

ADM1370 ASSIGNMENT 1: DESIGNING WIKIS FOR PERSONAL & COLLABORATIVE WEB PUBLISHING

PART 1: THE BASICS

You will be introduced in class to the basic concepts of Web 2.0 and the new collaborative nature of the web. As discussed in class, these collaborative tools will have a substantial impact on business processes. This assignment gives you hands on experience at using some of these collaborative tools.

Remember that lab assignments are largely self-directed. You are expected to make an effort to learn by yourself, with the help of your professor and TA. There will be *Lab Sessions in the DMS Computer Labs* (2nd floor) during which the TA will assist you and answer your questions. The schedule for these sessions will be posted on the course website.

IMPORTANT LINKS

For this assignment, you will utilize the hosted wiki solution offered by Wikispaces (<http://www.wikispaces.com>)

Here are some links to get you started on the assignment and to help you add your personal touch to the final product:

- A) Video Tutorials from Wikispaces** - <http://www.wikispaces.com/content/wiki-tour> : These short video tutorials show you how to perform most of the tasks in this assignment.
- B) Wikitext tutorial for wiki code editing** - <http://help.wikispaces.com/wikitext> : This tutorial introduces you to the raw code (backstage) editing of a wiki. You may have to use wikitext as you complete some of the tasks in the assignment such as inserting a table of content, embedding RSS feeds and Youtube videos etc.
- C) Wikispaces help file index** - <http://www.wikispaces.com/help+index> : Everything about administering and using wikispaces is documented in detail here.

IMPORTANT NOTICE – PLEASE READ BEFORE STARTING THE ASSIGNMENT

Each student is required to work in teams of **two** to complete the tasks outlined in this assignment **while working with one other team** on the collaborative components (part 7) of the assignment. Each team must complete their own Wiki assignment conforming to the criteria in the checklist in part 8 of the assignment.

Your wiki should have a home page that consists of your team name, email address of all team members, and the names of the colleagues who have contributed to your wiki, and wikispace website addresses of the pages where you have collaborated for part 7 of the assignment. It is very important that your home page have a link to each student's Wiki page that you contributed to. For submission of this assignment, **one team member** will submit the assignment through Blackboard as described in section 9.

On the course Blackboard site is a listing of the TAs for each project team number. Find the TA that corresponds to your team # and add the TA to your Wiki by sending an invitation to his/her e-mail address from the TA page. It is important that you add your TA to your wiki or they will not be able to grade it.

Feel free to be creative and add pictures of yourself or your colleagues etc. to your Wiki. Have fun and be as creative as you wish while completing this assignment.

WIKI ORGANIZATION - THEME & TOPICS

Your wiki should have a theme that is introduced on your home page. The theme can be anything of interest to you such as business, sports, technology, music, hobbies, or art. It is up to you to find interesting and relevant content that you can use to populate multiple pages on your wiki. Each content page on your wiki should be based on specific topics within the theme that you have selected, and overall, your wiki should be logically organized.

A NOTE ABOUT COLLABORATIVE EDITING

It is important that your team as well as your colleague's teams create your individual wikispace accounts before any of you send invitations to each other for collaboration for part 7 of the assignment. Also, while working together on these parts, it is possible that you will experience a few instances when more than one person will be editing the same page at the same time. When this happens, everyone but one person will receive a warning message telling them that somebody else is editing the page. If you receive this warning, please STOP editing and try again later after the initial person finishes editing the page.

PART 2: BUILD YOUR PERSONAL WIKI

Step 1 – Creating your own wikispace and wikispace Admin account. Each team member needs to create their own account so they can get a username and so they can practice etc. Simply use one account to do the assignment and the team member whose account is used for the assignment can invite the other team member to the assignment wiki as per step 7.

As an administrator of your own wikispace, you will need to create an account on wikispaces by visiting the following URL: <https://www.wikispaces.com/user/join?permissions=protected&createSpace=yes>. Fill the form as follows (also see screenshot below):

Wikispaces

Join Now

Username

Jack-Ryan

Password

.....

Email Address

email@uottawa.ca

We will not spam or share your email address.

Make a Wiki?

No Yes

Create a wiki now or after you join.

Wiki Name

ADM1370-Blah .wikispaces.com

Choose a name between 3 and 32 characters long.

Your Industry

Higher Education

Optional: Help us understand how you use Wikispaces.

Educational Use

I certify this wiki will be used for higher education.

We may contact you via email to verify use.

Wiki Type

Basic wiki

Classic wiki functionality

Editable website

Looks like a website, configured like a wiki.

Join

- username should be your full name with hyphens instead of spaces
- password can be anything you choose
- email will be your UOttawa email address
- In wiki name, specify a relevant and easy-to-remember name of your choice for your wiki (this name will be used in the web URL of your wikispace).
- Select “Higher Education” for the Wiki Type & click the checkmark to confirm this choice.
- Select “Basic Wiki” as the Wiki Type.

By clicking on the “Join” button, your wikispace will be created, and you will be logged into your new wiki.

Step 2 – Creating your main homepage on the wiki

Your homepage is the root page of your wiki on which you will:

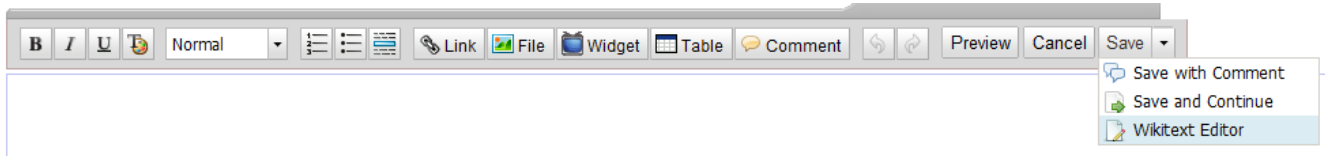
- i) include a short biography with the names, programs and year of study of both team members as well as any other information you wish to share ;
- ii) highlight the theme of your wiki through an informative headline and a description of what your wiki is all about ;
- iii) provide links to other wiki pages that you create on the wikispace in the subsequent parts of this assignment ;
- iv) list the other colleagues who have contributed to your wiki by providing their names and a list of their contributions (this should be done after you and your colleagues have completed part 7 of the assignment) ;
- v) list the web addresses of wikis of other teams’ on which you contributed to satisfy the requirements outlined in part 7 of the assignment.

Step 3 – Create as many pages as you would like to include on your wiki

You can create a new page by clicking the “+” sign beside the “Pages & Files” option in the navigation column of the page. Provide a name for the page that will be used in the left column navigation menu of your wiki. In addition to the page name, also add relevant content tags that will serve as a basis to index your new wiki page.

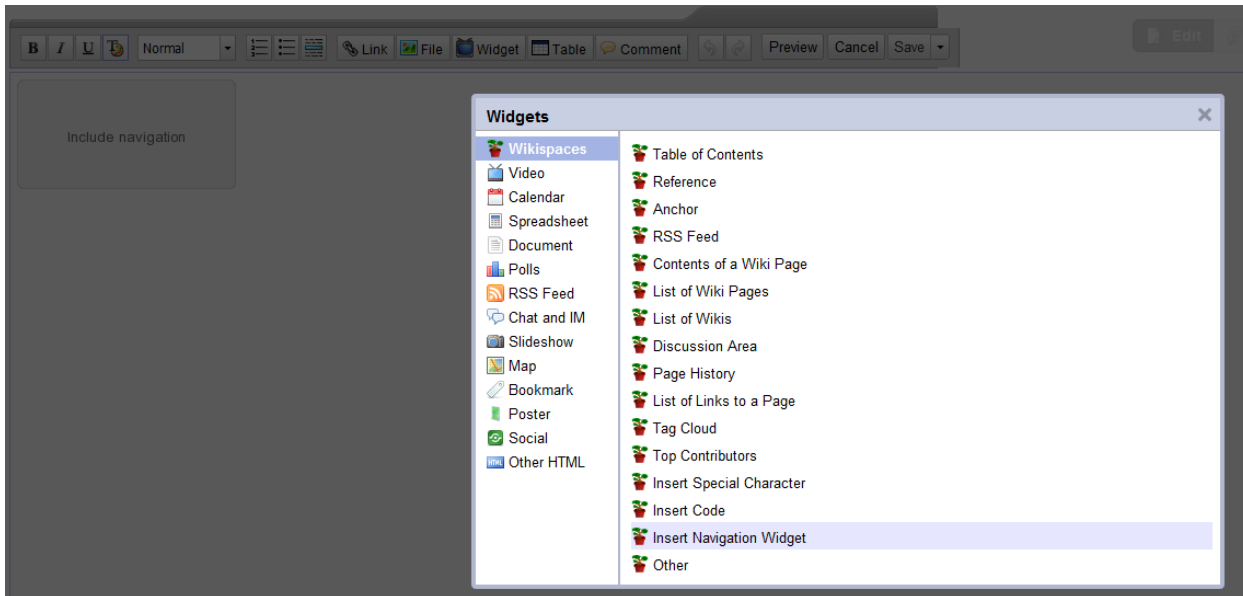
In this step you will create a few more pages about topics related to the theme of your wiki. Each page you create must have **at least two paragraphs of content** with any additional multimedia (videos, images etc.) that you want to include on the page.

To edit each new created page, click the “Edit” button on the top right side of the content frame. The first view will always be the visual editor. If you wish to edit the page using the backstage wikitext editor, click on the “WikiText Editor” in the dropdown menu beside the “Save” button as shown below.

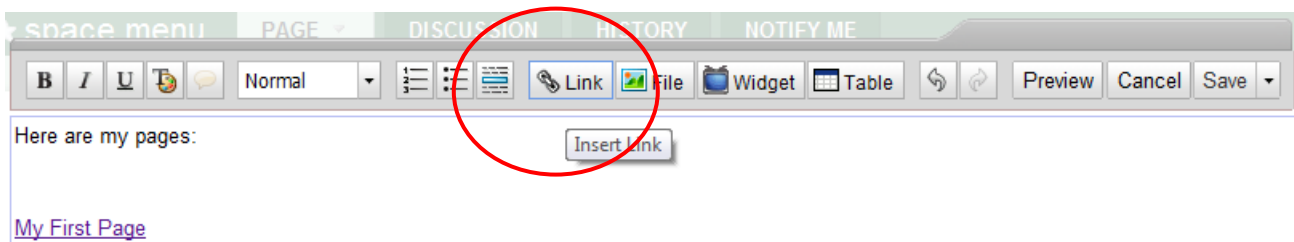


Step 4 – Create links to your wiki pages in the left navigation menu

After creating your new wiki pages, you may need to refresh the navigation menu on the wikispace. You can do this by clicking “edit navigation” in the left-hand navigation sidebar. The editor will open with the current navigation, and you may see the “Include Navigation” widget box already inserted in the visual editor window. To refresh your navigation list, you can delete the current box, and click on the “Widget” menu, and use the “Insert Navigation Widget” option in the “Wikispaces” group to add it again.



As an alternative, you can click on “edit navigation” on the left menu, and then within the content frame, click on “Insert Link” as shown below.



Now, you can insert hyperlinks to your wiki pages, as well as any relevant external pages as you deem appropriate. This method will provide more flexibility over labels for your links that you would like to appear in the left navigation menu.


Step 5 – Create links to your other wiki pages on your main wiki homepage

As you start creating different pages on your wiki and populate them with content, you should include links to these pages on your wiki’s left navigation menu, as well as on your wiki homepage.

To link each page from your homepage, go to your homepage, open the visual editor (click “Edit” on the top right), and create links on the page by clicking on the “Link” button in the editing toolbar. Make sure that the labels for the links that appear on your homepage make sense to the reader at first glance.

PART 3: ADD AN RSS FEED TO YOUR WIKI

1. Find an RSS feed pertaining to your theme or topics

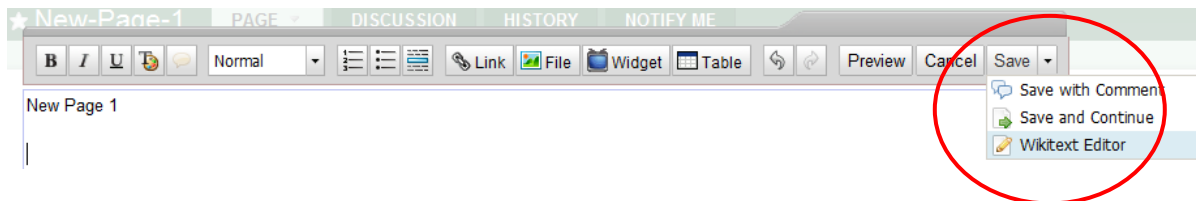
For this part, you need to find and incorporate an RSS feed pertaining to your theme or topics. For instance, go to your favourite news site. Search for the  icon or links to RSS Feeds for the site. Copy the URL/Shortcut by right clicking on the link and selecting “copy shortcut” or “copy link location” or “copy link address”. See example below:



2. Add the RSS feed to your wiki homepage

Once you have the URL of the RSS feed, you can add the RSS feed using one of the following methods:

1. *Using Text Editor and coding:* To add an RSS feed by coding, you must enter the Text Editor and place the line of code for the RSS feed.

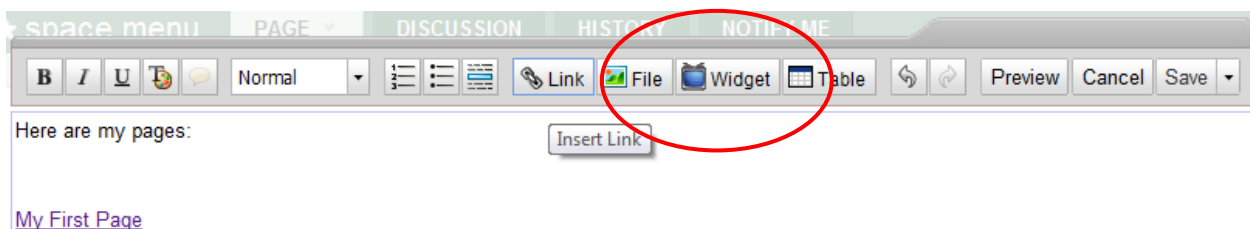


Using the above example, the code would be as follows:

```
[[rss url="http://newsrss.bbc.co.uk/rss/newsonline_world_edition/front_page/rss.xml" title="BBC News" number="3"
description="true" date="true" author="true" length="80" enclosure="true"]]
```

For more information on adding an RSS feed to your page, please visit: <http://www.wikispaces.com/wikitext+rss>.

2. *Using visual editor:* You can use the Widget button on the wiki editor toolbar to add the RSS feed to your page. Paste the URL, and then configure the parameters as you deem fit.





Feel free to experiment with the parameters of embedded RSS feeds to enhance the look and feel of your wiki page.

PART 4: ADD A YOUTUBE VIDEO TO YOUR WIKI

For this part you will incorporate a YouTube video relevant to your theme or topics. Like RSS feeds, there are two ways to add videos to wikis.

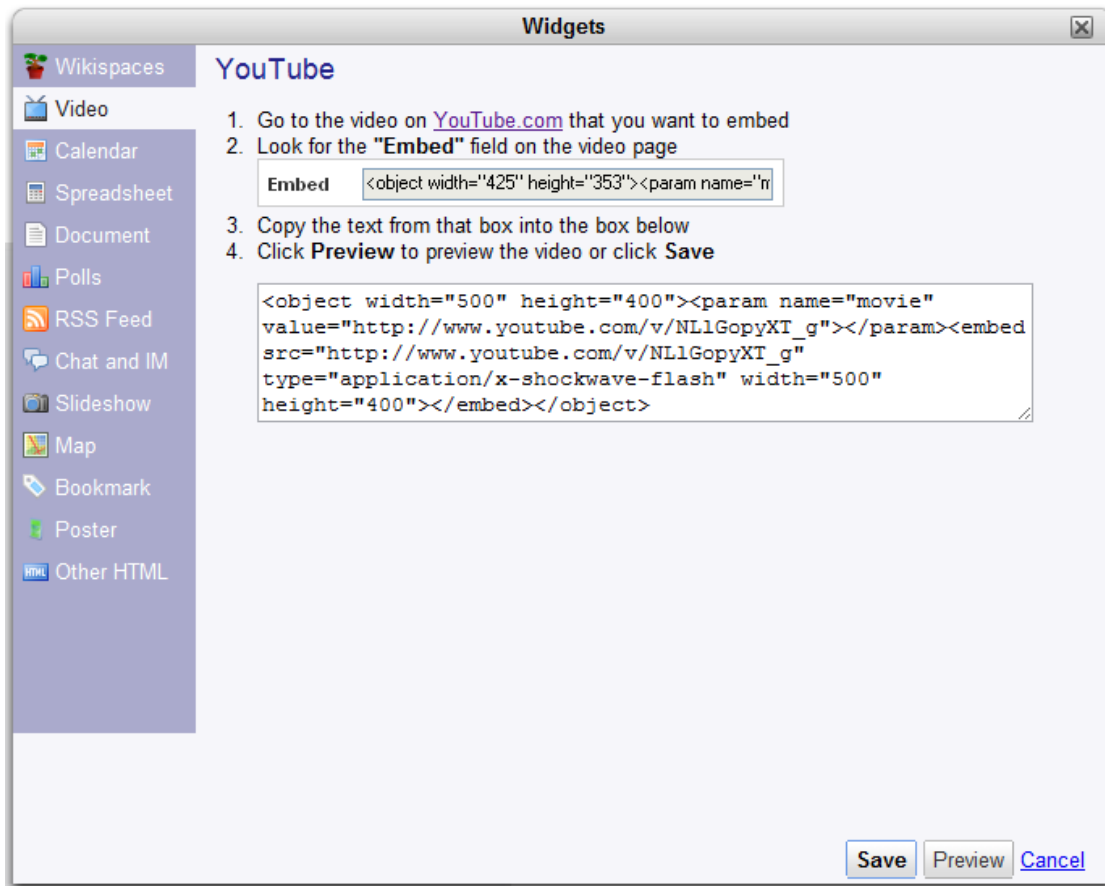
1. *In the Text Editor:* When you are watching the video on YouTube, you will notice the address is something like this with the id of the video (highlighted in bold).

[http://www.youtube.com/watch?v=**NLiGopyXT_g**](http://www.youtube.com/watch?v=NLiGopyXT_g)

You can embed the video in your wiki page by using the text editor and putting in a line of code as shown below with the id of the youtube video and your desired dimensions of the embedded video.

```
[[media type="youtube" key=" NLiGopyXT_g " width="500" height="400"]]
```

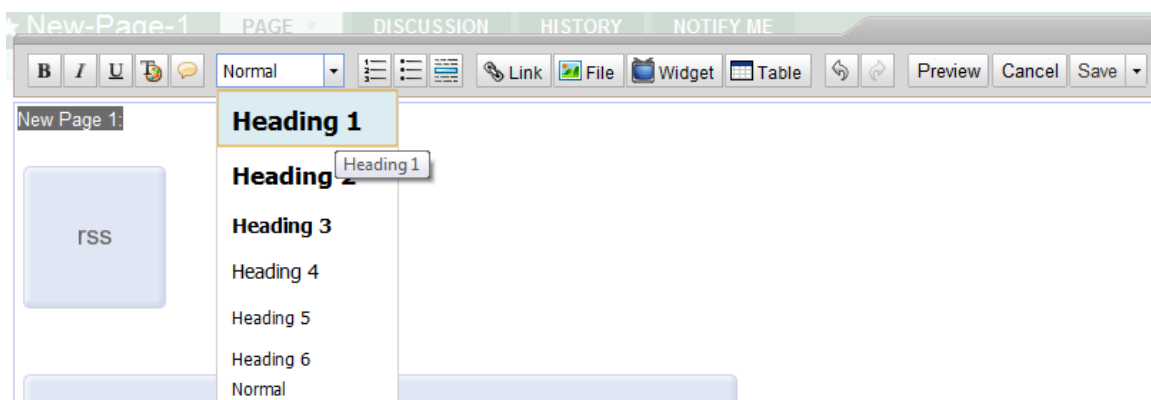
2. *In the Visual Editor:* After you click on the “Widget” button on the page editing toolbar, select video from the popup window. Go to YouTube, copy the “Embed” code of the video (you may have to click the “Share” button), and paste it in the appropriate text box on the Wiki as shown below:



PART 5: FORMAT YOUR WIKI AND ADD A TABLE OF CONTENTS TO YOUR PAGES

1. Format your document properly

The objective of this part of the assignment is to structure and format your wiki pages, and add a table of contents. In order for a table of contents to work, you must format your pages properly using the visual editing tool. To make a piece of text on a wiki page into headings, select it and go to the toolbar to change its formatting into one of different heading levels.



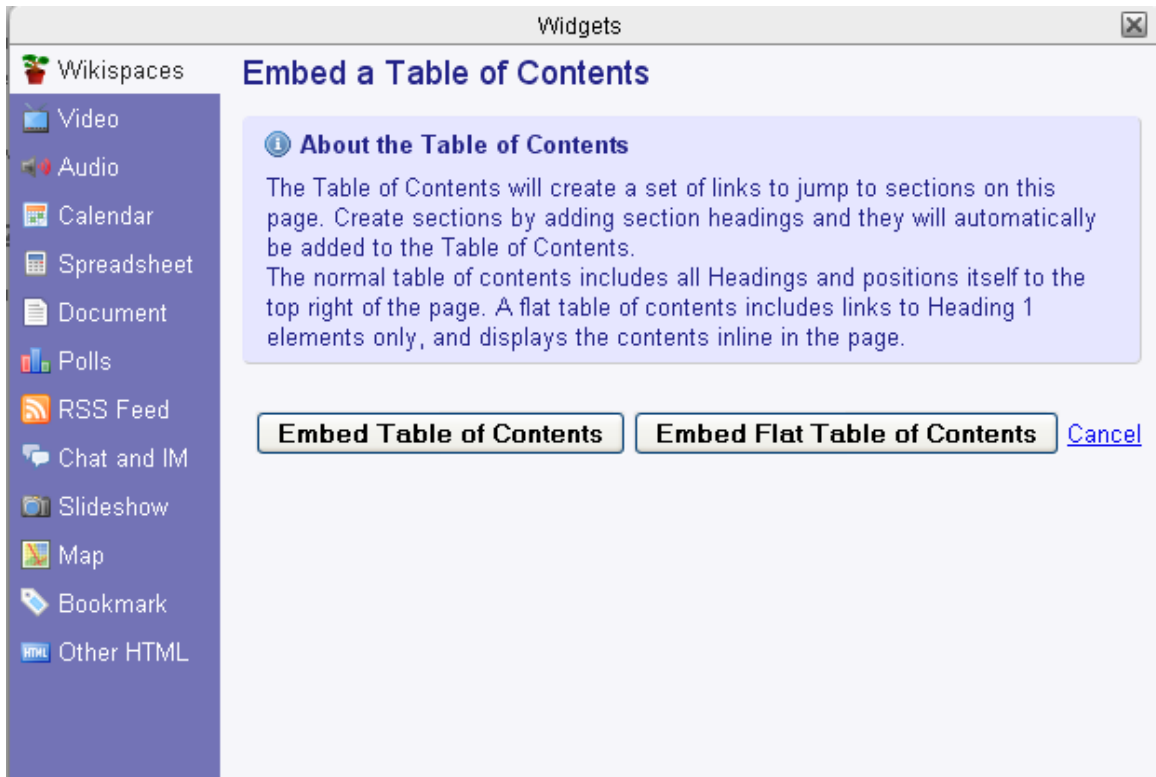
2. Add the table of contents

Once you format the titles, topics, and subtopics on your wiki pages, you are ready to add a table of contents. You can add it in two ways:

1. *Using the Text Editor:* enter the text editor, go to where you would like to insert the table of contents and put the following simple line of code:

```
[[toc]]
```

2. *Using the Visual Editor:* You can click on “Widget”, and then select “Table of Contents” within the “Wikispaces” group to add the table of contents.



If you have formatted your page properly, you should now see a table with the main headings aligned to the left, secondary headings indented and tertiary headings indented even more. Experiment with different types of formatting until the table of contents presents the logical flow of content on your wiki page.

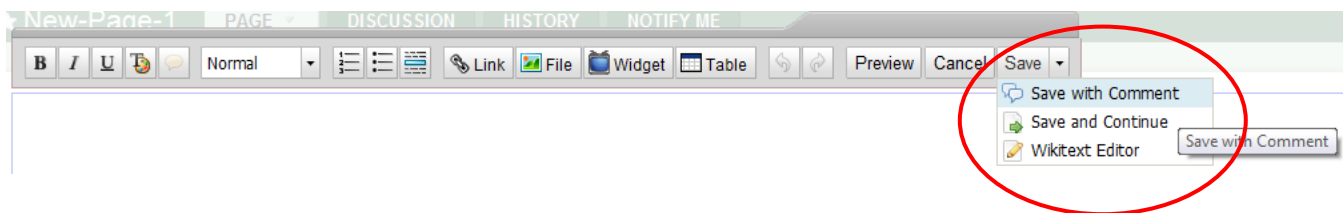
PART 6: ADDING IMAGES, TABLES, FORMATTING TEXT AND MUCH MORE

Chances are that if you have completed the assignment tasks until this point, you now have a fairly good understanding of the tools and features available in wikis. Part 8 illustrates the items we will be grading on your wiki pages in a checklist format. Ensure that you have checked off each item to obtain full marks. To find out how to add images, tables, anchors, and text formatting to your wiki pages, consult the resources listed in Part 1 of this document.

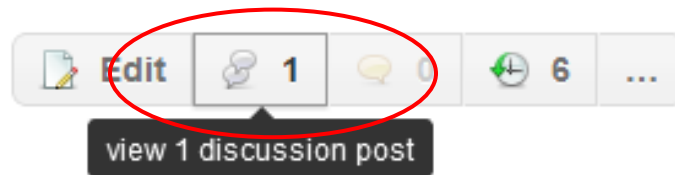
PART 7: THE HEART OF A WIKI – COLLABORATION

The purpose of a wiki is to facilitate collaboration of multiple individuals on a project. The ability to edit someone else’s work is at the heart of using a wiki as an online content space for group projects. ***One major requirement of this assignment is to perform at least five editing operations in one other team’s wiki pages.*** You can consult with your colleagues and contribute to their wiki pages by adding text, creating tables, formatting text, placing a table of contents or relevant RSS feeds etc. Essentially, you can use the knowledge gained through designing your own wiki to add value to the wiki pages of your colleagues. Be creative, but respect the wishes of your colleagues, and the scope of their wiki theme while collaborating on their wiki pages.

When saving changes to a colleague’s wiki pages, make sure that you comment about the change that you are performing. You can do this by using the “Save with Comment” option in the “Save” drop-down menu in the editing toolbar. Your comments should now appear in the history log of the wiki page. You can view the history log by clicking on the “History” tab on top of the wiki page.



You can also use the “Discussion” feature on top of a content frame to communicate these changes to your colleagues, or to provide other relevant comments about their wiki pages.



Procedure to Invite Colleagues for Collaboration

Inviting a colleague to your wiki gives them access to your wiki pages and enables them to make changes. As the administrator of your own wikispace, you can invite the other colleagues (i.e. another team) who will contribute to your wiki. Before doing so, make sure that the colleagues you will collaborate with have already created their own wikispace accounts, and have started to work on the assignment tasks. Once you have identified your collaborators, you can send them an invitation by logging into your wikispace and clicking on “Manage Wiki” option in the navigation menu, and using the “Invite People” option. Using this interface, you can send out e-mail invitations to your colleagues.

On the wiki homepage put the team # or #'s of the team(s) that you collaborated with.

Also please ensure you invite your TA to your Wikispace by sending your TA an invitation.

PART 8: WIKI ASSIGNMENT CHECKLIST

Your assignment will be graded on the basis of individual assignment tasks (as outlined in parts 1 to 6), as well as how well you collaborate with one other team on their wiki (part 7).

These are the criteria to be used for grading of your wiki assignment:

<input checked="" type="checkbox"/> / <input type="checkbox"/> CRITERION
<input type="checkbox"/> Proper creation of a main wiki homepage that provides a profile of both authors (i.e. team members), a description of the wiki theme and topics, list of wiki collaborators, and list of wikis where the authors made contributions.
<input type="checkbox"/> At least four other wiki pages with links from your wiki homepage, and from the navigation menu.
<input type="checkbox"/> One or more RSS Feeds, at least one of which appears on your wiki homepage.
<input type="checkbox"/> One or more embedded videos, at least one of which appears on your wiki homepage.
<input type="checkbox"/> At least two images used anywhere within the wiki pages.
<input type="checkbox"/> One or more table of contents (toc), at least one of which appears on the wiki homepage. <i>Note: Your homepage should be logically organized into sections that are accessible through the table of contents.</i>
<input type="checkbox"/> At least one table that presents information in rows and columns, used anywhere within the wiki pages. <i>Note: This is a table that you will need to create using the “Table” feature in the editing toolbar, and it is different from the Table of Contents mentioned in the previous criterion.</i>
<input type="checkbox"/> At least three instances of formatted text used anywhere within your wiki pages.
<input type="checkbox"/> At least two uses of the page discussion feature on your own wiki.
<input type="checkbox"/> At least two uses of comments for the history log on your own wiki.
<input type="checkbox"/> At least five instances of editing and making contributions to another team’s wiki pages. Your edits should be accompanied by either history log comments or discussion posts that highlight the nature of your edits. <i>You are also required to include links to the wiki where you contributed on your own main wiki homepage (See the first criterion). Remember to put the team #(’s) of the teams you collaborated with on your wiki homepage.</i>

PART 9: WIKI ASSIGNMENT DELIVERABLES & SUBMISSION

One team member will submit the assignment through the submission link on Blackboard before **11:59:59PM Sunday, February 8th 2015.**

Your submission must include:

1. The name and student ID of both team members
2. The team number
3. The link to the Wiki