

Wikis with PBWorks

Creating your Account and Accessing Others

1. Visit PB Works' Homepage and choose Log in or Sign up now:

Log in »

Overview Features Resources **Sign up now**

2. If creating your first Wiki (Workspace) be sure to choose a domain that best describes the purpose of the space, while also easy to remember:

PBWORKS

Sign up

Choose your address http:// .pbworks.com

Agree to non-commercial use I agree that this workspace is for non-commercial use only
Need the [Business Edition](#)?

Create your account
Already have an account? [Log in](#).

Your name

Your email address
We will send a confirmation message to this address.

Enter password

Confirm password

Next >

3. Now that your account and space has been created, you will be able to begin working on other's spaces as well as editing your own.
4. To request membership to another's space, simply visit their workspace and choose:

Request access to edtechinnovators.pbworks.com

Logged in as [ben@edtechinnovators.com](#)
[Use a different account](#)

To get in touch
[Contact the workspace owner](#)

Message (optional)

An optional message that will be sent to the administrator of this workspace.

Confirm by entering the letter **V** here

Send to administrator
You will be notified by email when your request is approved.

To edit this page, [request access](#) to the workspace.

5. Once you've requested membership, or membership has been requested on your Wiki, you can approve or deny the membership, via email notification:

From: PBworks <do-not-reply@pbworks.com>
Subject: **Someone has requested access to edtechinnovators.pbworks.com**
Date: February 6, 2010 9:55:39 AM EST
To: EdTechInnovators Jared
Reply-To: do-not-reply@pbworks.com

Ben (ben@edtechinnovators.com) has requested access to your workspace (<http://edtechinnovators.pbworks.com>).

Ben (ben@edtechinnovators.com) writes: "Let me in."

- [Click here to grant/deny access to your workspace.](#)

Thanks,

Your PBworks Team

* Don't want these emails anymore? You can disable the "Request Access" feature in your [workspace settings](#).

- You can also add members manually by visiting your Settings page and choosing the Users menu under "Access Controls". In this location you can add users based upon email addresses or use the account creation tool that is provided from teachers. You can also edit the permissions levels of existing or requesting users of the space:

Settings

Manage Users

Add a user

If your students don't have email addresses, [create accounts for your students](#).

Email address Add Multiple Emails

Permission level **Add user**

[Learn more about permission levels](#)

1 user has requested access

These users are requesting permission to join the workspace. Click the approve button to grant them access.

USER	PERMISSION LEVEL	
ben@edtechinnovators.com	<input type="text" value="Administrator"/> <ul style="list-style-type: none"> Administrator Editor Writer Reader Page-level only 	<input type="button" value="Approve"/> or Deny

All Users (1)

USER	PERMISSION LEVEL	LAST VISIT
Jared Mader jared@edtechinnovators.com	<input type="text" value="Administrator"/>	last visited 0 mins ago

Editing or Adding a Page

- Your workspace menus appear, primarily, at the top of your window:

My PBworks Workspaces edtechinnovators Upgrade! Jared Mader account log out help

Wiki Pages & Files Settings Search this workspace

Unlimited wikis for your school. Attend a free training and learn about PBworks Campus Edition. [Register today!](#)

VIEW EDIT

Home

Format Heading 1 Font Size Insert Plugin Page Tools

Rename this page Insert links

- Choosing "Edit" allows you to view the editing toolbar for the page that you are visiting. As you will notice, this toolbar is very similar to any Word Processing toolbar.
- Once you've finished editing the page, you can choose:

or [Cancel](#)

- In order to add a new page to your workspace, choose:

Wiki Pages & Files Settings

Upload files

- You will be prompted to:

Create a new page

Name your page

[fewer options](#)

Page content

Blank page

Use a template

Put this page in a folder

(no folder)

- This view will also allow you to view, edit, or delete any existing pages in your workspace:

All Pages

All Files

Unfiled Items

FOLDERS add

Taxonomy 15

All Pages [Share this folder](#)

Name	Folder	Last changed	Rev:
<input type="checkbox"/> Applying Classification <small>Edit - Rename</small>	Taxonomy	02/09/2010 1:03 pm by Ben Smith	2
<input type="checkbox"/> Applying Examples <small>Edit - Rename</small>	Taxonomy	02/09/2010 1:13 pm by Ben Smith	2
<input type="checkbox"/> Collaborating Classification <small>Edit - Rename</small>	Taxonomy	02/09/2010 1:03 pm by Ben Smith	2
<input type="checkbox"/> Collaborating Examples <small>Edit - Rename</small>	Taxonomy	02/09/2010 1:12 pm by Ben Smith	2
<input type="checkbox"/> Creating Classification <small>Edit - Rename</small>	Taxonomy	02/09/2010 1:04 pm by Ben Smith	2
<input type="checkbox"/> Creating Examples <small>Edit - Rename</small>	Taxonomy	02/09/2010 1:13 pm by Ben Smith	2

Customizing your Space Settings

- Select the Settings Tab to access all Basic site settings:

Files & Files **Settings**

About This Workspace

BASIC SETTINGS

[About This Space](#)

Colors

Logo

Backup

ACCESS CONTROLS

Users

Workspace Security

Notifications & RSS

ADVANCED SETTINGS

Developer Interface

Delete...

License

Title

This title will appear at the top of your workspace.

Description

Choose a color scheme



orange



plum



green



red



blue

Logo

Logo uploads are a Premium feature. To make your logo permanent [upgrade your workspace](#).

Upload a logo

2. You can also edit the Access Controls to your Site:

Workspace Security

Who can view this workspace? Anyone Only people I invite or approve

Who can edit this workspace? Anyone with an account Only people I invite or approve

Let people request access to view or edit the workspace
Administrators will be notified when someone requests to join the workspace

Disable commenting for readers

Notifications & RSS

Enable email notifications for this workspace ([learn more](#))
Users are notified once an hour by default, but can change how often they're notified at any time.

Allow users to access this workspace's RSS feed ([learn more](#))

Save

Customizing your Pages

1. When you choose the Edit menu, you will be able to:

Home

B **U** *I* ABC Insert Plugin

Format **Heading 1** Font Size Source

- Format Font
- Add hyperlinks to other pages or URLs
- Insert widgets, plugins, or other HTML code

2. You can also add links to existing workspace pages and existing files within your space by using the editing menus located at the right side of your page, while in EDIT MODE:

Page Tools

ab| Rename this page

Insert links
Insert links to other pages or uploaded files.

Pages Images and files

Insert a link to a new page

- Home
- SideBar
- Creating Examples
- Applying Examples
- Collaborating Examples
- Exploring Examples

Customizing your Navigation (Sidebar)

1. Once your pages have been created, you can begin linking them in your Navigation Pane, located at the left side of your workspace.
2. In order to Edit your Wiki navigation, choose:

[Edit the sidebar](#)

3. This will allow for you to edit the navigation, just like it was any other page of your space. You can also link to external URLs through this process.

Reverting to Archived Pages

1. At times you may have accidentally edited a page or you may have had a student edit a page that was not meant to be changed. This is okay, as if you visit the right side of the workspace for any page, you can see the recent activity of that page:



2. Choosing "More activity..." will allow for you to compare "versions" of the pages, as well as delete current versions in order to preserve or restore a prior copy:

Revisions of [SideBar](#) (19):

Compare			
<input checked="" type="radio"/>	<input type="radio"/>	February 9, 2010 at 2:17:37 pm by Ben Smith	Delete (Current Revision)
<input type="radio"/>	<input checked="" type="radio"/>	February 9, 2010 at 2:17:18 pm by Ben Smith	Delete
<input type="radio"/>	<input type="radio"/>	February 9, 2010 at 2:17:00 pm by Ben Smith	Delete
<input type="radio"/>	<input type="radio"/>	February 9, 2010 at 2:16:26 pm by Ben Smith	Delete
<input type="radio"/>	<input type="radio"/>	February 9, 2010 at 2:15:48 pm by Ben Smith	Delete
<input type="radio"/>	<input type="radio"/>	February 9, 2010 at 2:02:33 pm by Ben Smith	Delete