

How to Make a Wiki Page

Being able to create a Wiki page is a privilege and takes maturity, patience, and positive group collaboration. If at any time during the project you, or other members of your group, are deemed not able to appropriately work on the Wiki page you will be given an alternative individual assignment.

At any time during the creation of the Wiki page you feel as if you might have done "something" to another groups page or a direction page request the instructors help before saving any work!

Getting Started

1. Get your username and password from your teacher
 - a. Username: _____ password: _____
2. Your username and password is not to be shared with other group members.
3. Go to <http://hjohnsonbio.pbwiki.com>
4. You should be taken to the *Front Page* titled "Biology Class Project Wiki Page"
5. In the upper right hand corner click on "log in"
6. Enter your group username and password and log in.
7. Under the Sidebar on the right hand side, click on the "Wiki etiquette" link.
8. Read through the proper etiquette and discuss with your teacher and group members. There will be consequences if the assignment is not addressed with the proper etiquette and maturity.
9. Go back to the Front Page
10. Click on "Cell Project"
11. Read through the objectives and project description with your group and teacher.
12. When you have read through the description click on "example template" at the bottom of the page.
13. The example page is not of a cell but of an organ, the heart. You should follow the general look of the page, the level of content included in the page, and the overall ease of locating and understanding the information presented.
14. After all members of the group feel like they have an understanding of what is expected the next step is to begin.

Setting up the Wiki

1. Determine which type of cell you will be creating a Wiki page for write it here: _____
2. On the right hand side of the screen find the box titled folders.
3. Locate the correct folder by teacher name and the class period you are in.
4. Click on the appropriate folder link
5. Double check you are in the correct folder. Click on create a new page in this folder
6. To name your page follow this order *name of cell, group number, period number*
(Example: plant cell group 5 period 2) Do **NOT** create the page yet!
7. Click on more options
8. Next to put this page in folder make sure that you will be creating the page in the appropriate folder.
9. A template has already been created for you that looks exactly like the hard copy template. Under choose a template select cell project blank template (located at the bottom of the list).
10. Leave the page security as default security.
11. Click on create page
12. You should be taken to your "edit" page and the template should appear on the page.
13. You are ready to add text to your Wiki page.
14. The tool bar at the top of the page has many of the same basic features as Microsoft word.
15. To see how your Wiki page will appear to others click on the view tab next to the edit tab.
16. Don't forget to **SAVE OFTEN** and before switching from view to edit.

Adding Images

1. Save the image you chose to the desktop, make sure to name it something that describes the picture and will be easy to recognize as your groups.
2. Do NOT select images that are extremely high in resolution or are large.
3. Look for images that end with ".jpg" these are smaller image files.
4. On the right hand side of your edit page click on the image and files tab.
5. Browse for the picture on the desktop
6. Once you found the picture select it and click upload
7. Insert image onto page by clicking on it underneath the image and file tab.
8. Don't forget to record where you found the image as you will need to include the link and a description of the picture in your resource section (*if you created the image be scanning it in include that detail in the resource section along with where you found it*)

Editing

1. You cannot have more than one group member editing your page at one time.
2. Any changes that are made are automatically recorded and viewable to other groups and teachers.
3. If at any point you feel that changes have been made to your groups page without your groups knowledge you must report it to your teacher immediately!

Commenting (asking questions on other Wiki pages and answering questions on your groups Wiki)

Asking a Question

1. As part of your grade **every member** of your group is required to ask 1 thoughtful and educational question to another group regarding the content of their Wiki page.
2. To do this you will go into the appropriate teacher and class period folder (if you are in period 6 you only ask questions to groups that are also in period 6).
3. Click on another Wiki page of your choice (remember this is done individually) and read through the contents of the Wiki.
4. At the bottom you may add a comment in the form of a question. The question should be related to the content of the information on the page and should in no way suggest anything negative about the work that the group has done.
5. The Cell Project Example Template has an example of an appropriate questions and response.
6. At the end of your question include your group number and your name so that you will receive credit.

Answering a Question

1. **Every member** of your group is also required to answer a question that someone has left on your Wiki.
2. The answers need to contain enough information to successfully answer the question but should not be more than a few sentences long.
3. Type your name at the end of the answer so that you can receive credit.

There can be no more than 5 questions per Wiki page and no less than 3 questions per page!

Do not comment on a page that has 5 questions, search for another page that has fewer questions!

Important Information Learned (*this space is for you to make notes during the creation of your project*)