



*Advancement Via Individual Determination*

*Lenoir County Public Schools*

# Coordinator's Wiki Manual

<http://lenoircountyavid.wikispaces.com>

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## First Steps

Join Wikispaces <http://www.wikispaces.com>

Already a member? [Sign in](#)



Create simple web pages  
that groups, friends, & families  
can edit together

[Tours](#) · [Pricing](#) · [Private Label](#)

“ I am totally blown away with this service. So  
simple and clean. - David Friedman ”  
[more quotes](#)

**Join Now!**

1. Pick a username
2. Set your password
3. Enter your email address

We don't spam or share your email address.

4. Space name (optional)  
 .wikispaces.com

[Terms of Use](#)

**Private Label**

Wikispaces For Your University  
Simple. Secure. Hosted.  
[Learn More >](#)

Watch this great Video: Wikis in Plain English

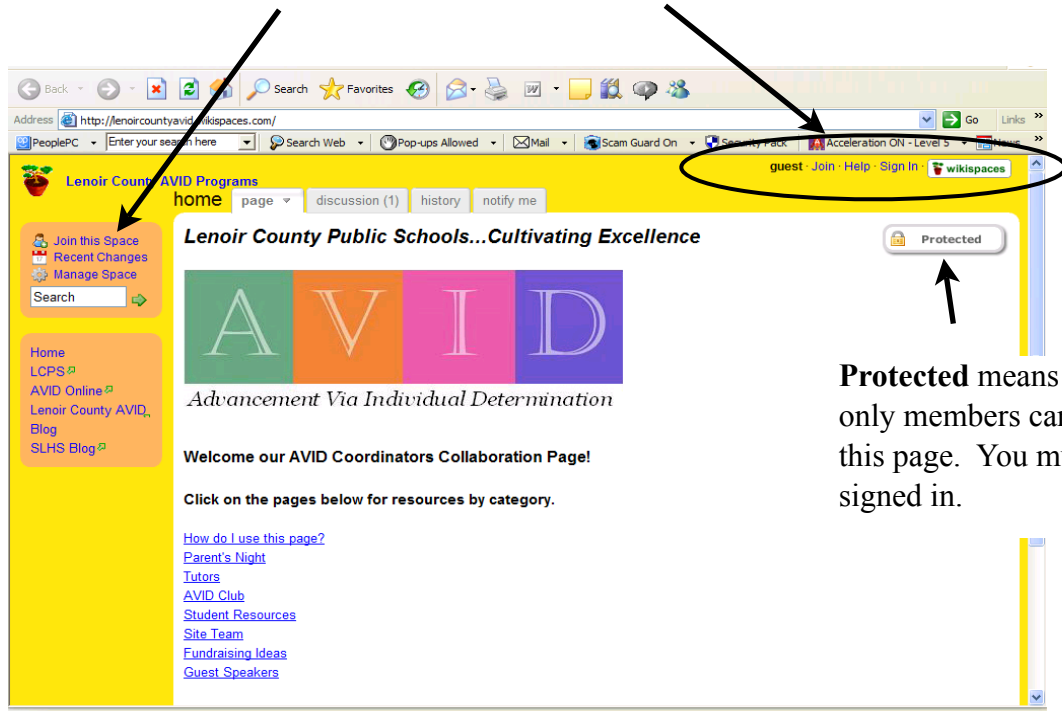
*This entertaining short video explains how a wiki works  
and why using a wiki to collaborate makes so much sense!*

<http://dodsub.com/films/wikisinplainenglish/>

## Welcome to the Lenoir County AVID Wiki

<http://lenoircountyavid.wikispaces.com>

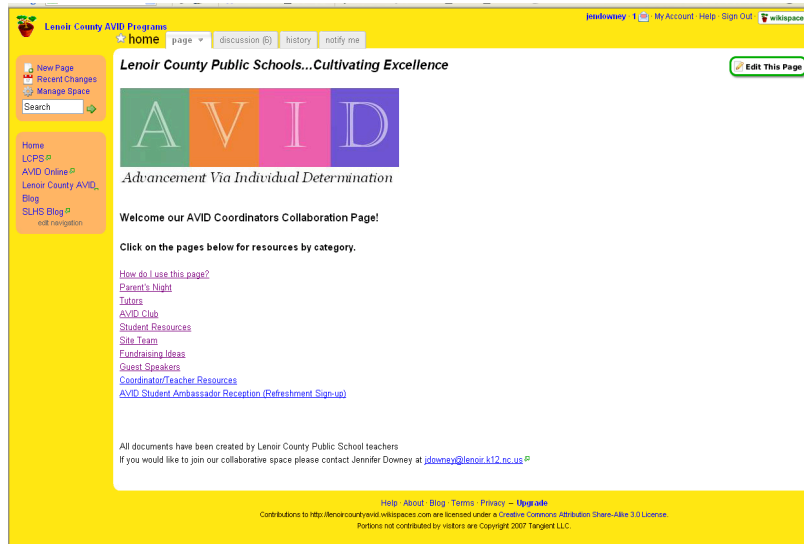
To get started adding or editing you can either request to Join this Space\* or Sign-in to Wikispaces



**Protected** means that only members can edit this page. You must be signed in.

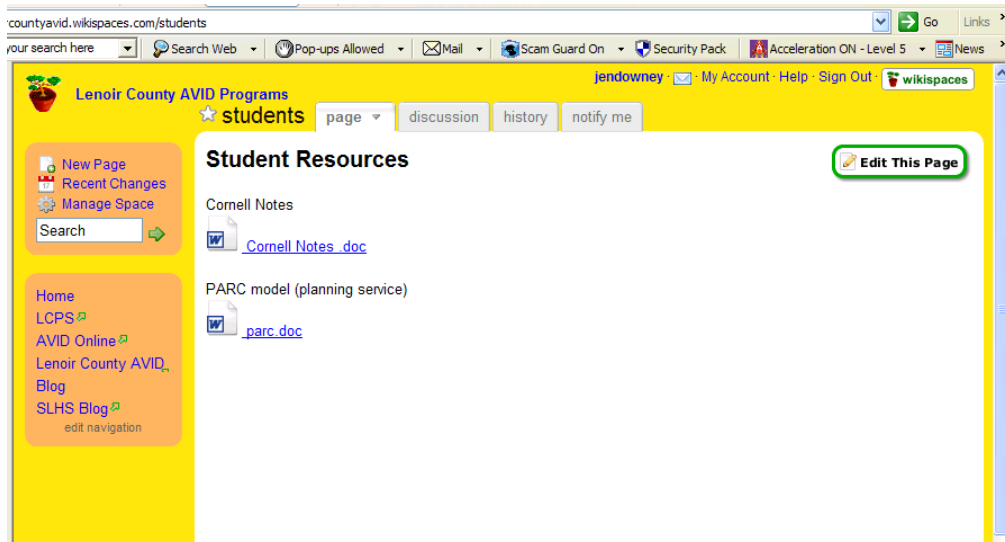
\*If you registered and created your account via the invitation email I sent you then you can sign-in to edit this page.

Once you sign-in your page should look like this

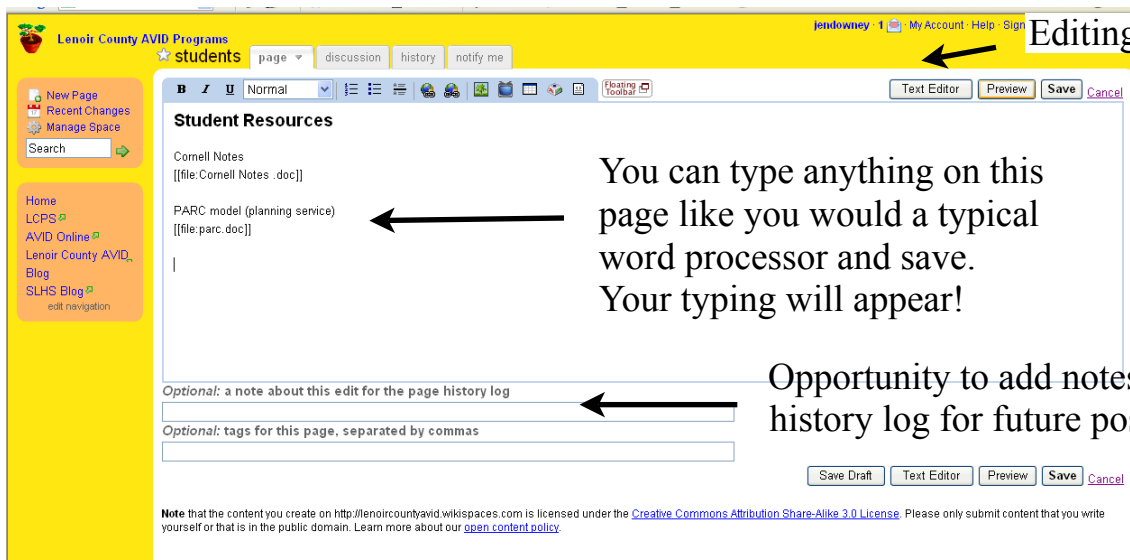


You are now able to Edit this Page

## Editing A Page



Click on  
Edit This Page



Editing toolbar

You can type anything on this page like you would a typical word processor and save. Your typing will appear!

Opportunity to add notes to the history log for future posters

## Understanding the Edit Toolbar

Always remembe to  
SAVE your changes



## Inserting a File or Image

Before inserting a file or image, it must be uploaded to wikispaces

**Step 1** Click Here



**Step 2** Browse to locate your file

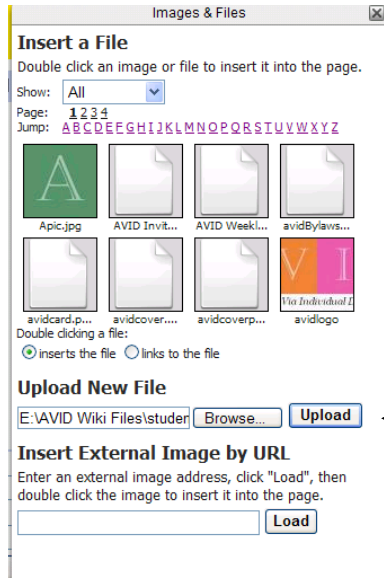
Files and images previously uploaded

**Step 3** Select Your file

Inserting a File or  
Image Continued...

#### Step 4

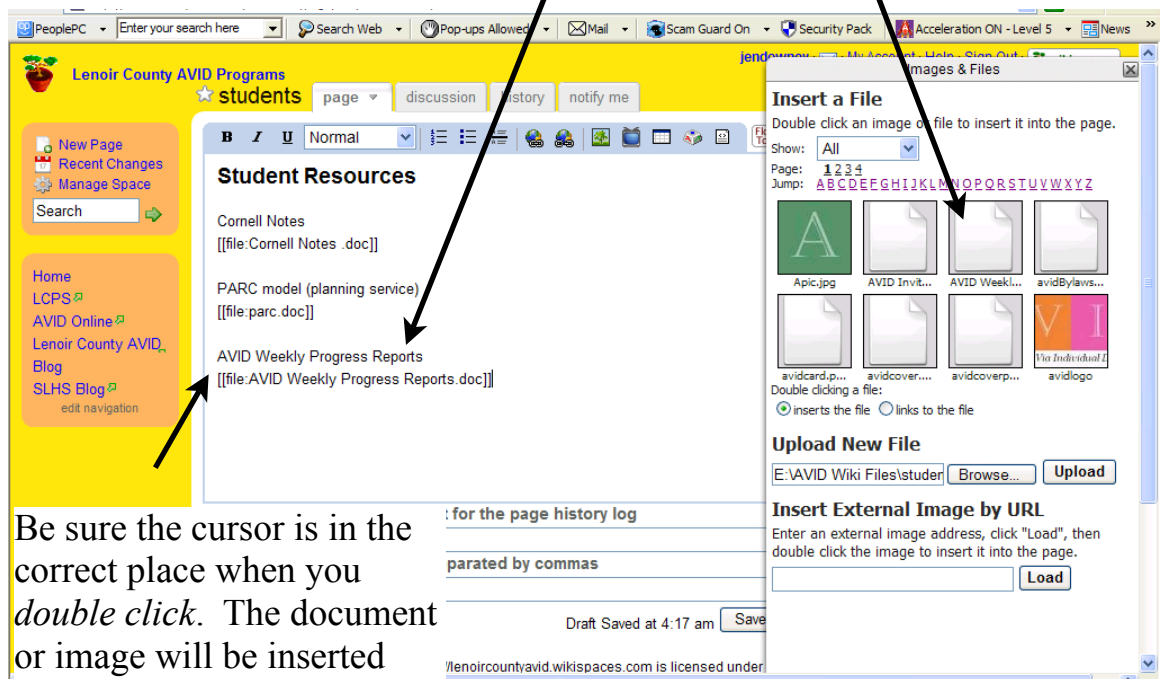
Your file should now  
appear here



#### Step 5

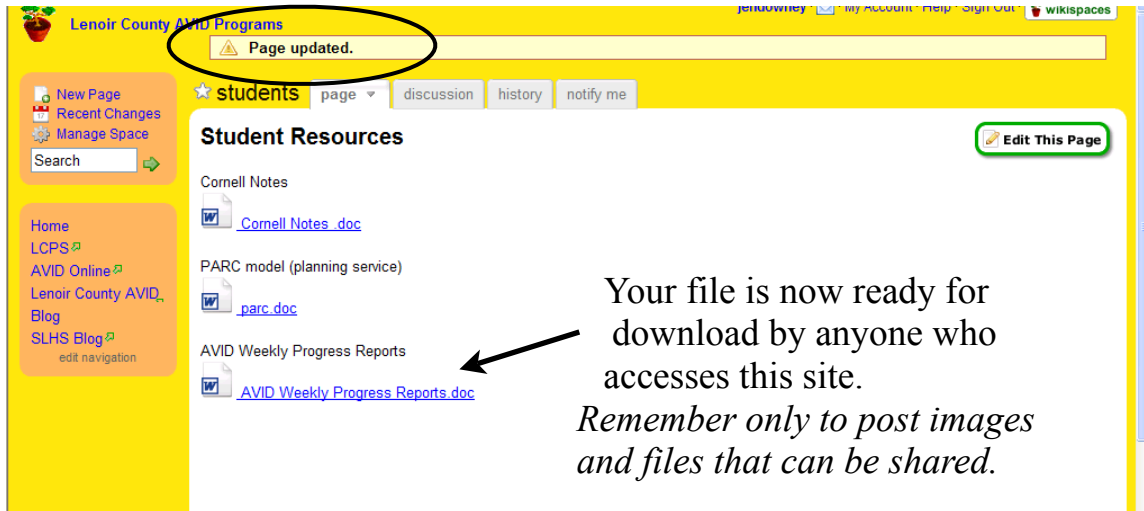
Click Upload to add  
your file to Wikispaces

File is now here.  
*Double Click  
to add to page*



Be sure the cursor is in the  
correct place when you  
*double click*. The document  
or image will be inserted  
wherever your cursor is  
resting.

Look at what you did! Great Job!



The screenshot shows the 'Lenoir County AVID Programs' Wikispaces page. A yellow notification bar at the top says 'Page updated.' with a warning icon. Below the navigation tabs (home, discussion, history, notify me), the 'students' tab is selected. The 'Student Resources' section lists three items: 'Cornell Notes' with a link to [\\_Cornell Notes.doc](#), 'PARC model (planning service)' with a link to [\\_parc.doc](#), and 'AVID Weekly Progress Reports' with a link to [\\_AVID Weekly Progress Reports.doc](#). An arrow points from the text 'Your file is now ready for download by anyone who accesses this site. Remember only to post images and files that can be shared.' to the 'AVID Weekly Progress Reports' link.

Page updated.

students page discussion history notify me

**Student Resources** Edit This Page

Cornell Notes  
[\\_Cornell Notes.doc](#)

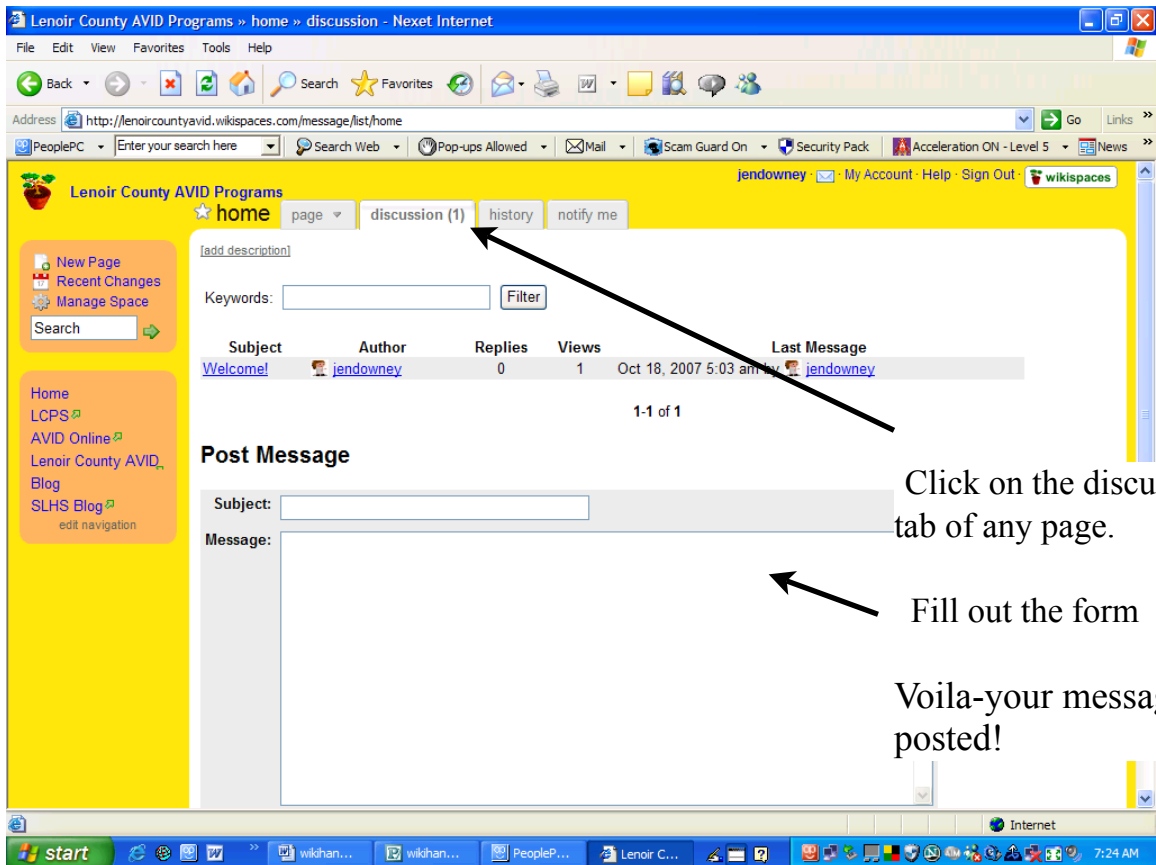
PARC model (planning service)  
[\\_parc.doc](#)

AVID Weekly Progress Reports  
[\\_AVID Weekly Progress Reports.doc](#)

Your file is now ready for download by anyone who accesses this site.  
*Remember only to post images and files that can be shared.*

## Posting a message on the Discussion Board

*Avoid a million e-mails back and forth all day. Post a message on the discussion board, and collaborate in one place!*



The screenshot shows the 'Lenoir County AVID Programs' Wikispaces discussion board. The 'discussion (1)' tab is selected. Below the navigation tabs, there is a search bar and a table of messages. The table has columns for Subject, Author, Replies, Views, and Last Message. The first message is 'Welcome!' by 'jendowney' with 0 replies and 1 view, dated Oct 18, 2007 5:03 am. Below the table is a 'Post Message' form with fields for Subject and Message. An arrow points from the text 'Click on the discussion tab of any page.' to the 'discussion (1)' tab. Another arrow points from the text 'Fill out the form' to the 'Post Message' form. A third arrow points from the text 'Voila-your message is posted!' to the bottom of the form.

Lenoir County AVID Programs jendowney My Account Help Sign Out wikispaces

home page discussion (1) history notify me

[add description]

Keywords:  Filter

Subject	Author	Replies	Views	Last Message
Welcome!	jendowney	0	1	Oct 18, 2007 5:03 am by jendowney

1-1 of 1

**Post Message**

Subject:

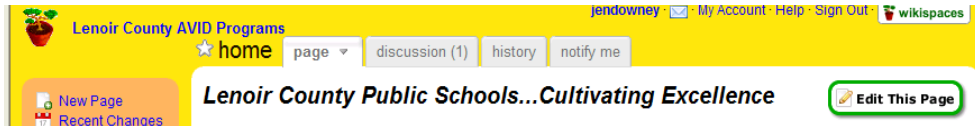
Message:

Click on the discussion tab of any page.

Fill out the form

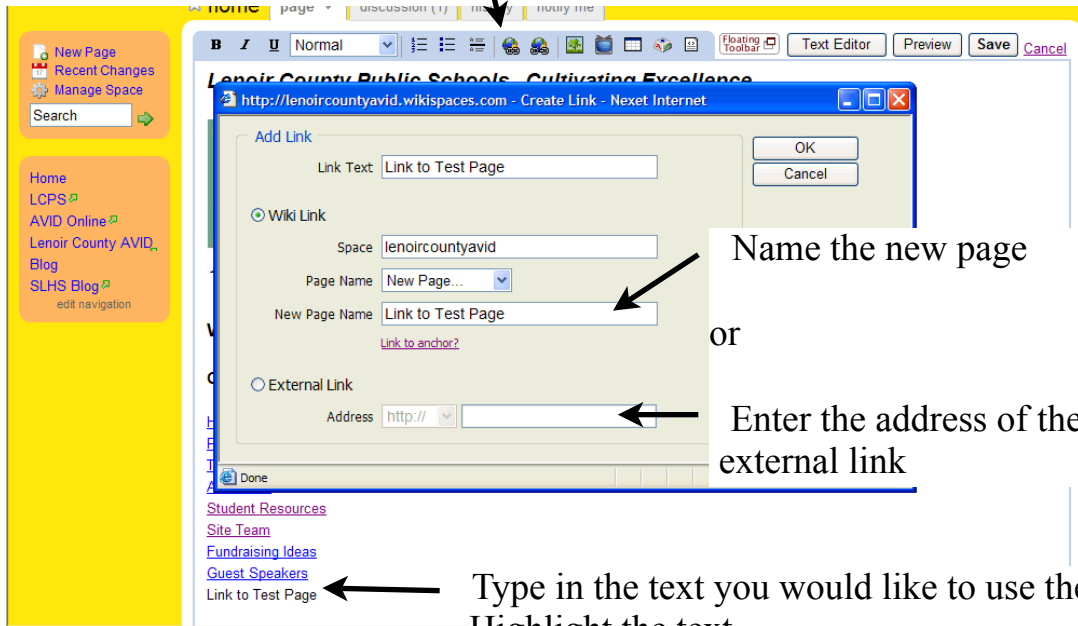
Voila-your message is posted!

## Linking to a New Page or External Link



Using the homepage as an example, click on Edit This Page

Link Button



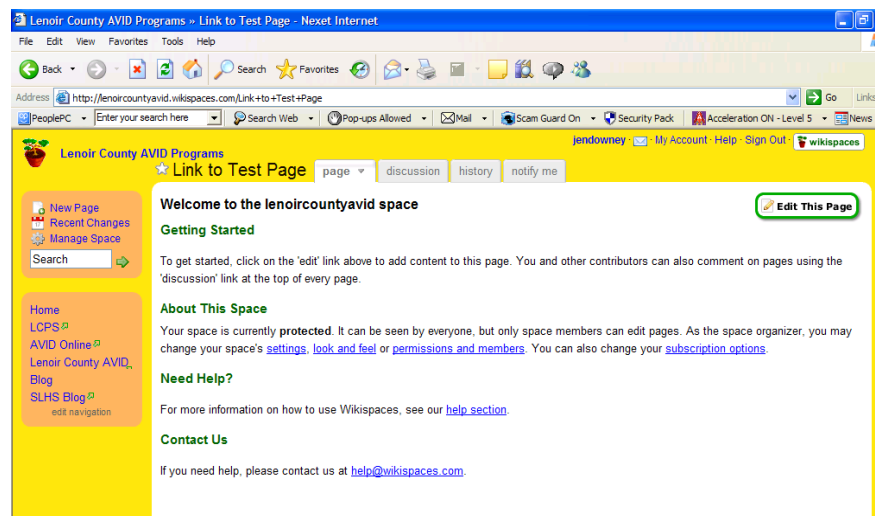
Name the new page

or

Enter the address of the external link

Type in the text you would like to use the link  
Highlight the text  
Click on the link button

Your New Page  
-ready for editing





## Monitoring the AVID Coordinator's Site

*Would you like an e-mail anytime someone adds to or edits this site? To stay on top of group discussions and file sharing, sign-up to Monitor This Site.*

Address: <http://lenoircountyavid.wikispaces.com/page/notify/home>

Lenoir County AVID Programs

home page discussion (1) history notify me

The links below notify you of changes to this page only.

Looking for changes to all the pages in this space? Visit the [space-wide notification page](#).

**Email Notification**

You will receive email updates when this page is changed.

You are currently monitoring all changes in this space, and will receive email updates. To stop monitoring this space, visit the [space-wide notification page](#).

You are not monitoring this page.

Monitor this Page

**Page Feeds**

Page Edits: [RSS](#)

Page Discussion: [RSS](#)

**About Feeds**

Feeds are an easy way to keep track of changes on a website. A feed is a specially formatted web page that is read by an application called a feed reader or aggregator. This application lists a summary of each change or new page, sorted by date. Sometimes you'll see feeds called syndication, XML, or RSS - they're all the same thing.

Way to go-you did it!

Address: <http://lenoircountyavid.wikispaces.com/space/notify>

Lenoir County AVID Programs

edits discussions notify me

**You are now monitoring this space, and will receive email updates.**

**Recent Changes in Lenoir County AVID Programs**

The links below notify you of changes to all pages in this space.

Looking for changes to just one page?

Select a page...

**Email Subscription**

You are currently monitoring this space, and will receive email updates.

Stop Monitoring

**Space Feeds**

Edits and Discussions: [RSS](#)

Edits Only: [RSS](#)

Discussions Only: [RSS](#)

**About Feeds**

Feeds are an easy way to keep track of changes on a website. A feed is a specially formatted web page that is read by an application