

Wikis: PBWorks Board Policies and Related Settings

Overview

- PBWorks has been purchased as part of a Web 2.0 Toolkit for the purpose of creating wikis.
- Completion of the CyberSense Online Training Course is required prior to the creation of any wikis.
 - Visit <http://cybersense.wcpss.net> for more information on this training course.

IMPORTANT: This guide provides the information and instructions to assist you in using wikis including:

- Board Policies
- Workspace (wiki) Settings Recommendations and Requirements

Related Board Policies

It is the workspace administrator's responsibility to comply with all board policies and procedures.

The use of PBWorks is bound by the following board policies:

- **2313/3013/4013** and related R & P: Employee Acceptable Use of Electronic Resources.
- **6446** and related R & P: Student Acceptable Use of Electronic Resources.

Basic Settings

About this Space

Enter the following:

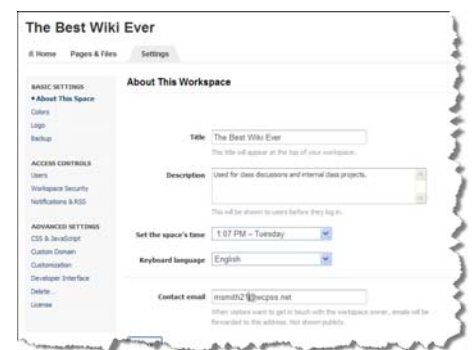
- Title

NOTE: If students will be users in your workspace, Board Policy 2313 requires a signed Photograph/Name Release for Web Site Development form under the following conditions:

1. Workspace name or title contains identifiable information such as School name, teacher name, student name, grade or class.
 - For example, a workspace name of Mrs. Smith's 5th Grade Class would require a signed form from each student.

- OR -

2. Student first or last names are used.





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- Description
- Contact E-mail
 - This **MUST** be a WCPSS e-mail account.
 - All workspaces not associated with a WCPSS e-mail address will be deleted during routine account cleanup processes.

Colors

- Select color scheme

Logo

- WCPSS logo has been preloaded

Backup

- From PBWorks:
“While PBworks provides industry-leading data integrity and offsite backup, we also offer our customers the option to download a ZIP file of your pages and files here. (Note: PBworks cannot restore pages or files once you delete them.)”

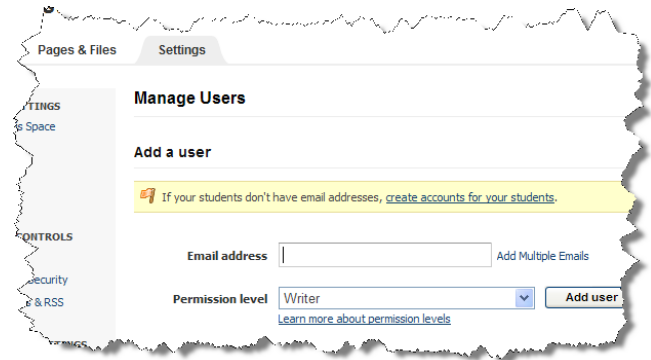
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Access Controls

Users

1. Enter the **e-mail addresses** of people you wish to have access to your workspace.

2. Select the appropriate permission level. Refer to chart below for guidance. Additional information is available in the online help.
 - Administrator
 - Editor
 - Writer
 - Reader



3. Click **Add User** button

Common Workspace Activities

Activity	Administrator	Editor	Writer	Reader
Create and edit pages	✓	✓	✓	
View a page	✓	✓	✓	✓
Rename or delete a page	✓	✓		
Change page security	✓			
Create, rename or delete a folder	✓	✓		
View the contents of a folder	✓	✓	✓	✓
Move a page or file from Unfiled Items into a folder	✓	✓	✓	
Move a page or file from a folder into another folder	✓	✓		
Move a page or file from a folder into Unfiled Items	✓	✓		
Change folder security	✓			
Upload a file or a new version of a file	✓	✓	✓	
View a File	✓	✓	✓	✓
Rename or delete a file	✓	✓		
Access and change workspace settings	✓			
View comments on a page	✓	✓	✓	✓
Create a comment on a page	✓	✓	✓	✓
Delete a comment on a page	✓	✓		
Create and/or remove page tags	✓	✓	✓	
View page and file history	✓	✓	✓	
Revert pages and files to a previous version	✓	✓	✓	
Delete previous revisions of pages and files	✓	✓		
Add HTML to a page	✓			

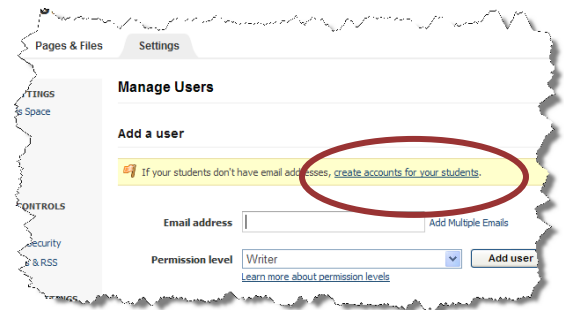
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Student User Accounts

1. Click **create accounts for your students**.
2. Follow the on-screen instructions to create the student user accounts.

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- OR -
2. Student first or last names are used.

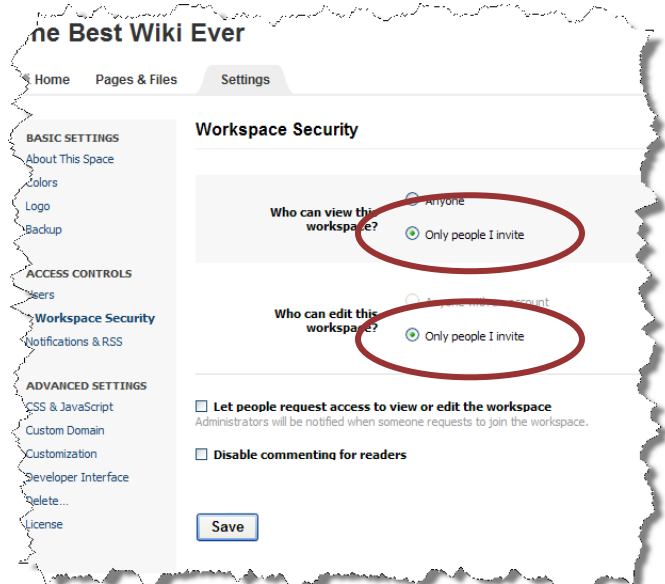


3. **Print** the list of accounts for your reference.

Note: These student user accounts will only apply to this particular workspace.

Workspace Security

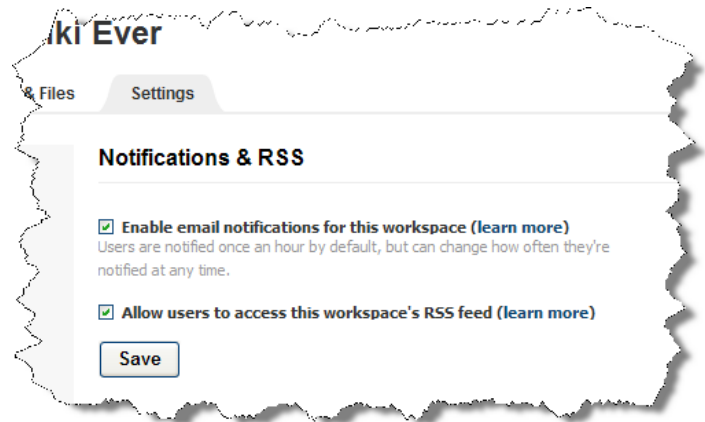
- Anyone means **ANYONE** and **EVERYONE**
- It is recommended that you leave the settings as:
 - Only people I invite for both settings
- Let people request access
 - Personal preference
- Disable commenting for readers
 - Personal preference



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Notifications & RSS

- Make selections based on personal preference.



Advanced Settings

- No changes are required in this section