



Wikispaces for Higher Education

Getting Started

Welcome to Wikispaces! If you want a little more information than this handout provides, check out our higher ed help page at <http://www.wikispaces.com/t/y/helpighed/heho2011/>, sample our video tours (<http://www.wikispaces.com/t/y/tour/heho2011/>), or shoot us an email at help@wikispaces.com.

Create an account and a free wiki

- Go to <http://www.wikispaces.com/t/y/highered/heho2011/>.
- Put in your username, password, email address, and the name of the wiki you want to create.
- Certify that your wiki will be used exclusively for higher education and click **Join**.
- You will be brought to your new wiki.


Upgrade to the Higher Education plan

- Select **Manage Wiki**.
- Under Settings, select **Subscription**.
- Scroll to the bottom of the page and follow the **Request your free Higher Education plan wiki** link.


Edit a page

- Just click the **Edit** button at the top of the page. You will be kicked into editor mode, and you can start typing.
- Use the simple editor toolbar to format all of your text with bold, underline, italics, headings, and more.
- Once you are done editing, click **Save**.


Add links

- Highlight the text you want to turn into a link and click the Link icon ().
- If there already is a page in your wiki named with the highlighted text, you will see the green check-mark in the **Page Name** field. If this is not the case, start typing the name of the page you would like to link to into the **Page Name** field. You can either type the full name or choose it from the dropdown.
- Click the **External Link** tab to link to a page outside the wiki.
- Click the **Add Link** button.


Add images and files

- Put the cursor where you wish to put the image or file.
- Click the File icon in the editor bar (.
- Click **Upload Files** to browse your computer for the image or file you want. Select the file and click **OK** to upload it.
- Page through your uploaded files, search by file name, or sort by tag.
- Click on the image or file to place it on the page.
- Click on an image to get the **File Properties** popup, and adjust the alignment and size of your image, or add a caption.

Add videos, calendars, or other widgets

- Click the Widget icon in the editor toolbar (.
- In the Widgets tool, look for your media type or click **Other**.
- In a separate browser window or tab, navigate to the media you want to embed. Look for something that says "Embed" (or maybe "Share"), followed by a piece of code. Copy this code.
- Back on your wiki page, paste the copied code into the field in the Widget tool. Hit **Save**.
- Click on the embedded widget (in editor mode, it will be a blue square) to get the **Widget Properties** popup, and adjust your widget's alignment and size.

Create student accounts

- Select **Manage Wiki**.
 - Under People, select the **User Creator** (.
 - Choose the wiki you would like to add the users to.
 - Enter your list of users as text, or upload an Excel or .csv file with unique usernames and passwords.
- Email addresses aren't required to create student accounts.

Looking for an easier way to manage all the wikis in your university?

Wikispaces Private Label gives you unlimited wikis, all united under a central administration dashboard that you control. Colleges and universities around the world are already enjoying separate, secure wiki environments where faculty and students can collaborate on assignments, showcase and publish student work, develop research projects, and more.

To learn more or sign up for a free, 30-day Private Label trial, visit <http://www.wikispaces.com/t/y/pl-highered/heho2011/>.