

1. Go to <http://www.wikispaces.com/site/for/teachers>
2. Scroll down and fill out form:

Join Now

All fields are required and you are online

1. Username

2. Password

3. Email Address

We will not open or share your email address

4. Make a Wiki?

Yes No

Creates a wiki now or after you join.

5. Wiki Name

Choose a name between 3 and 32 characters long

6. Wiki Permissions

Public (free)

Everyone can view and edit your pages.

Protected (free)

Everyone can view pages, only wiki members can edit them.

Private (free for educators otherwise \$5/month)

Only wiki members can view and edit pages.

7. Educational Use

I certify this wiki will be used for K-12 education.

We may contact you via email to verify use.

[Terms of Use](#)

3. To create all your users at once, create an Excel spreadsheet, with usernames in column A and passwords in column B.
4. To add members, click on **Manage Wiki** on the left hand side. Under **People**, select **User Creator**

The screenshot shows the Wikispaces 'Manage Wiki' interface. On the left sidebar, there are links for 'Recent Changes', 'Manage Wiki', 'Search', and 'Home'. A red arrow points to 'Manage Wiki'. The main content area is divided into sections: 'About' (created Jun 25, 2009 by 123456789), 'Content' (Pages, Files, Templates, Tags, Content Manager), 'People' (Members, Permissions, Invite People, User Creator), and 'Settings' (Look and Feel, Subscription, Domain Name, Wiki Info, Delete Wiki). A red arrow points to 'User Creator' in the 'People' section.

5. When asked *How would you like to enter your list*, choose **I will upload a spreadsheet file from my computer**.
6. Click on **Browse** to upload your spreadsheet, select your file, and then click continue.
7. Select the options based on your spreadsheet and click continue.

Setup

We found 2 rows in your file. Here's how the beginning of your file looks:

	Column 1 username		Column 2 password
pubkever		pubkever	
pubkever		pubkever	

Should we ignore the first row?

No

Which column contains usernames?

Column 1

Which column contains email addresses?

These users do not have email addresses:

Which column contains passwords?

Column 2

[Go Back](#) [Continue](#)

8. The next screen will verify the membership accounts. If there are errors (i.e. username already taken), you can correct them on this screen and then click **Continue**. Your user accounts are created.

Wiki Administration

- Home Page
- Recent Changes
- Manage Wiki
- Search

User Creator

1: Getting Started
Enter your user list

2: Setup
Choose columns

3: Verification
Double-check data

4: Confirmation
All done!

Verification

There are 2 errors you'll need to correct before continuing. Make changes in the form below and click 'Verify Changes'.

Remove	Error	Username	Email	Password
<input type="checkbox"/>	We already have a member with this username.	<input type="text" value="pubkever"/>	<input type="text" value="pubkever@members.wikispaces.com"/>	<input type="text" value="pubkever"/>
<input type="checkbox"/>	We already have a member with this username.	<input type="text" value="pubkever"/>	<input type="text" value="pubkever@members.wikispaces.com"/>	<input type="text" value="pubkever"/>

[Go Back](#) [Verify Changes](#) [Continue](#)

To Post a Topic

1. Click on Discussion.



The screenshot shows a forum interface with a navigation bar at the top containing links for 'home', 'DISCUSSION', 'HELP', and 'NEWBY ME'. On the left side, there are links for 'New Page', 'Recent Changes', 'Manage Wiki', and 'Search'. The main content area is titled 'Post Message' and contains a 'Keywords' search box with a 'Filter' button. Below this is a table with columns for 'Subject', 'Author', 'Replies', 'Views', and 'Last Message'. The table currently displays 'No messages found.' Underneath the table, there is a 'Subject' label followed by a text input field, and a 'Message' label followed by a large text area. At the bottom left of the form, there is a checkbox labeled 'Monitor this topic'. At the bottom right, there is a 'Post' button.

2. Type in your Subject
3. Click in Message and type your message.
4. When finished with your message, click Post.