Content   **Page**

A. Log-in
1. **Ms. Degenhardt:** http://msdegenhardtce9.pbworks.com
2. **Ms. Hogue:** http://cyberenglish9.pbworks.com
3. Make sure you keep your username and password somewhere safe, you will not be able to change it.
4. When you get on the FrontPage, double check that your name is spelt correctly under Student Projects. If it is not, make a note to change it later.

B. Pages

1. Click the Pages & Files tab on the top of the wiki
2. Click the +New tab and then click Create a page
3. Name your page. Keep it simple so that your teacher understands with certainty what they are looking at. Example: Content Page
4. When the page appears on the list of pages, click on its name to go to the page itself.
5. You need to add a hyperlink back to the main page of the wiki. You will need to do this with every page you add.
6. At the top of the page click edit
7. Type in the word Home. You can move this link around the page as you start to add more information to it.
8. Highlight Home and click the Add Link button on the right side of the page.
9. Open the Page drop down bar and select Front Page, click ok. At the bottom of the screen click Save.
10. Click on the Home link.
11. Click on edit; type yours and your partner's name onto the Front Page. Highlight your names and hyperlink to your project page, using the same steps as above. Click ok, then click save.

C. Links
1. Highlight the word you want to hyperlink.
   - You can hyperlink in five ways: PB page, PB file, PB folder, URL and email.
   - You will probably use PB page, PB file and URL the most. You probably won't use email.
2. Click the Add Link button after the word is highlighted. Open the Link drop down bar to change the link type.
3. Paste the URL in, find the PB page, file or folder. If you are adding a URL, always click the box marked Open in a New Window. You do not want to take your viewers away from your wiki. Then click ok.
4. Always be sure to click Save at the bottom of your page, otherwise the changes you made will not be posted onto the wiki.

Types of Links
- URL: two types of websites you should link to. Any website you used during the research process. Any website that would clarify unique words you used in your piece of writing or a site that will further support your piece of writing. This could be a professionals' blog, website, chatroom or even wiki. It must be relevant to the topic.
- PB Files or Folders: If you have uploaded documents of research, you will eventually want to link to it, either in your writing pieces or through your works cited page. A folder can be a location where you keep all of your research documents, including links to web pages. This is a great organizational tool (see directions for creating folders below).

D. Folders
1. Click on the Pages & Files tab at the top of the wiki.
2. Click +New and select folder. Name the folder yours and your partner's name. This is where you will upload all of your files.

E. Files
1. Click on the Pages & Files tab at the top of the wiki.
2. Open your folder.
3. Click Upload File.
4. Find your saved document and click open.

F. Comments

    1. At the bottom of each page there is a box labeled Add Comment. Type your comment in and click Add.

Types of comments to make
- Give a different point of view, a different way of seeing the issue.
- Add an example that the writer may not have considered.
- Link to a website that is an example of what you are writing about. But don't just link, explain also.
- Relate the post or page to a life experience. Make a comment about the human experience or society.
- Relate the piece to something new.

Comments to avoid
- Critiquing spelling, grammar or punctuation.
- Stating that the piece of writing is confusing.
- Commenting on your's/authors' social life.
- One liners (I agree) or (I like what you say) are pointless, even if they may make the writer feel good that someone has read their work. Instead, write something that actually has a point.
- Do not make comments that would embarrass the writer.

More comment tips
- Maintain a positive tone in comments. This does not mean that one always has to agree with the writer. One certainly may disagree, but do so in a respectful way.
- State their main point clearly and support what they say with examples or reasons.
- If referring to a particular point the writer has made, it is appropriate to quote a part of that point in the comment. The commenter is therefore setting the context for the comment/conversation.
- Add links, when appropriate, to sites, data, and examples if they are available on the Web.