

Students

Signing into Wikispaces

This wiki service is provided to UMass Dartmouth faculty, staff, and students for instructional and collaboration purposes.

1. Click on the **Sign In** link in the top right hand corner to get started.
2. Enter your UMassD Log-on (email username and password).
3. Click on your username in the upper right-hand corner to go to your dashboard.

Joining a Wiki by Invitation

1. Check your UMassD email account for your wiki invitation.
2. Click on the link within the invitation.

UMass Dartmouth Wiki Membership

You've been Added

trusso has added you to the "UMass Dartmouth Wiki" wiki.

To join the wiki, please visit:

<http://www.umassd.wikispaces.net/vc/7e6bafc82stsuzhPZcTXhj>

To decline the invitation, visit:

<http://www.umassd.wikispaces.net/vc/6HGXKsXKucBxivCN5OjuVs>

Below is a message from trusso:

I've made a wiki on UMass Dartmouth that I'd like to share with you. You'll be able to easily edit pages, upload files, and join our discussions. I hope you'll join us!



Getting Started Tips

[Watch our tours](#) to learn the basics of working in UMass Dartmouth .

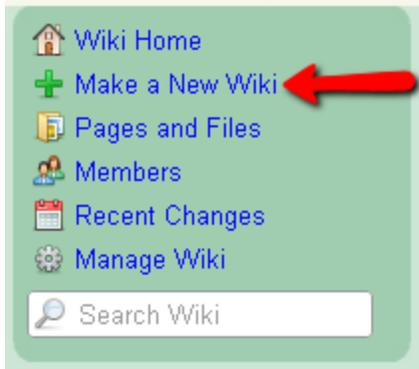
Need assistance?

Contact us at wikihelp@umassd.edu

3. Sign in with your UMassD Logon (email username and password).

Creating a Wiki

1. Sign-in with you UMassD Log-on (email username and password).
2. From your dashboard, click on the **Create a new wiki now** link under Favorite Wikis, or the **Make a new wiki** link in the upper left-hand corner.



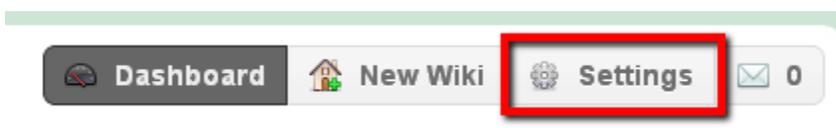
3. Enter your **Wiki Name** for the URL and select which **Wiki Permissions** you want to allow.

A screenshot of the "Make a New Wiki" form. The title "Make a New Wiki" is at the top. Below it, the "Wiki Name" field contains "http://example[]umassd.wikispaces.net" with a red arrow pointing to the input box. Below the field is the instruction "Choose a name between 3 and 32 characters long." Under "Wiki Permissions", three radio buttons are shown: "Public" (selected), "Protected", and "Private". Each has a description: "Everyone can view and edit your pages.", "Everyone can view pages, only wiki members can edit them.", and "Only wiki members can view and edit pages." A red box highlights the radio buttons. At the bottom right, a "Create" button is highlighted with a red arrow.

4. Click **Create**.
5. A window will appear to help you get started with your new wiki.

Adding Your User Image

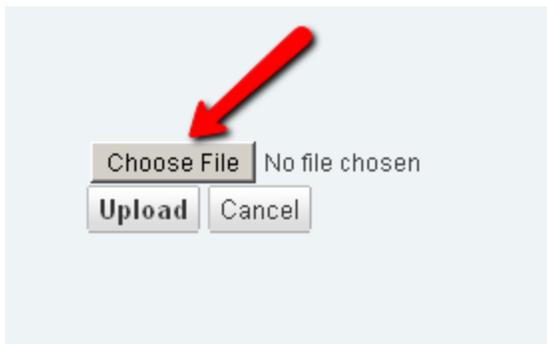
1. From the dashboard, click on your **Username**.
2. Under the **Your Account** heading, click on the **Settings** link.



3. Click on **Change picture** to locate and select an image.



4. Click **Choose File**



5. Browse for file, select it and pick **Open**.

6. Select **Crop Image** to change the size or shape of your image, then use the select tool to choose the area you want to keep.

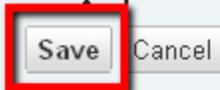
Otherwise select Continue Without Crop.

7. Next, view the normal and thumbnail versions of your profile picture. If they are satisfactory, pick **Save**.

Step 3 - Preview Pictures

Your new pictures are below. If you started with an image that wasn't square, they may appear distorted. Please try using a square image or [crop your image](#).

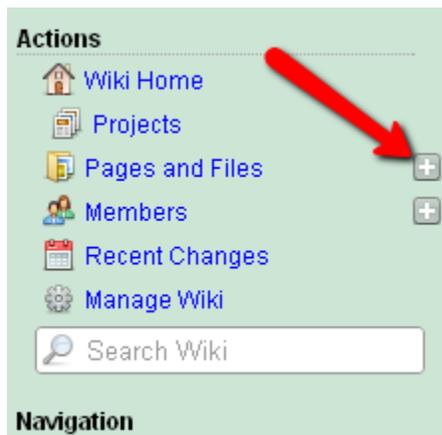
Step 4 - Save Pictures



8. Your new profile picture should not be visible.

Adding a Page

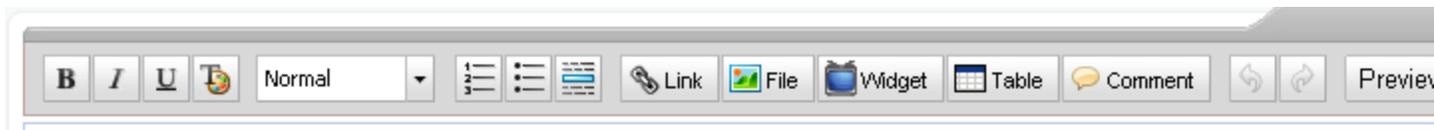
1. From the **Actions** toolbar, click on the (+) sign next to **Pages and Files**.



2. Fill out the **Page Name** field, and add any tags you would like to make the page searchable by, then select **Create**.



3. You are able to insert images, video, etc., from the Editor Toolbar.



Editing a Page

1. Go to the page you would like to edit.



2. Click on the **Edit** icon.



3. The **Editor Toolbar** will appear.



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:

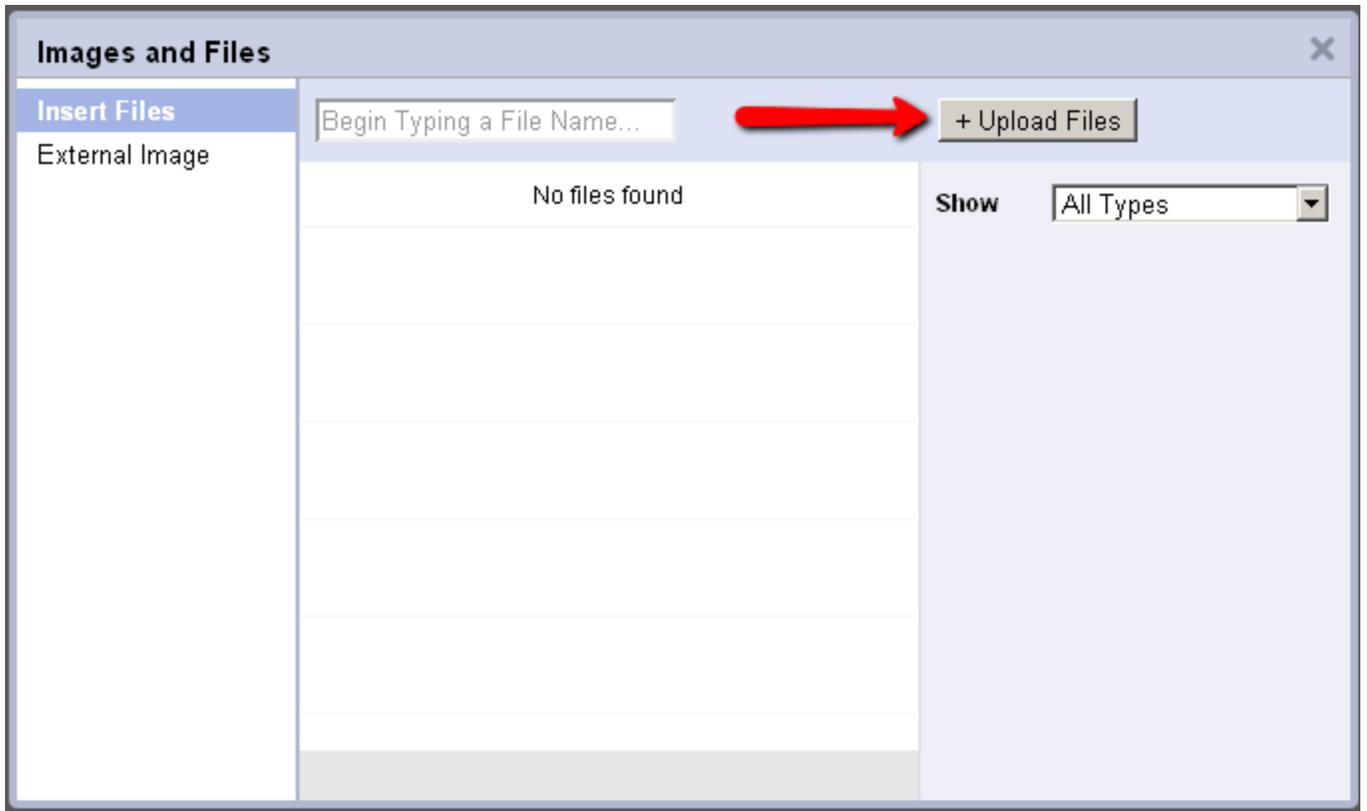
 B Bold icon changes text to bold.	 Horizontal Rule allows you to insert a horizontal line break.
 <i>I</i> <i>Italics</i> icon changes text to italics.	 Link Insert Link allows you to add links to other wiki pages or to external web pages.
 <u>U</u> <u>Underline</u> icon underlines text.	 File Insert Images and Files.
 Color and Style icon allows you to change the basic and advanced text options.	 Widget Embed Widget allows you to insert video, calendars, audio, RSS feeds, etc., into your page.
 Normal Heading menu allows you to change the text headings.	 Table Insert Table.
 Ordered List (numbered).	 Comment Insert Comment allows you to add a comment to the page
 Unordered List (bulleted).	

Adding Images and Files to a Page

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



2. In the **Images & Files** window, select an image from the uploaded library, or select **Upload Files**.



A. To upload a file, click on the **Upload Files** browse for your image or file. Once you have located your image or file, click **Open**. 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.

Once your File is uploaded, click on it and the file or image will be inserted into your page.



3. When your image has been placed on your page, an **Image Properties** toolbar will appear. This toolbar 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 **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.

Link Text

New Window

Wiki

Page Name

[Link to anchor?](#)

Click **Add Link** when you are finished.

5. Your link will appear on the page.

=

[Summer Fun](#) ↗

=

6. For an External Link, click on the **Web Address or Email Address** tab and type in the **link text** and **web or email address**.
7. Click **Add Link** when you are finished.
8. Your link will appear on the page with a green arrow, identifying it as external.

Removing a Link

1. To remove a link, click on the **Edit** button for the specified page.
2. Select the link text that you want to remove.
3. Click on the **Remove Link** icon on the Editor Toolbar.



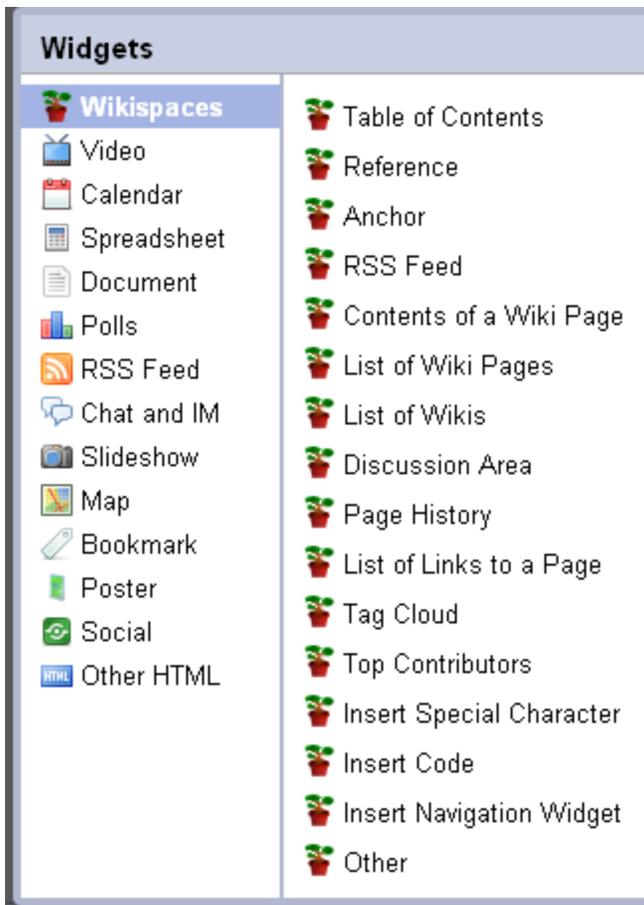
4. Delete the link text once the link has been removed.

Embedding Widgets in a Page

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



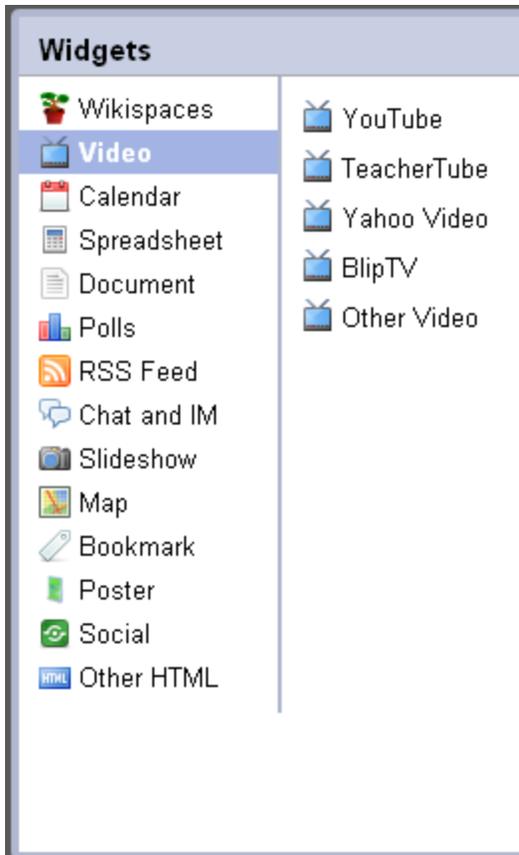
2. Click on the widget you want to add to your page.



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.

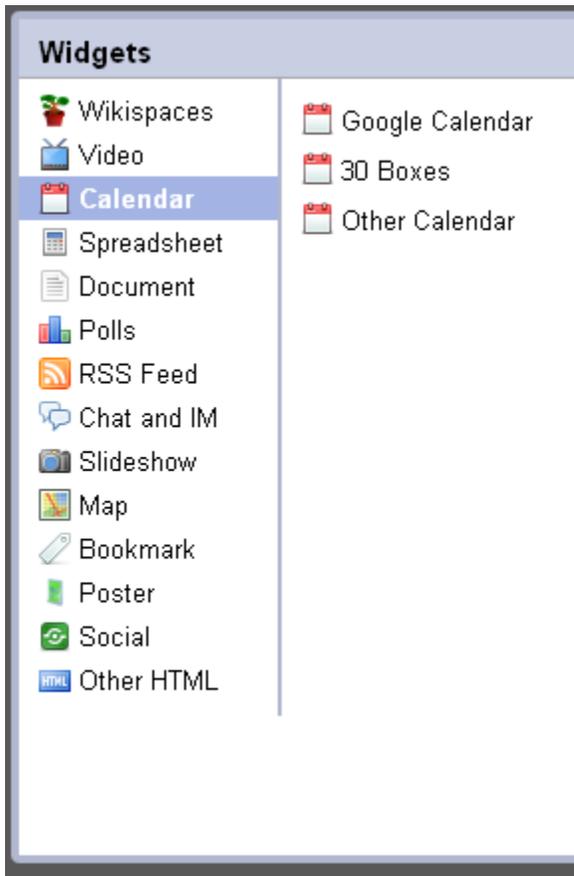


5. Click **Save**.

Selecting a Calendar

1. Click on the **Calendar** widget.

2. Click on the type of calendar you would like to embed.



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

Widgets

- Wikispaces
- Video
- Calendar**
- Spreadsheet
- Document
- Polls
- RSS Feed
- Chat and IM
- Slideshow
- Map
- Bookmark
- Poster
- Social
- Other HTML

1. Go to your [Google Calendar](#)
2. Go to **My Calendars** and click on the arrow next to your calendar
 
3. Click **Calendar Settings**

4. Go down to the **Embed This Calendar** section
 
5. Copy the text from that box into the box below
6. Click **Preview** to preview the calendar or click **Save**

Save Preview Cancel

Example from Google Calendar

Deleting a Page

1. Click on the **Manage Wikis** in the **Actions** sidebar.

Actions

- Wiki Home
- Projects
- Pages and Files +
- Members +
- Recent Changes
- Manage Wiki**

Search Wiki

Navigation

2. Under **Content**, click on **Pages**.

Content

- Pages and Files**
- Tags
- Templates

3. Click on your page's corresponding **Toolbar** check box next to page to be deleted.

Search [] [Search] [Unlock] [Lock] [E]

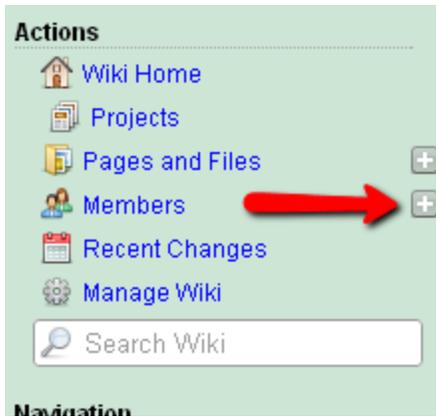
<input type="checkbox"/>	Name	Size	Type	Last Edited By
<input type="checkbox"/>	 B.png			 cfarnham1
<input checked="" type="checkbox"/>	 First page	1 KB	Page rename redirect	 cfarnham1

1 row selected

4. Click **Delete**.

Inviting Users

1. Click on the (+) next to **Members** in the **Actions** sidebar.



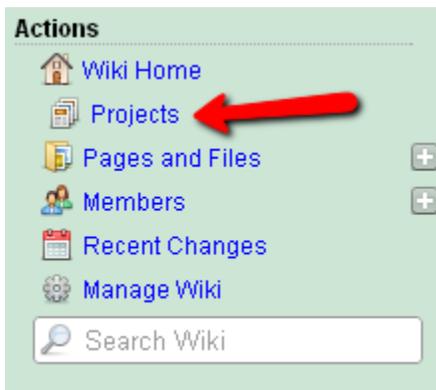
2. Under **Send To**, type in the email(s) or wiki username(s) of the person or people you want to invite. You can also type your own invite message or use the default.

4. Click **Send**.

5. Your invitation will appear under **Pending Membership Requests**.

Creating Projects

1. Click on **Projects**, in the **Actions** bar.



2. Select the **Create Project** button.

Projects

Archive Delete

<input checked="" type="checkbox"/>	Name ▾	Created	Created By	Events	Permiss
<i>No projects.</i>					

3. Fill out information fields pertaining to project name, create teams, and who has access to this projects by team. when complete select **Create**.

Create a Project

1. **What is the name of the project?**

2. **How will you define the project teams?**

You can adjust team members in the next step.

- Name the teams now and add members later

Team name:

Team name:

Team name:

- Upload a spreadsheet with usernames and team names
- Randomly assign members to teams of a set size
- Use an existing project as a template

3. **Who has access to this project?**

Once the project has been created, you will be able to adjust the permissions for individual teams. As organizer, you will have access to all project members.

- Public to wiki** All wiki members can view and edit pages.
 Allow discussion posts and comments from non-team-members.
- Protected to wiki** All wiki members can view pages, but only members of this team can edit pages.
 Allow discussion posts and comments from non-team-members.
- Private** Only members of this team can view and edit pages.
- Locked** Only organizers of this wiki can create and edit pages.
- Custom** Define custom permissions

4. Select Create