

Getting Started with Your eFolio Using WMWikis

CREATING YOUR ACCOUNT:

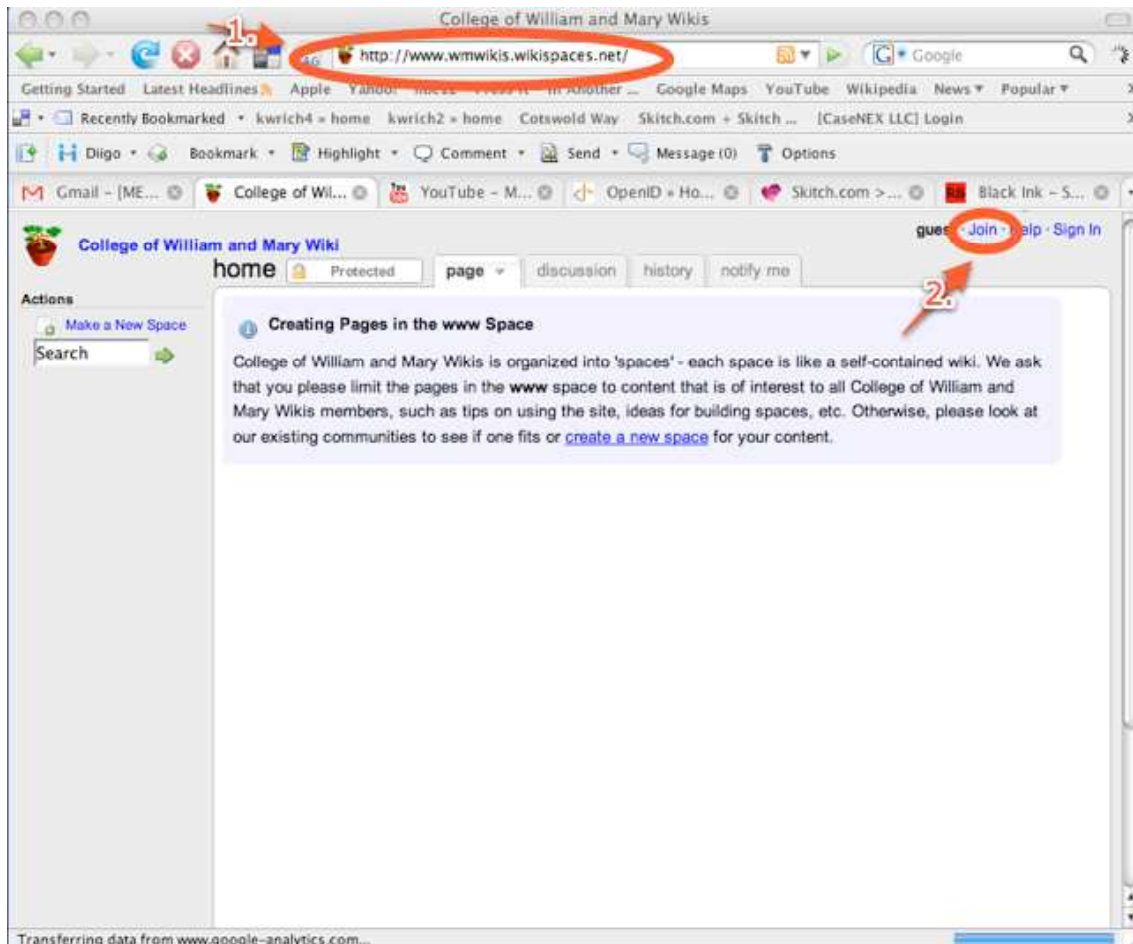
You will create your account and setup your space all in three easy steps. First, however, you need to know a little vocabulary:

- **Account:** Your login and password that accesses the William and Mary Wikispaces. You will use this account to access your own space and you can also use it to join other spaces.
- **Space:** A section of wikispaces devoted to one topic, in this case, your electronic portfolio. A space has its own URL and can include multiple pages, images, files, and other media such as audio and video.
- **Pages:** The individual pages within a space. You will have pages related to the different sections of your electronic portfolio.

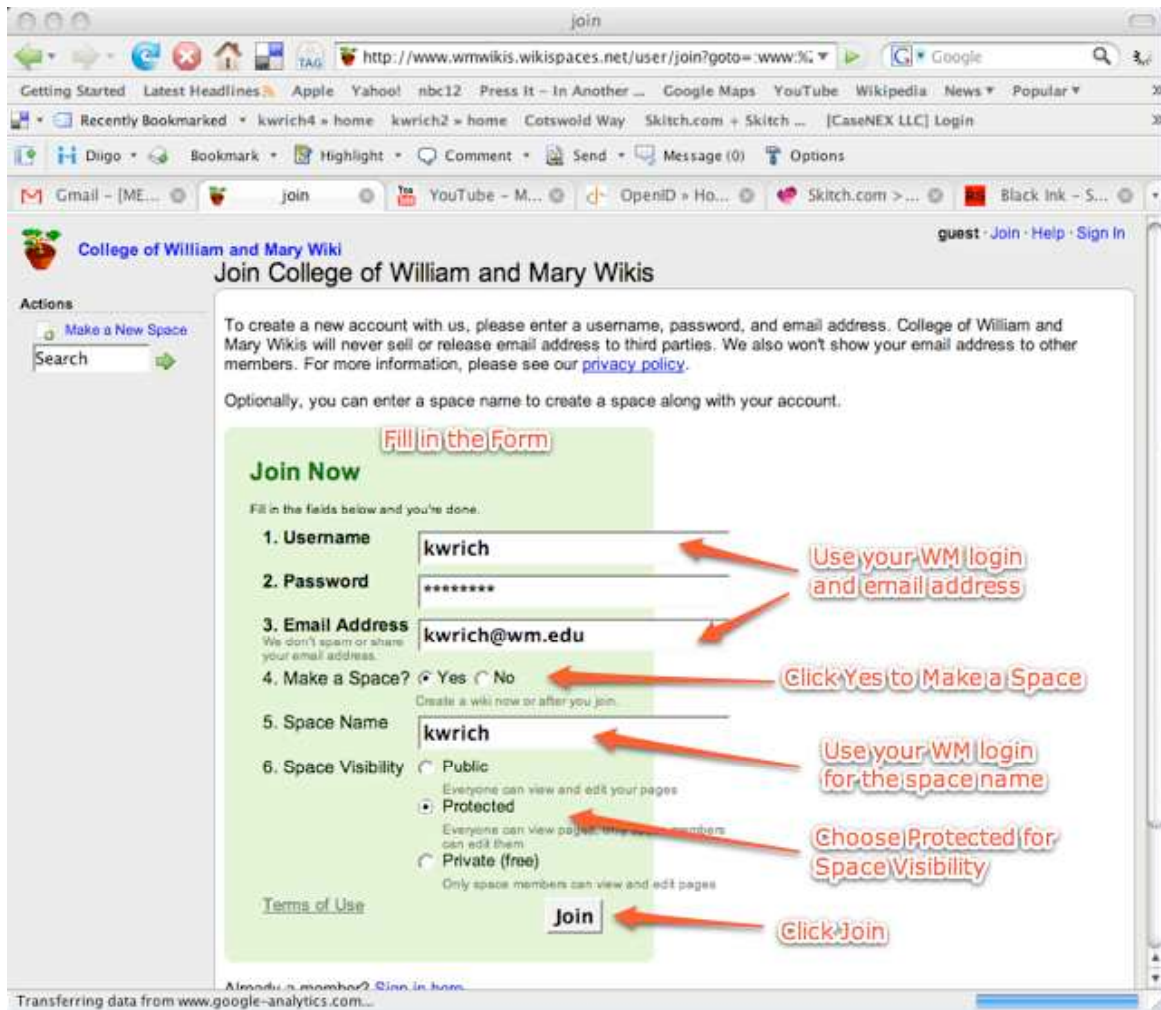
So, you will use your account to create a space that will be made up of pages. You can also use your account to join other spaces, too. Just follow these three easy steps to set up your account and create your space:

Step One: Navigate to the WM wikispaces site: <http://www.wmwikis.net/>

Step Two: Click the Join link in the upper right hand corner.



Step Three: Fill in the form that appears using the screen shot below as an example. Use your WM login for the username and the space name.



Once you click the Join button, you will be taken to the homepage of your new space where you can configure your settings, edit your homepage, create new pages, develop a navigation menu, upload and link to files, and embed media such as videos.

CONFIGURING YOUR SPACE

Once you have created your space, you can make some changes to the way the space looks. This is done by clicking the Manage Space link under the action menu in the left hand column of the page. Think of the Manage Space section as the control panel of your wiki space. You'll see that there are a variety of different actions that you can take from listing pages to uploading files to changing settings. On this page, we'll discuss how to make some basic changes to the look and feel of your wiki space.

Space Settings:

Name, Description, and License: The name will already be filled in along with the URL of your site. Add a description that lets the visitor know this is your electronic portfolio. There are several different licenses described. Choose the one that you prefer. The Creative Commons Attribution Share–Alike 3.0 License is the standard. Be sure to click Save.

Look and Feel: Here's where you can make some changes to the way your wiki space looks.

- **Theme:** For now, you only have one template to choose.
- **Colors:** Click the color boxes to choose different colors. Be sure to click Save.
- **Wiki Stylesheet:** Unless you are a web guru, you'll want to leave this one alone for now.
- **Logo:** If you want to change the graphic in the upper left hand corner, you can browse for a new image on your computer. Remember, it must be 150X150 or smaller. Be sure to click Save.

Members and Permissions: Here's where you can change the permissions for your site and invite others to join your site.

Remember, you can always return and make changes to these settings as you continue to develop your space.

DEVELOPING YOUR SPACE

Step One: Build Your Navigation Menu

The navigation menu appears on the left hand side of each page in your space. Once you've added several new pages, you'll want to edit the navigation menu to add and organize those pages.

Now might be a good time to visit the Sample eFolio site to see what the navigation menu looks like.

To edit the navigation menu, click the edit navigation link found at the bottom of the menu on the left–hand side.

This will open the navigation menu in a wikispaces page.

You can edit the navigation menu, the same way you edit a regular page.

Here's a screen shot of the editing page for this site's navigation menu. We used a bulleted list to indent the pages under the headings. Note that the bullets do not appear in the menu when it is saved.