**Wiki, Parts 1 & 2 (**Speakers: Mr. Dennis Dupps, CEEMS Technology Resource Specialist, UC; and Mr. Jack Broering, Resource Person, CEEMS, UC;June 22, 2015, 2:45 pm–4:30 pm)

The Wiki Workshop was jointly given by Mr. Dennis Dupps and Mr. Jack Broering. Mr. Denny Dupps has been a high school technology teacher at Indian Hill High School for the past 45 years, and is currently the technology resource person for the CEEMS program. Mr. Broering’s biography has been presented on page I-59 for the Engineering Design Process workshop and is so not repeated here.

The objectives of this session were delineated by Ms. Dupps as follows: “Create, enhance and share your wiki.” This session is predominantly set of precise steps to develop, sharpen and share a Google site or “wiki.” To begin, you must “create an account” and “sign in” to a Google account. This is most easily done by visiting the URL: [www.gmail.com](http://www.gmail.com), or, if you already have an account, more easily done by visiting: [www.sites.google.com](http://www.sites.google.com). Note, it is best to utilize Google Chrome as the browser for this exercise.

Once you have logged into sites.google.com, you can select your site named as follows, “First Name Last Name Year.” You can then begin editing your “Home” Page by selecting, “Home,” then selecting the “edit” button which is symbolized with a “pencil” featured in the top right of the page:

The “Home” page will feature your biography, including your portrait. To insert an image, you select “Insert” from the left most tab under, “Home.” Then, select “Image.” If you are in the CEEMS program, the image has been shared in Google Drive. Otherwise, you can select an image from your hard drive. To make the text fit around your image, ***right-click*** on the image, then, select the “Wrap-on” feature, highlighted in the screen shot shown in **Figure 1** below.



**Figure 1: (a) Sign in Screen for Gmail; (b) Sign in Screen for Google Accounts, Such as Google Sites**

|  |  |
| --- | --- |
| **(a)** | **(b)** |

**Figure 2: (a) Top-Right Toolbar; and (b) Top-Left Toolbar**

Now that your “Home” page has an image for your “bio,” you can add important biographical information, such as the following: Name, Education, School, Location, Subjects Taught, as well as a summary. To make your schedule transparent for potential school-visitors, you should add your schedule. If your schedule is in a document on your school’s website that you would like to link to this page, you can use the “Insert” tab (top left corner of the page), then “link.” Alternatively, you can display your schedule in a table, by selecting, “Insert,” then “Table.” Your table can have just the number of rows and columns to meet the needs of your schedule; for example, the screen shot, above, uses six columns and six rows to display a A-day/B-day block schedule.

Once your “Home” page includes your wrapped image, biographical information, summary, and schedule, you can determine how accessible your site is to the world wide web, as well as who has rights to your site. To share your page or change its visibility, exit the “edit” mode by clicking the “Save” button on the top right of the page, shown right. Next, in the top right corner on your page, select, “Share.” In this share window, the site’s visibility has three options, which can be selected by clicking, “Change…” On this page, you can select one of three options, shown right. CEEMS/RET prefers the “Public” visibility option as it allows a broader audience to both search and view your Unit(s).

Also, in the share window, you can invite other users using the gray space labeled, “Invite People.”



**Figure 2: Screenshot of “Home” Page of Wiki, Showing an Image with “Wrap On,” Biographical Information and a Sample Course Schedule**

Also, in the share window, you can invite other users using the gray space labeled, “Invite People.” Prior to submitting a user’s email address, you should determine the access you are providing. For instance, Mr. Dupps should be given rights, “is owner,” in order to access and provide modifications to your unit materials, which can be done by adding duppsd@gmail.com. However, your coach or a colleague should be given, “Can View.” Also, if you have a collaborator you wish to allow the ability to edit your page, you provide them “Can Edit” rights here as well.

Your shared site details might look like that shown in **Figure 3** below:

|  |  |
| --- | --- |
| **(a)** | **(b)** |

**Figure 3: (a) Screenshot of Visibility of Your Wiki; and (b) Screenshot of Sharing Options and User Access**

For some supplemental information about bolstering your wiki, you can access following URLs: <https://goo.gl/eiQbD8> and <https://youtu.be/Tq9lba>.