

Student Wiki Guide

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Joining a Wiki

Students enrolled in a course using Wikispaces will most likely be sent an invitation to join.

1. Check your UMassD email account for your wiki invitation.
2. Click on the link within the invitation to join or decline membership.



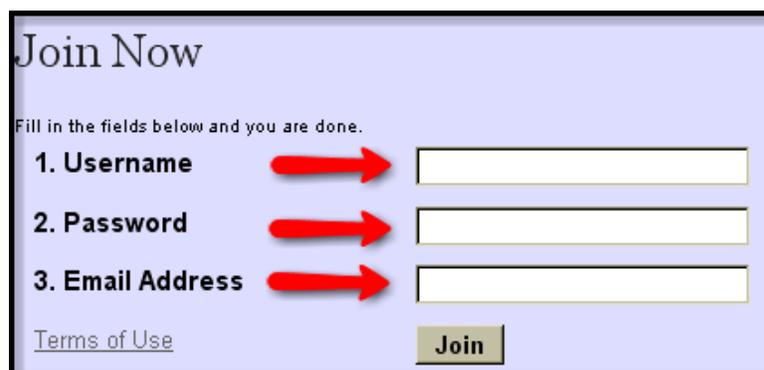
3. You will be prompted to create a wiki account in order to join the specified wiki. To begin, skip to **Step 3** of the **Creating a Wiki Account** instructions below.

Creating a Wiki Account

1. Go to www.umassd.wikispaces.net.
2. Click on the **Join** link in the upper right-hand corner.



3. Enter a username and password, and your UMassD email address. Click **Join**.

A screenshot of a registration form titled "Join Now" on a light purple background. Below the title, it says "Fill in the fields below and you are done." There are three rows of input fields: "1. Username", "2. Password", and "3. Email Address". Each label has a red arrow pointing to its corresponding input field. At the bottom left is a link for "Terms of Use" and at the bottom right is a "Join" button.

4. You will receive a message that your account is awaiting approval. (It may take 24 business hours to receive an approval) Check your email for a welcome message and click on the link to confirm your email address.

Confirm Your Email

Your email address has not yet been confirmed. Confirm your email address by clicking the link below:

<http://www.umassd.wikispaces.net/%c2roFepLkudltspOH1dyOkG>

- Once you have received the approval email, click on the sign-in link located in the email.

Visit the Site Now

[Sign in to UMass Dartmouth now.](#)

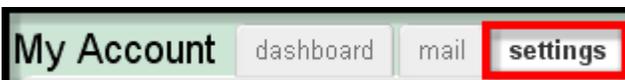
- Enter your username and password. Click **Sign In**.



The image shows a 'Sign In' form with a light blue background. It features two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a 'Sign In' button. Below the button is a link that says 'Forget your password?'.

Adding Your User Image

- From the dashboard, click on the **Settings** tab.
- Under the **Your Profile** heading, click on the **Change** link.



- Click on **Browse** to locate and select an image.
- Click **Upload**.



The image shows an image upload form. It consists of a text input field, a 'Browse...' button, an 'Upload' button, and a 'Cancel' link.

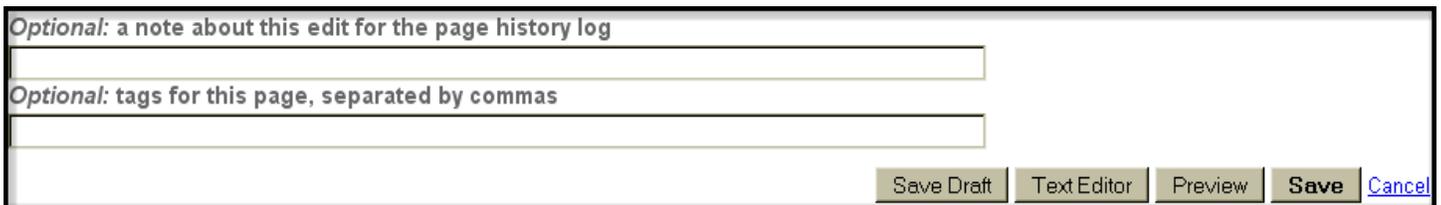
- Check the Preview of your image.
- Under the **Save Pictures** heading, click **Save**.
- Your image will now appear as your profile picture.

Editing a Page

1. Go to the page you would like to edit.
2. Click on the **Edit This Page** icon.



3. The **Editor Toolbar** will appear along with text boxes for optional notes and tags.



4. You will now be able to make changes to your page.

Navigating the Editor Toolbar

Here is a break-down of the editor icons and what they do:

Bold icon changes text to bold.	Insert Link allows you to add links to other wiki pages or to external web pages.
<i>Italics</i> icon changes text to italics.	Remove Link.
<u>Underline</u> icon underlines text.	Insert Images and Files.
Color and Style icon allows you to change the basic and advanced text options.	Embed Widget allows you to insert video, calendars, audio, RSS feeds, etc., into your page.
Heading menu allows you to change the text headings.	Insert Table.
Ordered List (numbered).	Insert Special Character allows you to select a special character to insert into your page.
Unordered List (bulleted).	Insert Code allows you to insert html code.



Horizontal Rule allows you to insert a horizontal line break.

Text Editor

Text Editor allows you to view your page in html and make changes.

Adding Images and Files to a Page

1. While editing or creating a new page, you can add images and files from the Editor Toolbar by clicking on the **Insert Images and Files** icon.



2. In the **Images & Files** window, select the tab where your image or file is located.



- A. To upload a file, click on the **Upload Files** tab and click **Browse**. Once you have located your image or file, click **Upload**. When the icon for your file/image appears, double-click to insert it into the page.



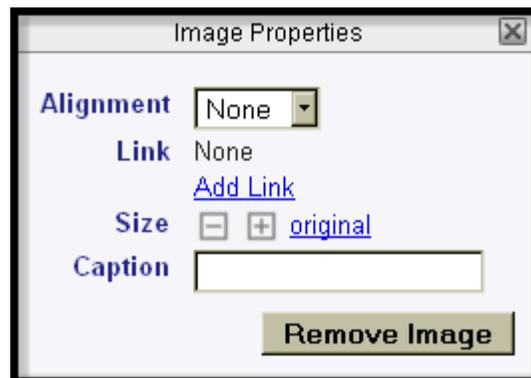
- B. To load an external image, click on the **External Image** tab and insert the image address into the text box. Click **Load** and double-click the image icon to insert in into the page.



- C. To insert files already load, select the **Insert Files** tab and click on the letter in the alphabet list that the name of your image/file begins with. When your file icon appears, double-click on the icon to insert it.

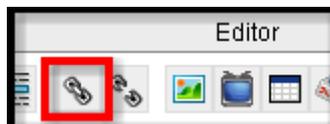


3. When your image has been placed on your page, an **Image Properties** window will appear. This tool allows you to align, size, add a link, or add a caption to your image. If you added a file, the Image Properties window will not appear, and a link to the file will be placed in the page.



Linking on a Page

1. To add a link to your page, select a place on the page for the link and then click on the **Insert Link** icon in the Editor Toolbar.



2. In the Insert Link window, choose which link type you would like (Wiki Link, or External Link).



(Note: A Wiki Link is a link to another page within your wiki. An External Link is a link to a site outside your wiki.)

(To add an external link, go to step 6.)

3. For a Wiki Link, type in the **link text** (text you want your link to appear as) and select the **page name** from the drop-down menu for your link.
4. Click **Add Link** when you are finished.

Link Text

Wiki

Page Name

[Link to anchor?](#)

[Cancel](#)

5. Your link will appear on the page.

[Summer Fun!](#)

6. For an External Link, click on the **External Link** tab and type in the **link text** and **web address**.
7. Click **Add Link** when you are finished.

Link Text

Address

8. Your link will appear on the page with a green arrow, identifying it as external.

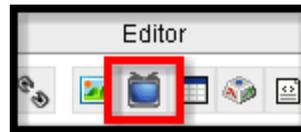
[Movies](#)

Removing a Link

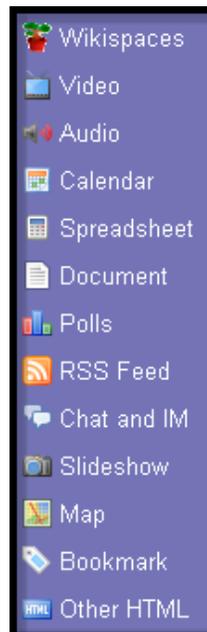
1. To remove a link, click on the **Edit This Page** button for the specified page.
2. Highlight the link text that you want to remove.
3. Click on the **Remove Link** icon on the Editor Toolbar.
4. Delete the link text once the link has been removed.

Embedding Widgets in a Page

1. To add a widget to your page, click on the **Embed Widget** icon in the Editor Toolbar.



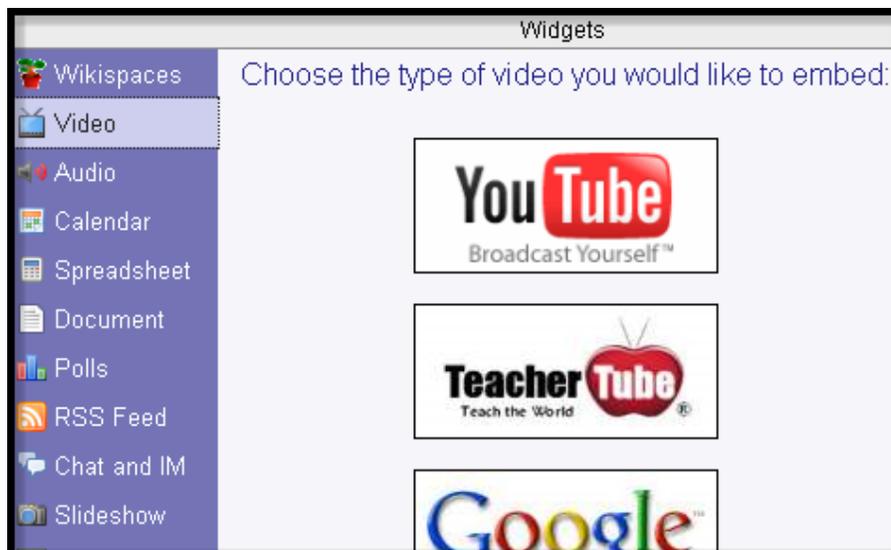
2. Click on the widget you want to add to your page.



Here are some examples:

Selecting a Video

1. Click on the **Video** widget.
2. Click on the video type you would like to embed.



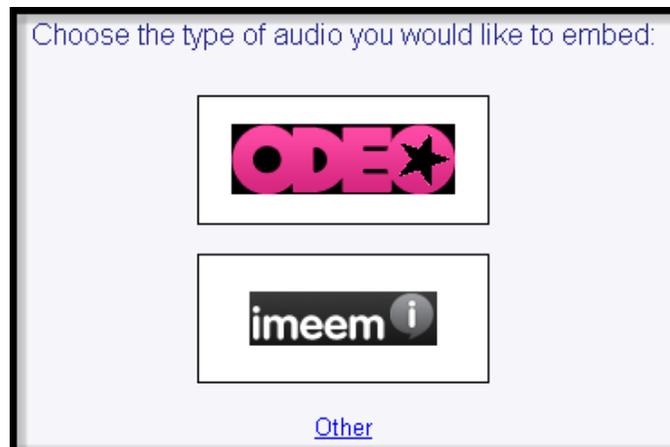
3. Go to the video hosting website and copy the embed code.
4. Paste the code into the text box in the widget window. Click Preview to see how the video will appear.



5. Click **Save**.

Selecting Audio

1. Click on the **Audio** widget.
2. Click on the audio type you would like to embed.



*(Note: To embed audio from **Odeo** and **Imeem** you must first create an account.)*

Odeo

1. Click on the **Odeo website link** and log-in or create an account.



2. Enter the audio title into the search engine.



3. Click on your selection.
4. Copy the embed code and paste it into the widget window. Click Preview to view.
5. Click **Save**.

[Imeem](#)

1. Click on the **Imeem website link** and log-in or create an account.
2. Enter the audio title into the search box and click **Search**.
3. Click on the **Share** link then **Link to or embed this song**, or click on the **Embed** links to select your embed code.



4. Select the features you want for your audio player.

Playlist **Share** Favorite Feature Tweet This

Share This Song (close)

▶ Send a message about this song

▼ **Link to or embed this song**

Use the following code to embed in your webpage, blog, etc:

```
<div style="width:300px;"><object width="300" height="110"></object></div>
```

Auto play

▶ Pick a color scheme and then copy the embed code.

▶ Add to a blog or another website

5. Copy the embed code and paste it into the text box in the widget window. Click preview to see how it will appear on your page.

imeem

1. Go to the playlist on imeem.com that you want to embed
2. Look for the "Embed in your Blog, Website, etc:" field on the playlist page

Embed in your Blog, Website, etc:

```
<object width="300" height="280"></object>
```

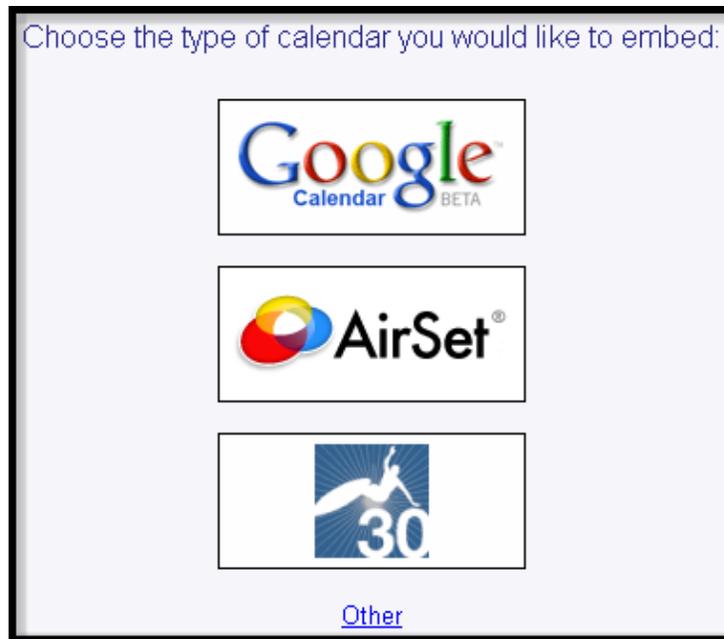
3. Copy the text from that box into the box below
4. Click **Preview** to preview the playlist or click **Save**

Save Preview Cancel

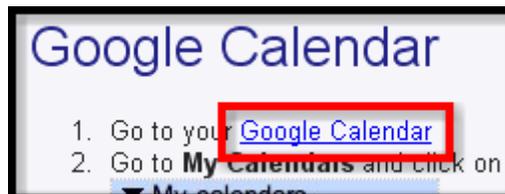
6. Click **Save**.

Selecting a Calendar

1. Click on the **Calendar** widget.
2. Click on the type of calendar you would like to embed.



3. There is a set of directions with each calendar that you can follow.
4. To go to the host site, click on the link within the directions.



5. The site will open in a new window to allow you to follow along with the directions in the widget window.