

Looking for a way to go paperless and have your students interact collaboratively with classmates? Our **Wiki and Blog** service is a great tool for activities like literature circles or journals. It's easy to set up for your class and private because only students and faculty that have accounts in our district have access to our Wiki and Blog website. When you create your class and include each student and faculty member, only those names you choose have access to read or write to the webpages.

1. Access the Wiki and Blog page from our Staff Center.

The screenshot shows the Staff Center page of the Southern Lehigh School District website. At the top, there is a navigation bar with links for DISTRICT, SCHOOLS, COMMUNITY, ACADEMICS, ATHLETICS, PARENTS, STUDENTS, and STAFF CENTER. Below the navigation bar is a site search bar labeled "SITE SEARCH: enter keyword here". To the right of the search bar is a small graphic of a sign that reads "SPARTAN COUNTRY Home of the 1996 State Field Hockey Champs And 1999 Runners Up". The main content area is titled "Staff Center" and contains a section titled "Communication & Productivity". This section features six icons arranged in a grid: PowerTeacher, Microsoft Outlook Web App, Remote Access, My CONNECTION HUB (My SLSD - HR Link), Tech Help, and Apple Wiki / Blog. The "Apple Wiki / Blog" icon is circled in red.

2. Click on **My Page** to log in.

This is a screenshot of the "My Page" login screen. It features a large profile picture placeholder, the text "My Page", and the sub-instruction "Track real-time updates for all wikis and blogs.". At the bottom is a blue "Log In ▶" button.

3. After you log in, you'll automatically see all the **updates** in the district of webpages you have access to.

To create your wiki, click on "wiki" at the top right and then click on the button **Create a New Wiki**.

This screenshot shows the user's dashboard after logging in. At the top, there is a navigation bar with links for "updates", "wikis", "blogs", "calendar", and "mail". The "wikis" link is highlighted in blue. Below the navigation bar, there is a list of recent updates. On the right side of the dashboard, there is a callout box with the text: "The wiki, blog, calendar, and mailing list archive make it easy for teams to create and distribute information on their own shared websites. Distribute files, publish podcasts, and share calendars right from your web browser using formatting and commands you already know." At the bottom right of the dashboard, there is a prominent blue button with the text "Create a new Wiki".

Complete the steps.
Example shown below:

Updates wikis blogs calendar more

Create a new wiki (step 1 of 3)

Name

<http://wiki.slsd.org/groups/schurkampbookclub>

Description

Cancel **Next**

Edited October 11, 2010 10:04 AM [Edit this page](#)

Updates wikis blogs calendar more

Choose a theme for your wiki (step 2 of 3)

Block Green

Block Red Library

To create a new page, click the New Page (+) button.
To edit the current page, click the Edit (pencil) button.
To change wiki settings, log in as a wiki administrator and click Settings.

For more information about using the wiki, click Help.

Cancel **Previous** **Next**

Edited October 11, 2010 10:04 AM [Edit this page](#)

Choose **Public** and make sure BOTH check boxes are marked for “Users must log in to read,” and “Users must log in to write.”

Click **Create** and you will be taken to your wiki & blog site!



The screenshot shows a dashboard for a wiki named "sarahatest". The top navigation bar includes "wiki" and "blog". The sidebar on the right contains the following sections:

- What's Hot**: No items tagged with hot.
- Recent Changes**: sarahtest Today at 11:48 AM
- Admin functions**:
 - Settings: Settings for this site
 - Edit Tags: Manage tags for this site
 - Deleted wiki pages: All pages not permanently deleted

The main content area displays a welcome message and instructions for creating new pages, editing existing ones, and changing settings. A note indicates the page was edited today at 11:48 AM by Sarah Schurkamp.

This is the **Sidebar**. Only **YOU** (and other teachers that you set up as Admins) can see the “admin functions.” This is where you can add/remove students & staff, change the theme and more.

Click on **Settings**. Check out the features including adding a description, changing the name, theme, etc.

To add students and staff members:

Click on **Permissions**.

Choose “Only the following users and groups can write.” Enter the names of your students.

TIP: search by last name so your searches are more specific.

You can remove a student if you accidentally add the wrong one: hover over the name and click the “X.”

Your wiki and blog will be viewable by all authenticated users in the district. That means, when other faculty members log into wiki.slsd.org, they can see your blog, but will not be able to modify entire pages or create new pages. Choosing Private will make it so only people you add can see or do anything at all, but for some reason, we have had issues where students cannot view the pages.

The screenshot shows the 'Permissions' section of a wiki configuration interface. On the left, a sidebar lists 'General', 'Services', 'Permissions' (which is selected and highlighted in blue), and 'Sidebar'. The main area is titled 'Permissions' and contains two sections: 'Public' and 'Private'.
Public Section: Contains radio buttons for 'This wiki can be read and edited by anyone' (selected) and 'Only the following users and groups can write'. Below these are checkboxes for 'Users must log in to read' and 'Users must log in to write'. A text input field contains 'schurkam' and a tooltip 'Sarah Schurkamp <schurkamps>'.
Private Section: Contains radio buttons for 'This wiki can be read and edited by only the following users and groups' (selected) and 'All authenticated users can write'.
Admins: A text input field labeled 'Type a user or group name here' contains 'Sarah Schurkamp'.
Comments: A dropdown menu labeled 'Authenticated users' is selected.
Comment Moderation: A dropdown menu labeled 'None' is selected.
Buttons at the bottom: 'Revert' and 'Save' (the 'Save' button is circled in red).

You can assign other staff members (or even other students depending on your project & goals) to be admins. They will be able to control these settings the same way you can.

You can also choose to have all comments approved before they are posted on the “Comment Moderation” section.

Don't forget to click **Save** at the bottom of your screen!

Suggestions

To go back to the main part or home page of your wiki and blog site, just click on the title of your site at the top.

For discussions, create an entry in the **blog**. Once you've created your topic and typed your information, students will be able to view the discussion topic and click "Comment." They will NOT be able to edit your discussion topic or other student comments. They CAN delete their own comment.

Students can also comment on the **wiki**. Students CAN edit the wiki (because a wiki is designed to have multiple users edit). A wiki is a good place for a group of students to collaborate on a topic and have their classmates and teacher respond through comments.

Another key difference between the wiki and blog, is that when you create a wiki page, it appears on the recent changes area in the sidebar. It's not easily noticeable and as new pages are created, your past wiki pages will disappear from that section. I recommend having the main page of your wiki be like your "home page." From there, when a new wiki page is created, create a link to that page. All you have to do when editing your main wiki page is click on the link button (it looks like a curved arrow) and find the title of the page.



Steps to link to new wiki pages on your main page:

Create the new wiki page and save your work.

Click back to your main part of your site. (Click on your title of your website at the top of the page).

Click the pencil to edit.

Click the button that looks like a curved arrow (the tooltip for it says "create or edit a link").

Choose the link of the wiki page you'd like to have students see.

Save your work. Now you have an easily accessible link to your new wiki page.

If you have questions or suggestions, please email schurkamps@slsd.org.