

WIKIS/SITES - ACTIVITY CHECKLIST

RESOURCES:

→ See Tech4T&L: [Wiki Overview](#)
· [Ch4 Wikis: Easy Collaboration for All](#)

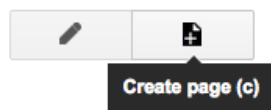


The goal of this activity is to gain a foundational understanding of some of the features of Wikis so that you can create your own Open Educational Resources (OERs) & Learning modules, object, or ePortfolio in the future

I. MAP IT! Draft a Site Map first [e.g. layout the key areas]

II. Create a New Google Site

- ___ Decide on Title & Use Boxer Apps
- ___ Add Display Name, Choose a Web Address
- ___ Add description & invite zijd1751@pacificu.edu
- ___ Choose the standard default to start [you can customize later]



III. Create Pages & Explore the 4 kinds of Templates

In the top right, click on the Create Page button beside the pencil
There 4 types.

Create **one page for each** template

- ___ Web [standard default]
- ___ Announcements journal or blog format]
- ___ File Cabinet [to organize attachments & links]
- ___ List [for organizing in columns]

Page Layout 101: [Link to TIPS](#)

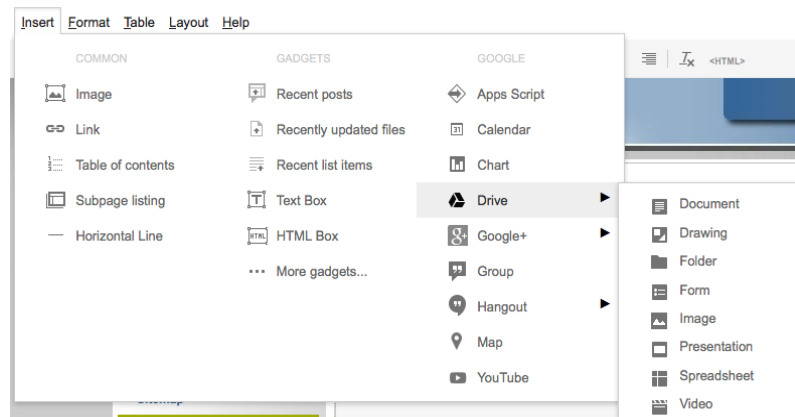
IV. Explore Inserting Objects into Pages: **** ONCE YOU HAVE CONTENT!**

COMMON: ___ Image & wrap text ___ Link & Make Live ___ Table of Contents [need content in page first] ___ Horizontal Line

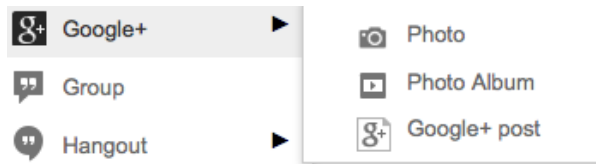
GADGETS: ___ Recent Posts ___

GOOGLE: Content

- ___ Calendar
- ___ Chart
- **Drive:**
- ___ Document
- ___ Drawing
- ___ Folder
- ___ image
- ___ presentation



- ___ Spreadsheet
- ___ Video
- **Google +:**
- ___ Photo
- ___ Photo Album
- ___ Google + post



V. Explore More Actions in Wiki

Page actions

More actions (m)

Page actions	
Revision History	g then r
✉ Subscribe to page changes	f
Page settings	u
🖨 Print page	⌘ + p
📄 Copy page	Shift + c
Move page	Shift + m
🗑 Delete page	Shift + 3
Preview page as viewer	g then p
Page templates	
Save as page template	
Change page template	Shift + t
Site actions	
✉ Subscribe to site changes	Shift + f
Edit site layout	Shift + L
Manage site	g then m
👤+ Sharing and Permissions	Shift + s

Page Actions:

- ___ Revision History
- ___ Navigation
- ___ Subscribe
- ___ Settings
- ___ copy
- ___ move
- ___ delete

Page Templates

Site Actions:

- ___ Subscribe
- ___ Edit Site Layout
- ___ Manage Site
- ___ Sharing & Permissions
- Customize

Other? [What else did you explore?]

Evaluation: Use the following scale to rate your work & state why you chose this score

5 Mastery	3-4 Competent	1-2 Emergent
Wiki is developed beyond the features outline in this guideline, thereby demonstrating excellence in meeting expectations and/or requirements of the competency	All features have been addressed demonstrating that the wiki meets expectations and/or requirements of the competency	Requires improvement to meet expectations and/or requirements of the competency

Comment on how professional your wiki looks and why [e.g. content, page layout, site layout]. What else you would like to do to improve your wiki?

Debrief: What might you create a new Wiki for? [Survey](#)