Creating a Professional Learning Community Wiki

> Wiki is a "backronym" for what I know is . . .
>
> We *can* wiki!

Step 1: Create a PBworks Account

a. Visit this link to create a new PBworks account with your email address.

   https://my.pbworks.com/?p=create

b. In the form provided, fill out your email address, name, and password and click Submit.

c. You'll receive an email from PBworks Registration with a link you must click to activate your new account.

d. Finally, log in to my.pbworks.com to access your new account.

Step 2: Create a new workspace

Once you are able to log in to my.pbworks.com, you'll be able to create a new workspace. When logged in to my.pbworks.com, click the "Create a new workspace" link in the lower right corner, in the yellow box.

28 views   1 min ago   ☑   Leave this workspace

ace you administer   other spaces: **editor** access or lower

change

individually, i.e. you might get two emails in a given hour about two different

Join a workspace

Enter the name of the workspace

Submit

Create new workspace
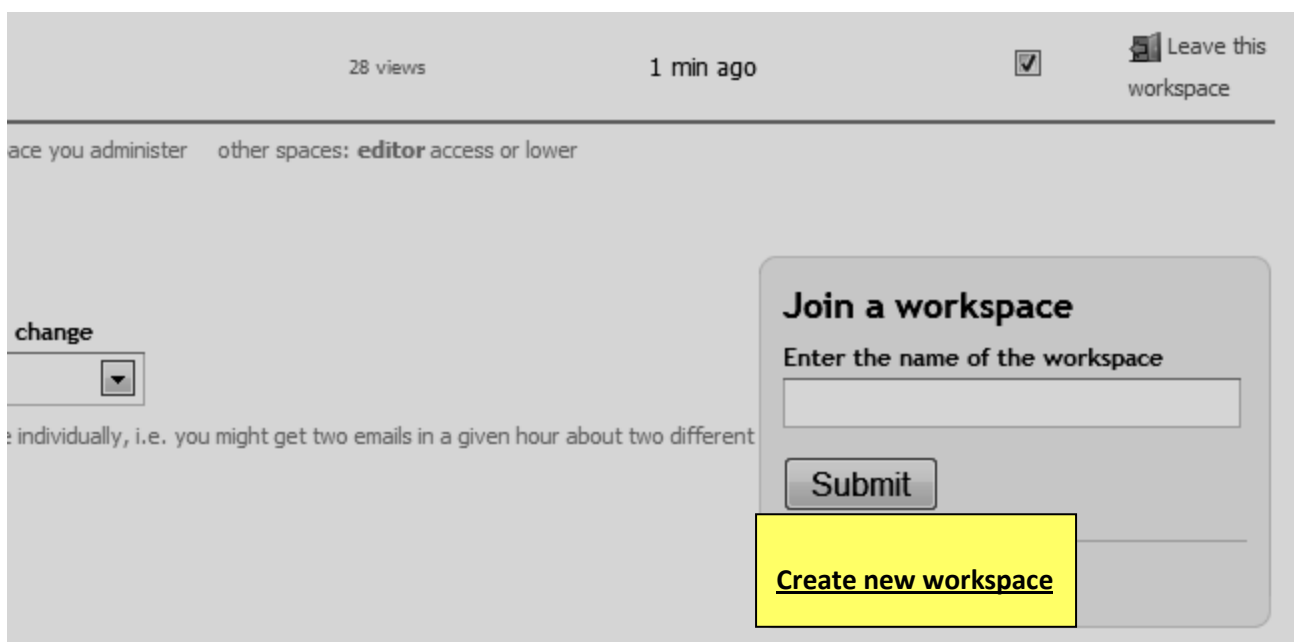
a. Click on **Create an academic workspace**. Or, click "free solution" at the bottom of the page to create a free workspace.
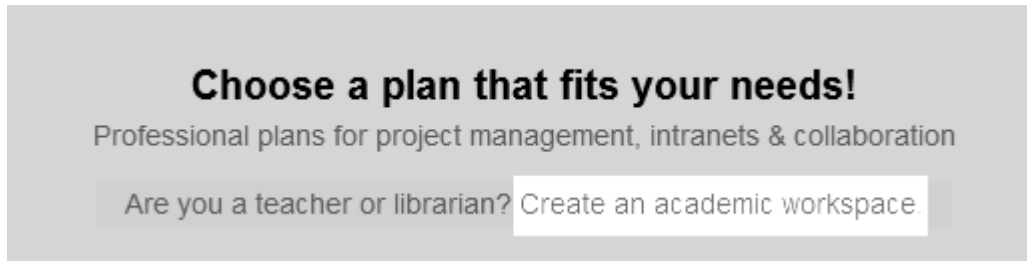
b. Once you've selected the version you want, you'll be presented with this screen. First, give your site a name (only letters and numbers are allowed). This will be the location (URL) for your site on the internet. All workspaces have a name that is accessible through http://XXXXXXX.pbworks.com, where XXXXXXXX is your workspace name.
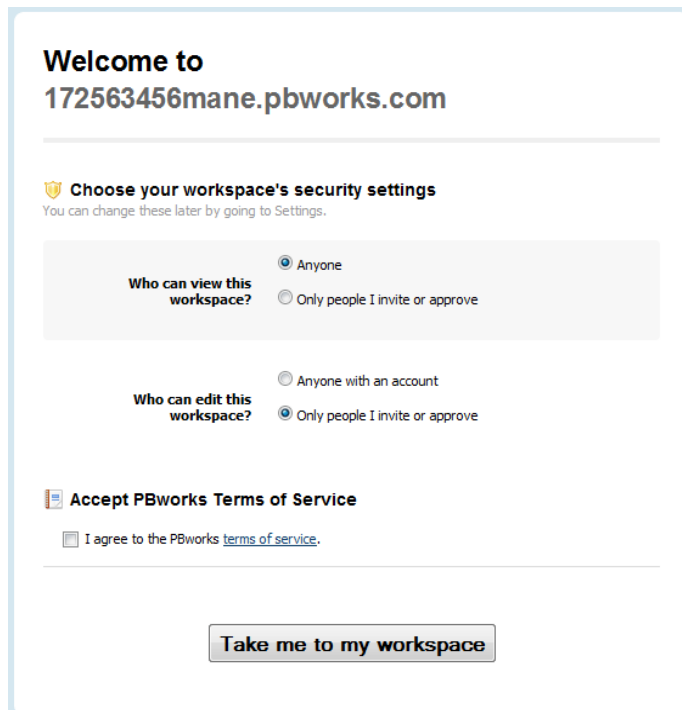
c. Next, select the category you're creating this workspace in, and select a company type and purpose from the dropdown selections. Finally, click Next to go to the next step of Workspace Set up.

Step 3: Workspace set up

 This final step lets you set the security standards that need to be enacted on the new workspace. Please make these decisions carefully, as they determine if your data is private or publicly available. *If you're making a site you want to be viewable to the public, select* **"Anyone"** *for the "Who can view this workspace?" question.*   If you want any of your data to be private, set this setting to "Only people I invite or approve". Please be aware that by setting this setting to "Anyone", all pages and content will be available to be read by the public. In the free editions of PBworks, this is the only setting that you can use to control if your pages will be private or public.

Next, choose who can edit your workspace. Making your workspace editable by anyone with a PBworks account is generally not a good idea, since PBworks accounts are very easy to make and workspaces with such permissive settings can be easily vandalized. To maintain control of your workspace, keep this option set to **"Only people I invite or approve"** unless you're starting a site for a very large audience and a large number of participants.

Once you've set your security settings, and have checked the box to agree to the terms of service, click the "Take me to my workspace" button to complete the set up.