WIKI SET UP INSTRUCTIONS

The **leader** of your group will need to set up the wiki using the instructions below:

* Logon to Wikispaces: [www.wikispaces.com](http://www.wikispaces.com)
* *Join Now*
* *I’m a Student*
* Enter your name – firstnamelastname (all lower case, no spaces) *Eg. annesmith*
* Enter a password – keep it simple and the same as another password so that you won’t forget it
* Enter your school email *Eg.* *annesmith123@schools.sa.edu.au*
* *Join*
* *New Wiki*
* *Industry - K-12 Education, Continue*
* Enter your Wiki name. This should relate to your research area and **MUST** sound professional
* *Country - Australia*
* *School* – Urrbrae Agricultural High School
* *City –* Adelaide
* *State or Province –* South Australia
* *Postal code* - 5062
* *K-12 (Primary or Secondary)* – leave set on this
* *Course* – cross curricular
* *Grade* - 8
* Tick the box next to *I certify this Wiki will be used for education*
* *Create.* Your new Wiki dashboard should now appear
* Click on the name of your wiki which will appear as a link. This will get you into your wiki
* Click on *Settings* at the top of the page.
* Select *Permissions* on the left hand menu
* Select the *Public* button so that the world can see what you are creating

INVITING THE REST OF YOUR GROUP

The group leader who created the wiki needs to invite the other member of the group by following the instruction below:

* *Members, Invite People*
* In the *Send to* box enter the email of the person you are inviting and nothing else.
* *Send -* This person will receive an email invitation and once they respond to it they will be able to view your Wiki
* Once they have responded to their email invitation to join the wiki, click on ‘Members’ on the top toolbar select their name and make them an organiser. You will now all be able to edit the page
* The organiser needs to share the user name and password with all group members

ADDING PAGES TO YOUR WIKI

* *Pages*
* *Pages and Files*
* *New Page*
* Enter Page Name. There should be one page for each different aspect of your topic
* *Create*
* A blank text box will now appear. Enter two full stops. There needs to be something on the page before you save it
* *Save*
* Repeat these steps for each new page
* If you click *All Pages* you will be able to see all of your pages as they are added

ADDING CONTENT TO EACH PAGE

Open a page and click on ‘Edit’. Use the tool bar at the top to add things to the page e.g. word documents, images, video clips, text etc. Don’t forget to save before you leave the page.

Each group member needs to be responsible for their own pages within the wiki.