Wiki Overview

Your wiki URL: http://muleadership.pbworks.com

We use a wiki site called pbworks.com for collaborative work. At this moment, the site is not set up to use your Maryville email username and password, so you will need to set up an account on the system in order to participate.

1. The email you received will have a link inside that you can click to log in to your account. Click "Log in here" to log in to your account.
2. If you do have a PBworks account, you'll be expected to supply your current email address and password. If you've forgotten your password, you can use the link below to reset it.
   
   https://my.pbworks.com/?p=forgot

3. If you don't have a PBworks account with your email address, then you'll be shown a field where you'll be able to set your account name and password.

   After you do this, you'll be able to log in to the link below:

   https://my.pbworks.com

   or you can go directly to the wiki site:

   http://muleadership.pbworks.com/

Logging in

Visit the log in page for the site and “request access”. This will send an email to the wiki administrator, who will set up your access in the class. Once done, you will be able to set up a password and enter the wiki.

If you forget your password

Go to https://my.pbworks.com/?p=forgot to have a password reset e-mail sent your way!

Setting up email

You can add a second email address to the site to get email notifications of changes sent to your addresses. Go to “account” then select the “email” tab and enter your email address OR you can go to “settings” and enter it there. Then go to “Notifications &RSS” and check the box next to the text that says “Enable email notifications for this workspace” which will let you receive email alerts whenever there has been activity on the wiki. This is a useful way to monitor the site without having to log in all the time.

Changing your password

Go to “account” then select the “Email” tab. You can change your password here.

Adding a picture

Go to “account” and make sure you are on the “Profile” tab. Scroll down to the “Profile Picture” area and select an image or photo that represents you.
Wiki Instructions

Editing and Navigating pages

To edit a page of any workspace, simply click the "Edit" tab while viewing the page (shown below).

When the page is in edit mode, the editor toolbar will appear, and you'll have the ability to change the text on the page. Keep in mind that only one person may be editing a page at one time.

To Save your changes, click the Save button in the lower left corner of the page.

View mode

The View and Edit tabs show you what mode you're accessing the page content in.

- The View tab shows you a web page on the workspace: you're looking at the rendered HTML and images that have been added to the page. This is what users see first when they encounter your workspace.
  - When you navigate around a workspace, you are automatically in View mode.
  - When you click the View tab while in Edit Mode, PBworks prompts you to save the page and returns you to View Mode.
- The Edit tab puts you into Edit mode and allows you to modify the contents on the page. The editor is covered in much greater detail at the following URL http://usermanual.pbworks.com/Editing

Determining who has done what and when: Page history

This is where independent page revisions are stored. Here you can browse, compare, or revert to previous page revisions. If you like, you can also delete one or more revisions.

You can also access a page's history from the Pages & Files area by clicking on a linked number in the "Revs" (Revisions) column.

Best Practices

Naming Schemes
When creating new objects on PBworks, whether they be workspaces, a page, a file, or a folder, naming schemes should be descriptive, informative, and brief.

Workspaces
When using a PBworks workspace, naming a workspace is one of the first steps towards getting started. Use a workspace name that describes the use of the workspace but isn't too long.

Files
Files can quickly get out of control and become hard to find. Use folders to organize workspace files and then give files relevant names to be quickly found once again. Try not to upload files with generic names like Photo1.jpg, because they can be easily replaced by another user uploading that same file name. Unique, short, identifiable
names will ensure success on document collaboration. For example "BWCT09.pbworks.com" is more memorable (and easier to type!) than "boundrywaterscanoetripsummer2009.pbworks.com". Try using acronyms if possible.

Pages
Much like files, pages can also quickly get out of control. A workspace being used for meeting agendas could have a folder called "Meeting Notes". Each page would have its own page; "Meeting Notes 06092009", "Meeting Notes 06102009", etc. Users will be able to see at a glance what this page is about and when the meeting took place.

Folders
As mentioned above, folders can be used to organize the pages and files on your workspace. Keep them neat and small in order to make searching for information easy on users. The user manual "Screenshots" folder is unwieldy at 200 files, so it can be broken into multiple folders - "Screenshots-PBworks Account", "Screenshots-Editing", etc. By keeping the high level topic (Screenshots) at the front of the folder name, the folders will be easily organized and searchable in the Pages & Files Interface.

Browser Issues

If you have problems logging in
Check to make sure that your browser’s security settings are set to accept cookies, as a log-in cookie is necessary to maintain your "signed-in" status as you move within or among your accessible workspaces.

To Enable Cookies in Internet Explorer

1. Click on the Tools menu option;
2. Click on Internet Options;
3. Select the Privacy Tab;
4. Set your privacy level to Medium-High or lower to ensure that your browser will accept your workspace's log-in cookie;
5. Click on the Apply button;
6. Click on the OK button.

To Enable Cookies in Firefox

1. Click on the Tools menu option;
2. Click on Options;
3. Select the Privacy Tab;
4. Click the box next to "Accept cookies from sites" to place a checkmark to ensure that your browser will accept your workspace's log-in cookie;
5. Click on the OK button.

To Enable Cookies in Safari

1. Click on the Edit menu option;
2. Click on Preferences;
3. Select either the "Always" or "Only from sites you navigate to" Accept cookies option to ensure that your browser will accept your workspace's log-in cookie.

To Enable Cookies in Chrome
1. Click on the "Wrench" icon;
2. Click on Options;
3. Select the Under the Hood tab;
4. Scroll down to Cookie Settings and select "Allow all cookies";
5. Click on the Close button.

If you want more information on how to, check out this link:
http://usermanual.pbworks.com/w/page/11632089/FrontPage
or contact Julie Bergfeld at 314-529-9620 or jbergfeld@maryville.edu