

How to Use Wikispaces for Group Collaboration

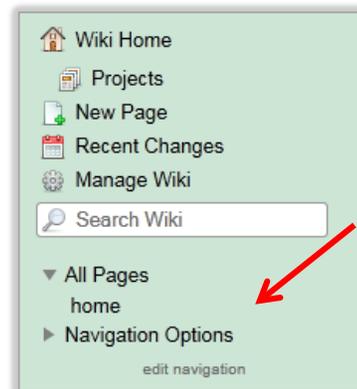
Introduction

This documentation will provide guidance on how to set up a Wiki for group work using two different options. If your Wiki needs separate pages for different topics of content or for different groups of students within your course; you can set up individual pages and projects for students to work within. These pages will function just like the Wiki homepage in terms of editing, except each page will have its own link on the left side menu. Using a Wiki for collaborative projects keeps all work ultimately compiled into one location for instructor convenience and for student resourcing.

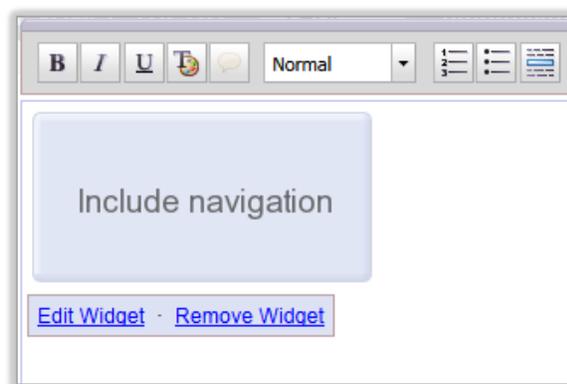
To Create Separate Pages Accessible by All Wiki Members

When your Wiki needs separate pages, accessible by all Wiki members, for different topics of content

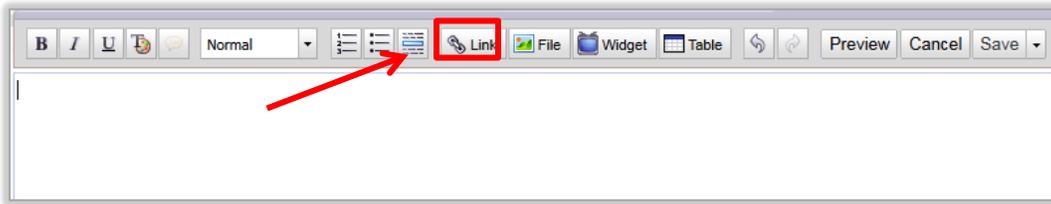
Step 1: To begin adding pages you can click the “**Edit Navigation**” link along the bottom of the left side menu of your Wiki.



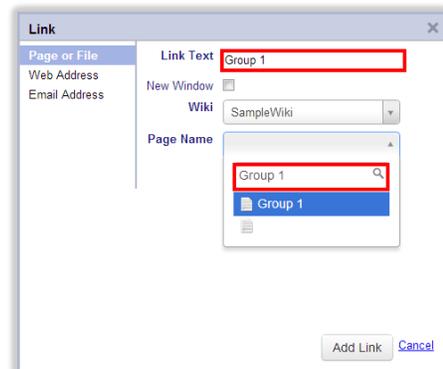
Step 2: Within the page that appears to edit, left click on the rectangle that reads, “**Include Navigation**” then click the “**Remove Widget**” link that appears underneath it. This will allow you to have editing control over the Wiki’s navigation column (left side menu).



Step 3: Now begin adding pages. One way to do this is to click the “Link” button on the editor bar.

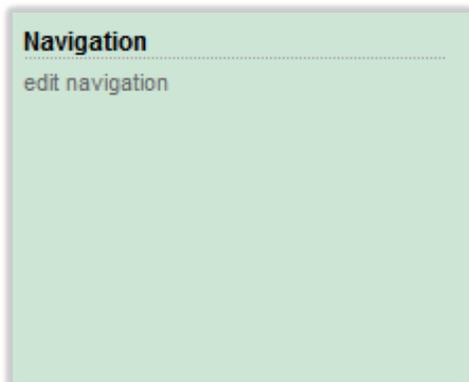


Step 4: An “Insert Link” window will appear. In the “Link Text” text box, enter the name of a page or group. *Group 1* has been entered in the example. In the “Page Name” drop down box, choose to type in a page name and enter *Group 1* once again. Click “Add Link” and you will see the page name appear as an active link.



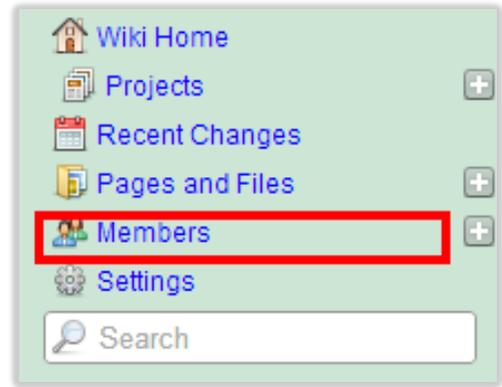
Step 5: Repeat Steps 3 and 4 for as many pages or groups as you would like. Once you’ve added all of your pages or groups; click the “Save” button on the text editor’s menu bar.

Step 6: The resulting menu should have populated a listing of your groups name within your navigation menu on the left-hand side of your screen. (See before and after examples below.)



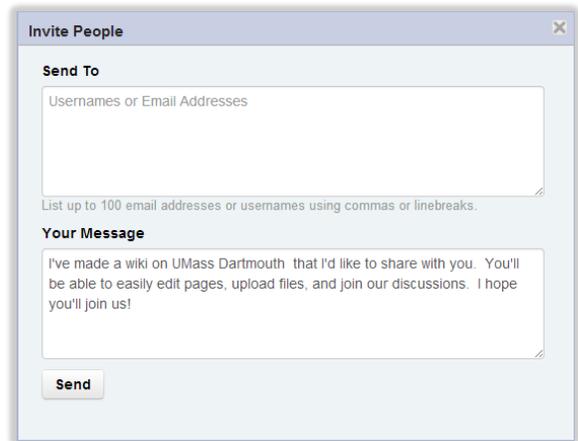
Step 7: To invite members to contribute to the Wiki, click **“Members”** towards the top of the Wiki menu. If the Wiki is set to:

- Public
- Protected
- Private



Step 8: Click **“Invite People”**. This will prompt you to enter the email addresses of individuals you would like to contribute to the Wiki.

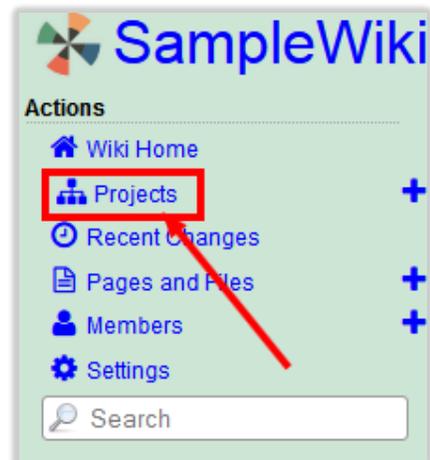
Step 9: In the **“Send To”** box of the *Invite People* pop-up, enter in the email addresses of all your students, (up to 100 addresses at a time). Students will receive an email with a link inviting them to join the wiki.



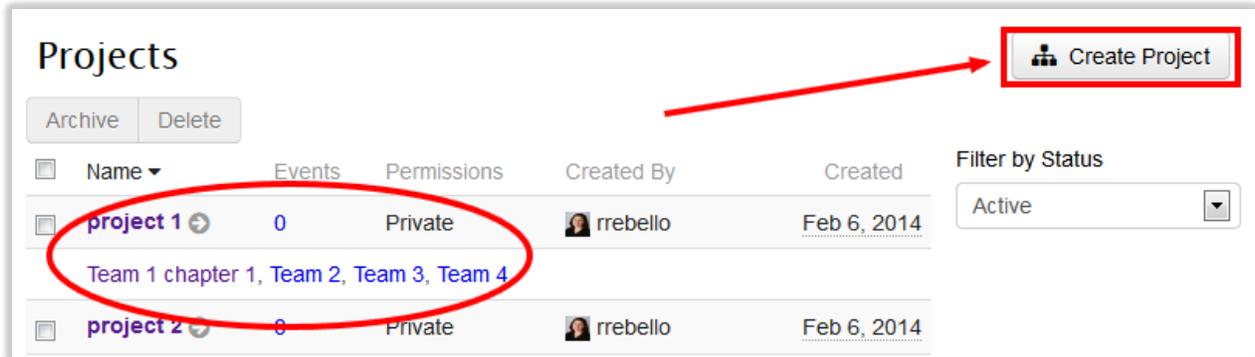
To Create Separate Pages Accessible by Individual Page Members.

To restrict members to work on independent projects all within the same Wiki, the Projects and Teams features need to be used. All invited members must be joined to the wiki prior to setting up separate projects accessible by particular members. To begin, follow the steps below.

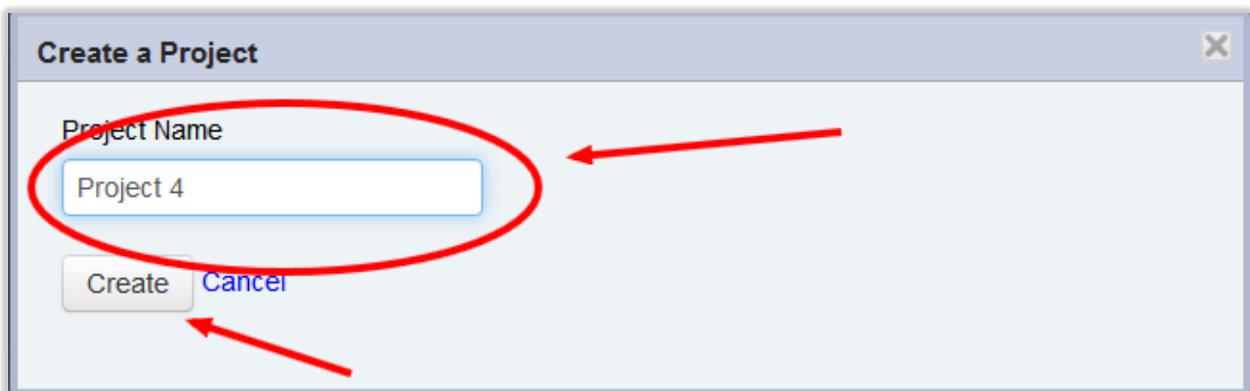
Step 1: Click, **“Projects”** from the Wiki Home Menu.



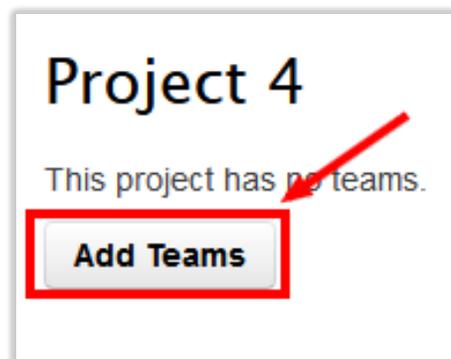
Step 2: Click, “Create Project”. Notice in the image below that when a project has been created, (i.e. project 1); Teams of members can be assigned to the project.



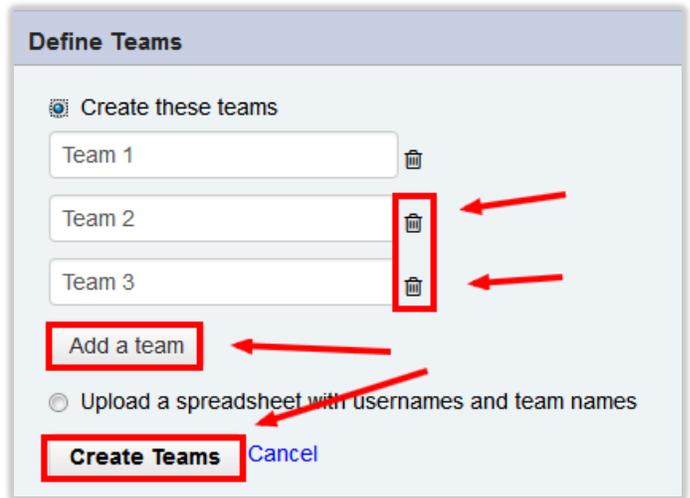
Step 3: Name your project (i.e. topic the students/members will work on). Click, “Create”.



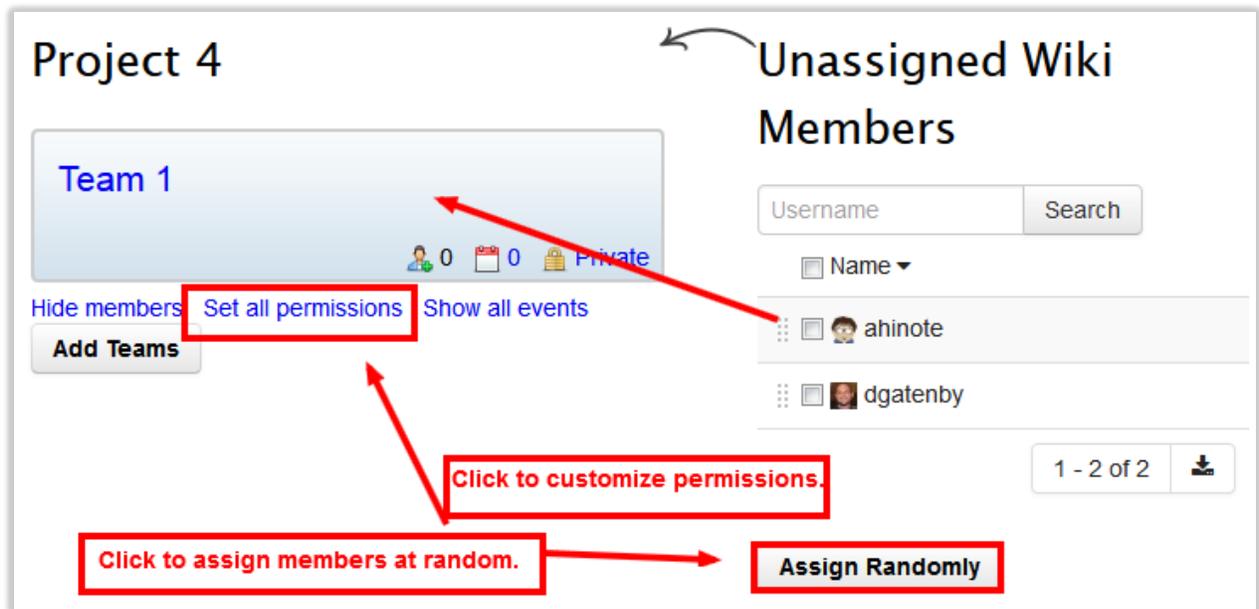
Step 4: Once your project has been created, click “Add Teams” to designate members to this particular project.



Step 5: Here you will be prompted to title the team(s) assigned to the project you created. You can add multiple members to one team and multiple teams to each project. Be sure to remove the extra Team titles. Click, “**Create Teams**”.



Step 6: To add members to a team, drag and drop the members of choice to the team associated with the project you’ve created. Also, for larger lists of members; click “**Assign Randomly**”.



Step 7: Edit the Wiki Menu (navigation) as in Steps 2-4 of *To Create Separate Pages Accessible by All Wiki Members* to reflect the projects and pages you want accessible to Wiki/Team members.

Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at myCoursesHelp@umassd.edu.