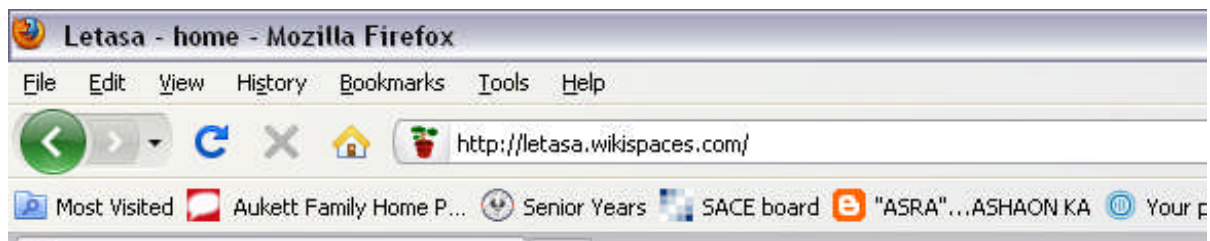# Using the Letasa wiki

- o A wiki is a space on the internet where **members** can share information.

- o Wikipedia is the extreme example, built entirely from contributions by the public.

- o Because we are educators, we are able to develop our wiki at **no cost**, and we can **control** who is a member, and only members have access to the site.

- o It can be whatever the members want it to be. Examples of the sorts of functions are:

    - o Uploading resources such as documents, spreadsheets and PowerPoints that other members can download
    - o Providing live links to websites and other on-line resources.
    - o Embedding images and videos (make them yourself or use YouTube and teacher tube clips)
    - o Create new pages and write the content
    - o Use the discussion forums which are restricted to members.

Some example content has been developed to illustrate the possibilities, but it is entirely up to the contributors.

How to access the wiki

When you are a member of the wiki, you simply type in the URL shown below (http://letasa.wikispaces.com) and log in.
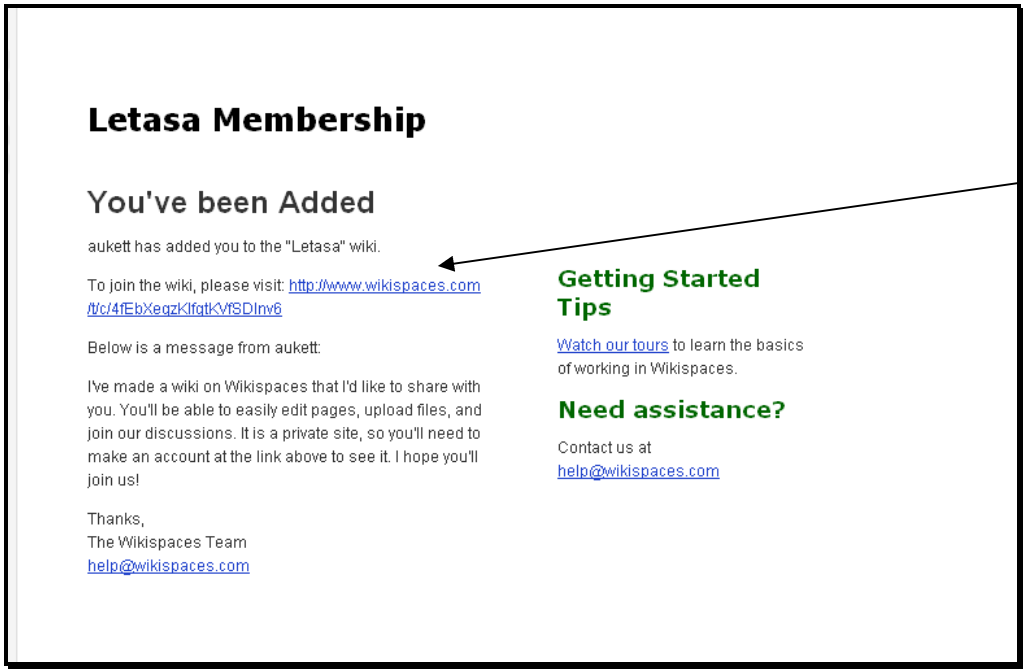

If you are not already a member then you have to join.

There are two ways to become a member. You can apply or be invited. All financial members of Letasa who supply an email address will be invited to join.

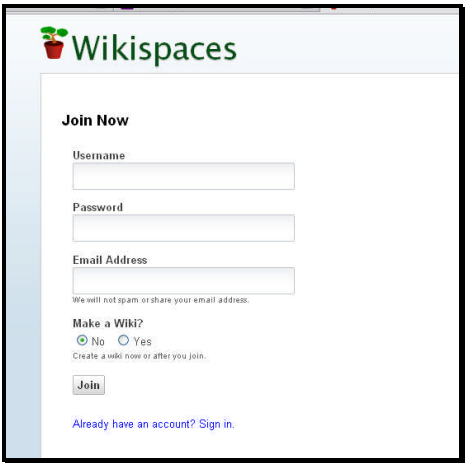On the next page is a step by step explanation of how this works.

1. One of the course organizers (who this is, is decided by us) will have generated an email which you will receive, something like this.

Letasa Membership

You've been Added

aukett has added you to the "Letasa" wiki.

To join the wiki, please visit: http://www.wikispaces.com/t/c/4fEbXeqzKlfgtKVfSDInv6

Below is a message from aukett:

I've made a wiki on Wikispaces that I'd like to share with you. You'll be able to easily edit pages, upload files, and join our discussions. It is a private site, so you'll need to make an account at the link above to see it. I hope you'll join us!

Thanks,
The Wikispaces Team
help@wikispaces.com

Getting Started Tips

Watch our tours to learn the basics of working in Wikispaces.

Need assistance?

Contact us at
help@wikispaces.com

2. clicking on the link provided will take you to the "sign in" screen:

---

guest · Join · Help · Sign In · wikispaces

🌱 **Letasa**

🏠 Wiki Home
👤 Join this Wiki
📅 Recent Changes
⚙ Manage Wiki
🔍 Search Wiki

Please Sign In

You have been invited to a private wiki. Please sign in or create an account to join this wiki.

Sign In

Username or Email Address

Password

Sign In ☑ Keep me signed in

Forget your password?

Create a new Wikispaces account.

Sign in with OpenID

If you need help, please contact help@wikispaces.com. Or visit our help section for more information.

Help · About · Blog · Pricing · Privacy · Terms · **Support** · **Upgrade**

3. Click on "create an account", which will bring up the "join now" screen;

🌱 Wikispaces

Join Now

Username

Password

Email Address

We will not spam or share your email address.

Make a Wiki?
⦿ No ○ Yes
Create a wiki now or after you join.

Join

Already have an account? Sign in.

4. fill in your details and click "join", and you will be an active member.

Or, if you can't wait to be invited, you can ask to join.

5. type in the address www.letasa.wikispaces.com

6. repeat steps 3 and 4 above.

7. you will see a screen which tells you an email has been sent

8. on the email you will be asked to confirm your email address

9. the organizer will receive an email and can either approve or deny the request

10. once confirmed you will see a screen like this one and you can start wiki-ing

Get into the wiki, explore its possibilities and practice adding stuff. The main thing to remember is to click on the EDIT tab if you want to change or add anything. And when you've done, click the Save tab to see what it looks like.

If there is a demand, Letasa can run "easy how-to" sessions for members.