USING A CLASS WIKI

1. Register on wikispaces. To do this, go to http://www.wikispaces.com/ and click on 'Education'. Enter your username, email and password, then click 'create classroom' to create your account. You can then either go straight on to create your class wiki, or go back to it later.

2. To create your class wiki, log in using your new details – your account page will open. Click on *Create Wiki* and follow the instructions; the site will walk you through setting up and using the wiki. Remember to label your Wiki pages clearly, e.g. Compass – Lesson 2 – Cultural Interviews so students can navigate easily.

3. To create class usernames and passwords, go to *Settings* and click *User Creator*. Follow the instructions to set up new users. Select the wiki you wish to add to and choose '*I will paste in a text list*'. A box will appear below the drop-down menu. Write the names of your students here. Preface their names with '*Upper_Int*' or a similar identifier, to ensure that user names are unique.

4. When you click *Continue*, you will be taken to a new page and asked to check the information. There will be some options below the information. Leave these and click *Continue*. When you click *Continue* you will be taken to a new page and asked to check your information for a final time. If you are happy, click *Continue*. A list of user names and passwords will appear, and this list will be emailed to you for your records.

5. To interact with your class using the wiki, you need to click on the wiki you wish to use.

Once you have done this, you can:

Post a discussion topic: Click *Discuss* (red speech bubble). Give your discussion a subject and write your message in the *Body* box. Students will be able to respond to your discussion thread.

Provide information about a project: Click *Project* (orange flow chart). Give your project a title and fill in the description.

Select start/end dates by using the calendars provided. You can choose to email students this information by clicking on the envelope symbol.

Provide information about an event: Click *Event* (black calendar). Give your event a title and fill in the details. Select start/end dates by using the calendars provided. You can email students this information by clicking on the envelope symbol.

Respond to students' discussion threads: Click on the discussion thread you wish to respond to. You can now type in your response where it says *Reply* and click *Post* to submit it.

NOTES:

In this series of lessons, students will upload their work onto a wiki. This allows easy peer review and gives the students an audience for what is produced. Once students have completed the series, you can ask them if they would like to share the link to their wiki with other students in the school, who have not studied this series of lessons and could therefore benefit from learning about cultural differences.

Most students will have used a wiki before – the most obvious example being Wikipedia. However, if any students have not, show them the following link.

https://en.wikipedia.org/wiki/Wiki

INTRODUCTION TO THE WIKI

WELCOME TO YOUR NEW CLASS WIKI

This is a space for you to **upload** your work and **interact** with your classmates outside class.

1. Do you know what a wiki is? Tell your partner.

2. Have you used a wiki before?

If YES, tell your partner which wiki it was and what you used it for.

If NO, do you know the names of any wikis? Which ones? Tell your partner.

3. To use this class wiki, you need a **username, password** and wiki code. Your teacher will tell you what they are. Write them below:

Username _____
Password _____
Wiki name _____

4. Go to www.wikispaces.com

5. Click **Sign in**. A box will appear. Write your username and your password.

(Do NOT use your email address – the wiki will NOT recognize it!) Click the sign in button below.

6. Look in the top right-hand corner of the **browser** window. Can you see your username? Clicking on it will take you back to your dashboard, when you need this page.

7. Look under Favourite Wikis. Can you see your wiki name? This is your class wiki. Click on the link.

8. Look at the new screen. You should see instructions for three things you can do on this wiki. The first one is 'Discuss'. You can use this to talk to your classmates.

Try it out: Write a short message introducing yourself to your class. Click **post**.

9. You can also use 'Discuss' to talk directly to members of your project group. (This is the group you will be in for the main tasks in this lesson.)

Try it out: Write a short message to say hello to your project group. Click post.

10. On the right of your page, you should see 'Lesson 2 – Cultural interviews'. Click on it to go to your group's page. Here, you can upload any work related to this lesson.

HOW TO UPLOAD

Click '**Edit**'. A **tool bar** will appear at the top of your browser window.

Click '**File**'. A box will appear.

Click '+ upload files'. Choose your file by selecting the folder it is saved in. Then click 'Choose.'

After you have uploaded your file, you will see it in the box.

Double click on the file name and it will be put onto your page.

Try it out: Upload your recording.

Extra activity: Create your profile

Click on your username. Click '**Settings**'. On the left you should see your account details. On the right, you should see your profile. Click on Create a profile page now. You should see a **blank screen**.

Try it out: Write about yourself. Everybody will be able to see this information when they click on your profile.