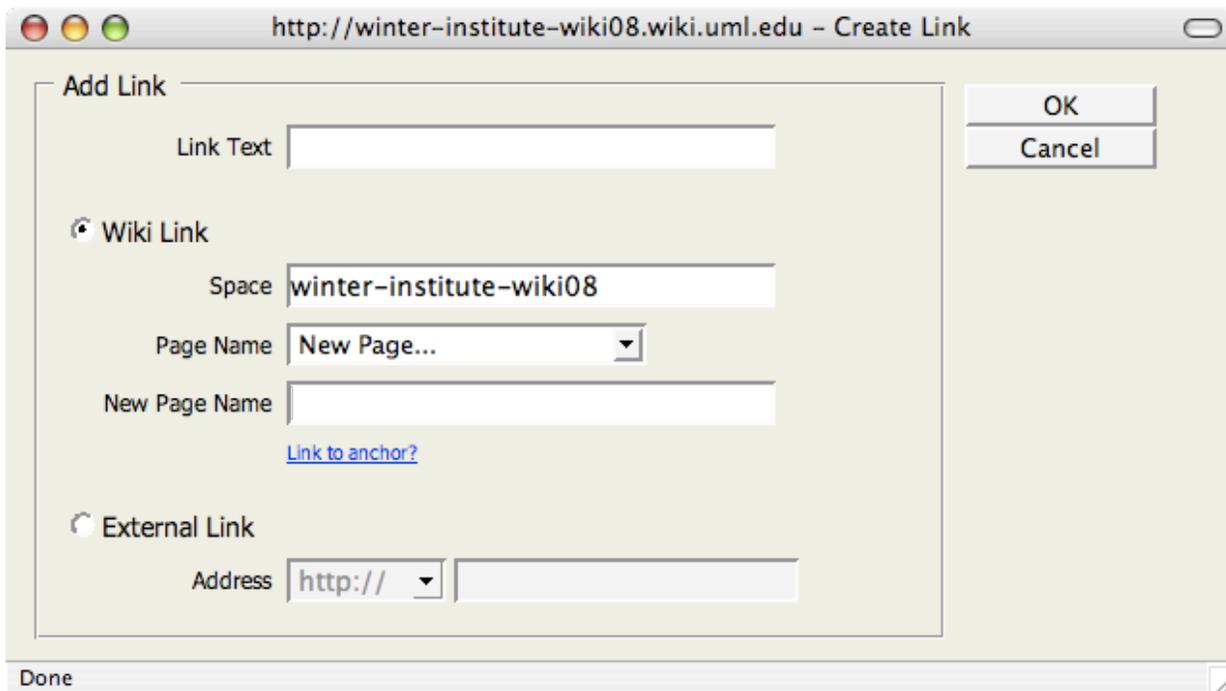
05 adding pages

To add a new page to your space, you create a link to it before it exists. Then, when you click on the link, you are brought to the new page, and you can edit its content.

To create a link, use the Link tool in the toolbar. This is the one that looks like a miniature Earth with a chain link around it:



This will then bring up a dialog where you can specify the type of link. In this case, we want a "New Page." Choose this from the **Page Name** pull-down menu in the dialog:



Then, type in the name of the page in the field **New Page Name**. Note—this name will become part of the URL. If you want the link to display different text, you can type this into the **Link Text** field. In the example below, I am creating a page named "publications" (this would be part of the URL) and it would display as "Fred's publications page":

http://winter-institute-wiki08.wiki.uml.edu - Create Link

Add Link

Link Text

Wiki Link

Space

Page Name

New Page Name

[Link to anchor?](#)

External Link

Address

OK

Cancel

Done

Now, click OK. Your page link will be inserted into your current page.

Finally, save edits on your current page. Click on your new link, and you will be taken to your new page. It will display some generic help text, like this:

Getting Started

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 page.

About This Space

Your space is currently **protected**. It can be seen by everyone, but only space members can edit pages. As the space organizer, you may change your space's [settings](#), [look and feel](#) or [permissions and members](#).

Need Help?

For more information on how to use UMass Lowell Wiki, see our [help section](#).

Contact Us

If you need help, please contact us at wiki-admin@weblab.cs.uml.edu.

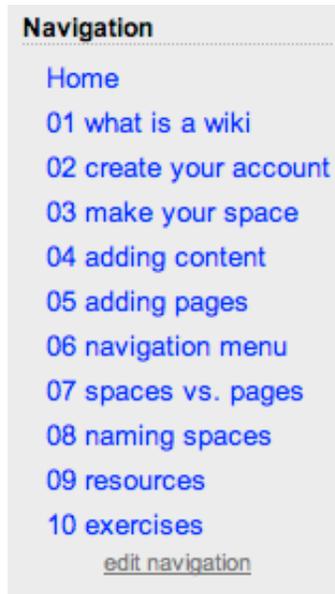
This is how a blank page displays before you edit it.

Click Edit on your new page, and you will see that it is indeed blank! Now you can create the content for your new page.

06 navigation menu

No matter what page you are on, the Navigation menu is always displayed on the left of column of the screen—underneath the UMass Lowell logo.

The Navigation menu is used to provide handy access to the various pages in your space. For these wiki workshop pages, the Nav menu presently looks like:



Automatic Navigation Menu

The wiki system automatically creates a navigation menu for you. Every page in your space is included, and the home page is always listed first. There is a little bit of "wiki markup" in the navigation menu that causes this to happen.

Pages are listed alphabetically in the navigation menu, so one way to get them to display in a particular order is to use a number at the beginning of the page name, as is done in this wikispace.

Manual Navigation Menu

Alternately, you can disable the automatic functionality and then manually construct your navigation menu.

To do this, click on the "edit navigation" link at the bottom of the menu. (Note: if you don't see the link, it means you don't have edit privileges in the space you are currently viewing! Make sure to be working in one of your spaces when you try this.)

Then you'll be brought to an edit page that looks just like any other page. The name of the Navigation Menu page is **space.menu**.

Now you can see the wiki markup that creates the automatic menu. The code looks like this:

```
[[include component="pageList" homeAtTop="true" hideInternal="true" limit="100"]]
```

Remove this code, and save your work. Your navigation menu will now be blank.

Now, edit it again, and manually add links to the pages you want in your navigation menu.

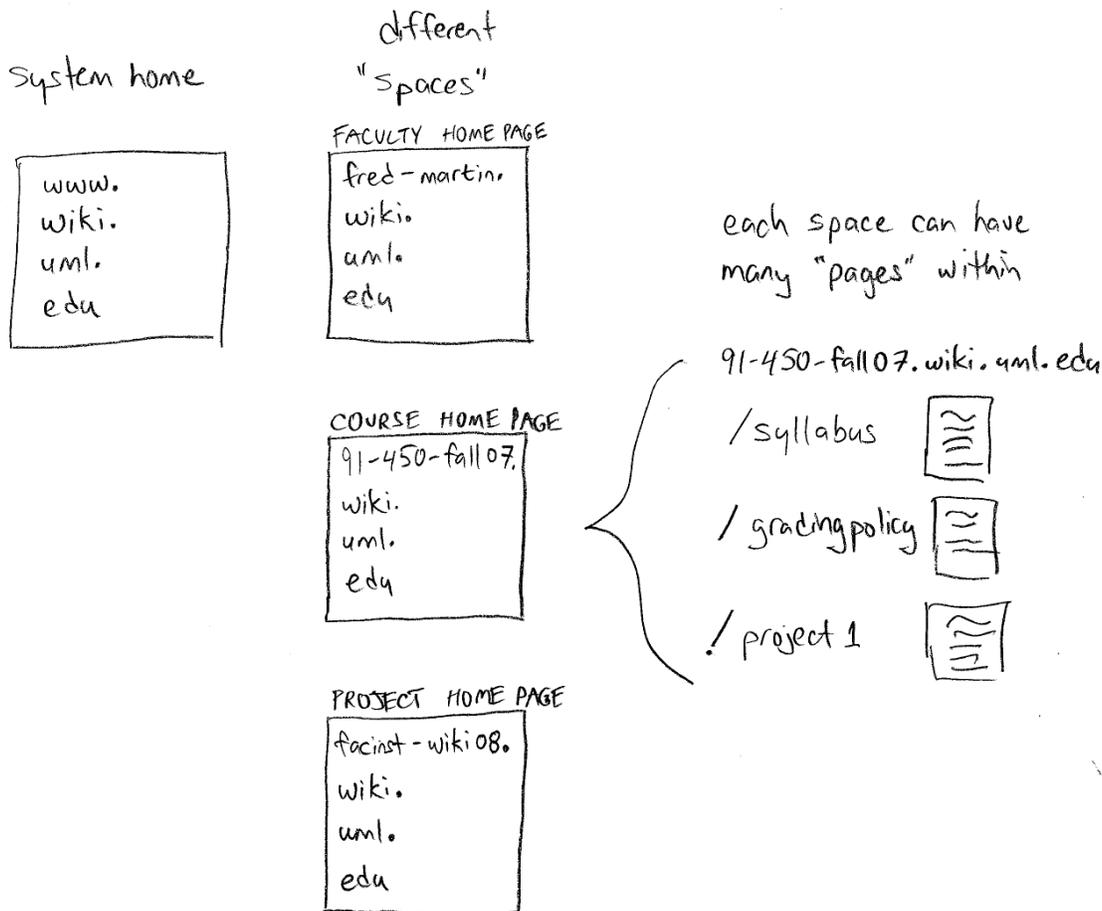
You want to add a bunch of links to other pages in your space, one per line.

Use the Link tool (the little Earth with a chain on it) to do this.

Then save your work. Your Navigation menu will then update with the links you have just created.

07 spaces vs. pages

WIKI OVERVIEW: "SPACES" vs. "PAGES"



Why Make a New Space?	Why Add Pages to a Space?
<ul style="list-style-type: none"> • it is a separate project from your other spaces • you want to give a particular group of people edit privileges <p>Important notes:</p> <ul style="list-style-type: none"> • each space is quite separate from another • each space must have a different name—please choose it carefully! 	<ul style="list-style-type: none"> • new material is logically part of the space • re-organize material within a space <p>Note: It's simpler to add a page than creating a whole new space!</p>

08 naming spaces

Please Name Your Space Wisely

Choosing the name for your wiki space is very important. Please read our community guidelines here.

The big issue is that we all must share the space names. If you create a space named **my-supercool-project**, then no one else can use that name. Thus it's important to be reasonably specific with your name, so that other people won't feel like you've claimed too much territory with your name.

Also, you can pretty much name a space anything you like. Therefore we should establish some community norms, otherwise the names will be "all over the map."

So here are the guidelines:

- For your *homepage* on the system, please use your email address **First-Last** as your space name. Please note the use of a hyphen as a separator—you can't use underscore. These are necessarily unique because we all have unique email addresses.
- For a *course*, consider using the course number, but make sure to include the semester and year as a suffix, because you might not be teaching that course next time. Also note that you can't use the period in the name. So for example, you could use the name **91-450-fall07** for course 91.450 taught in the Fall 2007 semester.
- For *projects* that are primarily your own activity, please use **First-Last-Project-Name**. Or you could simply add pages to your own space.
- For *projects that are shared across multiple faculty/staff*, you can use the project name as the space name. An example would be a UML Center or Institute, or any collaborative project that is shared among a number of individuals. Please choose a name that's unique enough that no one else on campus -- who is not part of the project -- would want the same name. E.g., "Outreach" would probably be a bad name (unless you were in charge of a campus-wide outreach project). **Math-Outreach** or **Computer-Science-Outreach** would be better.

Why Would You Create a New Space vs. Add Pages to Your Existing Space?

The primary reason to create a new space is to give a different group of people edit privileges. For example, you probably do **not** want to give edit privileges to others on your home page. But for a course site, you might want to give edit privileges to your colleagues and/or students. So then you would want to create a separate wiki space for that course.

09 resources

Resources

- [Wiki editing commands](#)
- [video tutorial](#)

10 exercises

Exercises

- create a Wiki page, basic editing
- create links
- edit navigation panel
- create your own space
- upload files
- customize look-feel
- site management
- multimedia