

▶ Login & Turn Editing On	
<ol style="list-style-type: none"> <li>In IE or FireFox, go to : <a href="http://smccd.mrooms.net/">http://smccd.mrooms.net/</a> Log in using your G number and 6-digit birthdate MMDDYY. (You can change this.)</li> <li>Select link and click <b>Turn Editing On</b> button</li> </ol>	
▶ Wiki Features & Uses	Podcast 41
<p>The WebAccess Wiki module enables participants to work together on web pages, to add, expand and change the content using a web browser. <i>Old versions are never deleted and can be restored.</i> Use for:</p> <ul style="list-style-type: none"> <li>student essays – essay development</li> <li>student collaboration on papers</li> <li>peer editing/review</li> </ul>	
▶ Create Groups	Podcast 42
<p>Select <b>Groups</b> from the <b>Admin</b> block.</p> <ol style="list-style-type: none"> <li>At the bottom of the center column, enter a group name and click <b>Add new group</b> (center column)</li> <li>Select the group name, then select student names in the left column to be included.</li> <li>Click <b>Add to group</b> button. Repeat for more groups.</li> </ol>	
▶ Create a Wiki Activity	Podcast 43
<p>Select the <b>Wiki</b> option from <b>Add an activity</b> menu.</p> <ol style="list-style-type: none"> <li><b>Name:</b> Create a name for the Wiki;</li> <li><b>Summary:</b> write brief description of Wiki activity</li> <li><b>HTML Mode:</b> HTML only (enables formatting)</li> <li><b>Allow binary files:</b> Yes (if you include images)</li> <li><b>Page name:</b> if you want initial page name to differ</li> <li><b>Choose initial page:</b> upload a TXT page option</li> <li><b>Group Mode:</b> Create groups for separate wikis.</li> <li><b>Save changes</b></li> </ol>	
▶ How to Wiki	Podcast 44
<p><b>View Pages</b> – Click View tab <b>Edit Pages</b>– text box with formatting tools appear (but not in Safari. Use <a href="#">FireFox</a> browser instead.)</p>	

<p><b>Create Pages:</b> Create a page by naming it in the text of an existing page.</p> <ol style="list-style-type: none"> <li>Enclose in square brackets [My Wiki Page]. <b>Save</b>.</li> <li>In the <b>View</b> mode, text that has been given a wiki page name will have a '?' after it. Clicking on the '?', enters "edit mode" for that page.</li> <li>Enter text, save and you have a new wiki page.</li> </ol> <p><b>Delete Pages</b> Use Admin menu in upper right corner <b>History</b> click History tab to view different versions.</p> <ul style="list-style-type: none"> <li><a href="#">Browse</a> lets you view version</li> <li><a href="#">Fetch-back</a> let you edit that version</li> <li><a href="#">Diff</a> – lets you see changes in red</li> </ul>	
▶ View Wiki Work	Podcast 45
<p>Select the <b>Wiki</b> link from the <b>Activity</b> block.</p> <ol style="list-style-type: none"> <li>Select the name of a Wiki</li> <li>If using groups, select a group (upper rt. menu)</li> <li>Use <b>History</b> tab to view work contributions.</li> <li>Use Choose <b>Wiki Links</b> menu to sort pages.</li> </ol>	
▶ Blog Features & Uses	Podcast 46
<p>Blogs are useful for sharing information, posting work-to-date, or any other kind of information that need be arranged by most recent date and time. They can be shared or personal. Examples:</p> <ol style="list-style-type: none"> <li>Diary or journal writing</li> <li>Exposition topic writing; free-writing</li> <li>Logging or documenting process (lab)</li> <li>Event blogging – giving information as it happens</li> </ol>	
▶ Add a Blog Entry	Podcast 47
<p>Blogs in WebAccess can be kept personal or shared with the class depending on how the user chooses to "publish" it. Blogs can be accessed either through the</p> <ul style="list-style-type: none"> <li>Profile page (Blog tab at top) or</li> <li>Blog block (Enable the block, in Add Block menu.)</li> </ul> <p><b>Add a new entry</b> (select this link)</p> <ol style="list-style-type: none"> <li><b>Entry Title:</b> enter a name</li> <li><b>Publish to:</b> <ul style="list-style-type: none"> <li>Yourself (only you)</li> <li>Anyone on this site (registered WebAccess users)</li> <li>Anyone in the World (incl. WebAccess guests)</li> </ul> </li> </ol>	

<ol style="list-style-type: none"> <li><b>User Defined Tags</b> (optional) These are keywords used to search for content within the SMCCD WebAccess community.)</li> <li><b>Blog Entry Body</b> – enter text or images</li> <li><b>Save.</b> Use the <b>Edit/Delete</b> links at lower right of the entry if you need to make changes.</li> </ol>	
▶ Journal Features & Uses	Podcast 47
<p>In a journal activity, the instructor asks the student to reflect on a particular topic, and the student can edit and refine the answer over time. This answer is private and can only be seen by the teacher, who can offer feedback and a grade on each journal entry.</p> <ul style="list-style-type: none"> <li><b>Learning journal</b> - record thoughts, reflections, feelings, personal opinions, for an educational exper.</li> <li><b>Diary</b> record thoughts, reactions to learning exper.</li> <li><b>Professional growth</b> – record advances in professional growth and development.</li> <li><b>Interactive Reading log</b> - keep critical reflection on information while reading it.</li> <li><b>Theory log</b> - make notes on theoretical concepts, salient points, truths, bridges to known theory, ideas to be tested, and gaps in the knowledge.</li> </ul> <p><b>Benefits</b> Personal growth and development; intuition and self-expression; problem solving, reflection/critical thinking, overcoming writing blocks, stress reduction</p>	
▶ Create a Journal Activity	Podcast 48
<p>Select the <b>Journal</b> option from <b>Add an activity</b> menu.</p> <ol style="list-style-type: none"> <li><b>Journal Name:</b> Create a name for the journal</li> <li><b>Journal Question:</b> enter questionBe specific about your expectations, length of writing, due date, etc.</li> <li><b>Grade:</b> indicate whether activity is to be graded</li> <li><b>Days available:</b> no</li> <li><b>Group Mode:</b> if using groups. <b>Save changes</b></li> </ol>	
▶ View and Grade Journals	Podcast 49
<p>Select the <b>Journal</b> link from the <b>Activity</b> block.</p> <ol style="list-style-type: none"> <li>Select the name of the journal activity</li> <li>In the top header, click "View X journal entries"</li> <li>Enter comments, select Grade. <b>Save</b></li> </ol>	