PBWORKS

Using Your Wiki Tutorial

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2. Pages and Files
3. Folders
4. Edit a Page
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Choosing Your Email Preferences

To set the email preferences, click on “Notifications and RSS” under Access Controls in the Settings screen.
Click "Notifications & RSS".

You can set your notifications options (receiving emails when the workspace is changed).
If you are in your Settings click on the “Pages and Files” tab

If you are on the homepage (or other pages in the wiki), click on the “Pages and Files” link on the top right corner of the screen

When you first create your wiki, PBWorks provides example pages. You can select and delete everything except the FrontPage and the SideBar
### Pages and Files Tab

These are sample pages. You can click the box beside "Name" to select all.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last changed</th>
<th>Revs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Tracking</td>
<td>03/17/2011 12:06 pm</td>
<td>1</td>
</tr>
<tr>
<td>Assignments</td>
<td>03/17/2011 12:06 pm</td>
<td>1</td>
</tr>
<tr>
<td>Sidebar</td>
<td>03/17/2011 12:06 pm</td>
<td>1</td>
</tr>
<tr>
<td>Syllabus</td>
<td>03/17/2011 12:06 pm</td>
<td>1</td>
</tr>
<tr>
<td>Meeting Agenda</td>
<td>03/17/2011 12:06 pm</td>
<td>1</td>
</tr>
<tr>
<td>Course</td>
<td>03/17/2011 12:06 pm</td>
<td>1</td>
</tr>
<tr>
<td>Blank Page</td>
<td>03/17/2011 12:06 pm</td>
<td>1</td>
</tr>
<tr>
<td>FrontPage</td>
<td>03/17/2011 12:06 pm</td>
<td>1</td>
</tr>
</tbody>
</table>

Deselect FrontPage and Sidebar before deleting the sample pages.
Creating Folders

Click “New” on the Page and Files screen

You will see a drop down menu for “Create a page” and “Create a folder”

Once the page or folder is selected, you will be asked to name the page and choose either a blank page or a template
Choose "Create a Page"
Choose whether you want a "Blank Page" or you want to "Use a Template".

Type in the Name you wish the new page to have.

Finish by clicking "Create Page".
To edit any pages in your wiki, click on the “Edit” tab

You may want to create text in Word first, and then copy and paste onto the wiki page. (I would recommend this to my students as the editing options are more familiar in Word)
Click on "Edit" to work on any page in the wiki. You may want to copy and paste from a Word document.
Welcome to PBworks
This is a real workspace! Please edit this page, create new pages, and invite others to use this workspace with you.

Get Great Ideas!
- Learn what makes a good collaboration project and see how other PBworks customers are using their workspaces. Check out our PBworks educator community.

Need Help? We're here for you:
- The PBworks Manual can help show you how to edit, add videos and invite users.
- The best way to get your support questions answered is to click the help link at the top of this page. Our support gurus will get back to you asap.

When you’ve finished working on the page, click "Save"
Reviewing Recent Activity

Use the recent activity option to track your students’ work and interaction with the wiki.

You can sort and view by pages, comments, and edits and see who made the changes to the workspaces.

The recent activity bar is located on the bottom right of the screen (this shows the most recent changes). To see older changes, click “More Activity”.

Created By Paul Leacy
Recent activity shows you the recent changes and the member (by username) who made the change.

To see more activity, click on "More Activity".
Using the SideBar

The SideBar can be used to provide links to frequently used websites, wiki pages, or resources.

You may also want to use it as a navigation bar for the workspace.
Welcome to PBworks

This is a real workspace. Please edit this page, create new pages, and invite others to use this workspace with you.

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Add a comment

The SideBar can be used for navigation or to show frequently used websites or other resources. To edit the SideBar, click the link.
You can upload images and files to your wiki

When in “Edit”, you will see an option on the right side of the screen to “Insert Links” to files

Click on the type of file you want to upload or link (“Pages” or “Images and Files”)

Follow the prompts to complete the upload
Welcome to PBworks
This is a real workspace! Please edit this page, create new pages, and invite others to use this workspace with you.

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When you finish uploading your file, click “Save”

Click here to insert a link or upload an image or file