

How To Join the Wiki

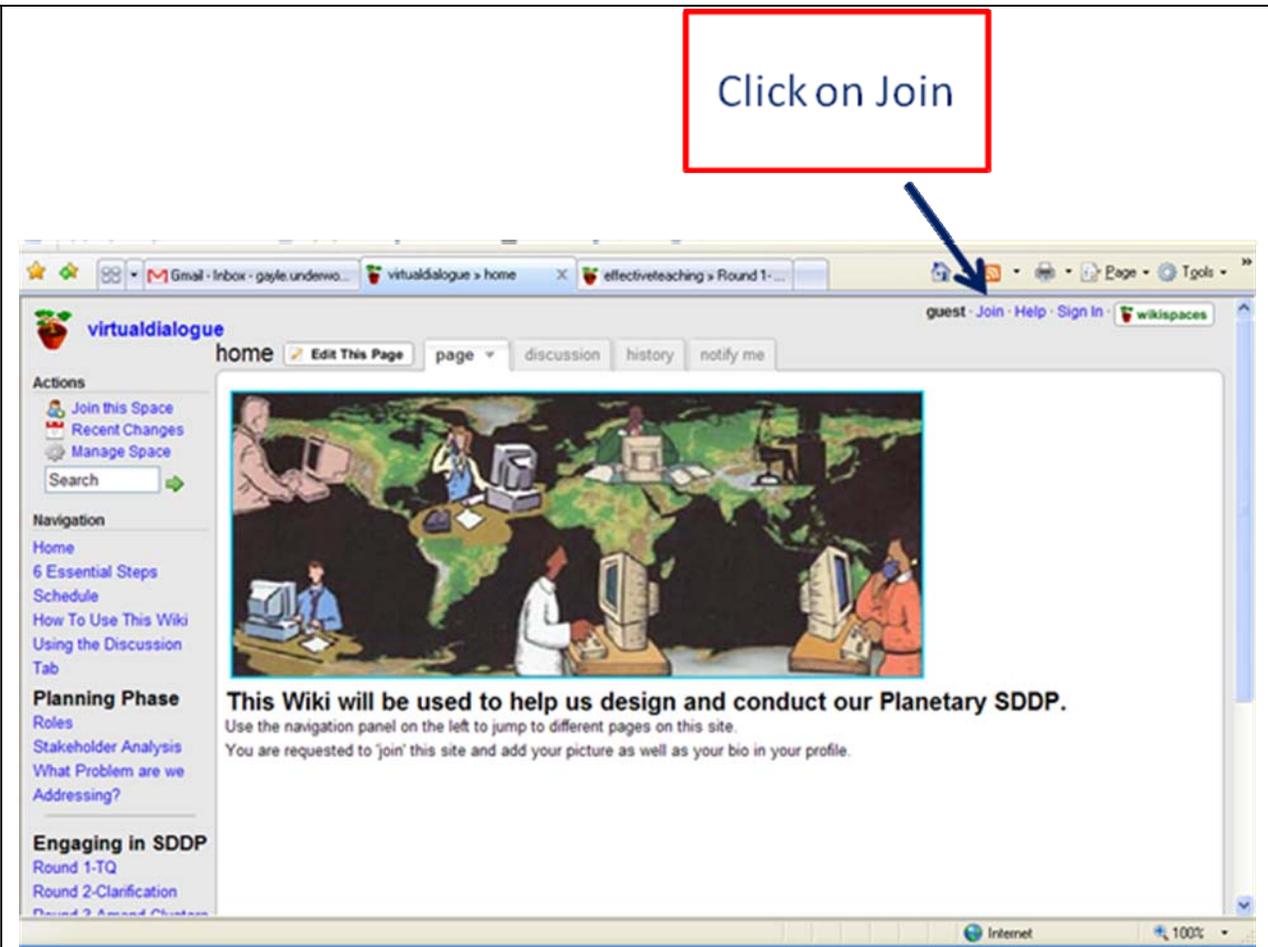
We are requesting that you join this site and upload a picture. The picture really helps during the discussions as it will show next to your name. If you don't add a picture you are given a default picture like this ☹️

Here's how to join:

Go to our site

<http://virtualdialogue.wikispaces.com>

Click on the 'Join' button in the upper right corner.



The screenshot shows a web browser displaying the 'virtualdialogue' Wikispaces page. The browser's address bar shows the URL 'http://virtualdialogue.wikispaces.com'. The page header includes the site name 'virtualdialogue' and navigation options like 'home', 'Edit This Page', 'page', 'discussion', 'history', and 'notify me'. In the top right corner, there is a user profile for 'guest' with a 'Join' button, a 'Help' link, and a 'Sign In' link. A red rectangular box highlights the 'Join' button, and a blue arrow points from the text 'Click on Join' to it. The main content area features a world map illustration with people at computers, and a text block that reads: 'This Wiki will be used to help us design and conduct our Planetary SDDP. Use the navigation panel on the left to jump to different pages on this site. You are requested to 'join' this site and add your picture as well as your bio in your profile.' The left sidebar contains sections for 'Actions' (Join this Space, Recent Changes, Manage Space, Search), 'Navigation' (Home, 6 Essential Steps, Schedule, How To Use This Wiki, Using the Discussion Tab), 'Planning Phase' (Roles, Stakeholder Analysis, What Problem are we Addressing?), and 'Engaging in SDDP' (Round 1-TQ, Round 2-Clarification, Round 3-Action Plan).

You will be taken to another page to fill out a short form.

Create a username, password and add your email address.

Select 'No' for step 4 of the form. You do not want to make a space.

Click on the 'Join' button

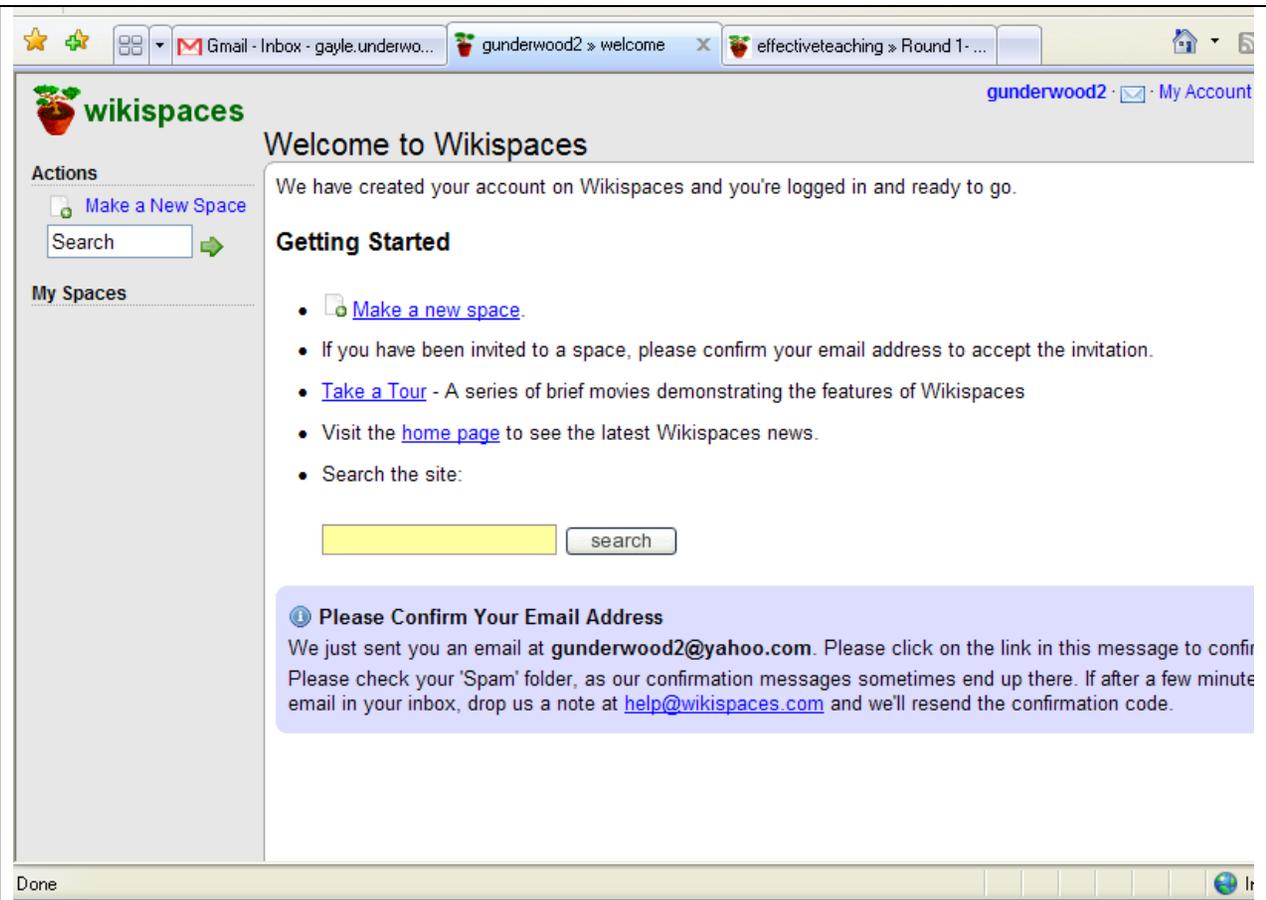
If someone else has used the same username you will be asked to choose another one.

The screenshot shows a web browser window with two tabs: 'Gmail - Inbox - gayle.underwo...' and 'effectiveteaching » Round 1- ...'. The main content area is the Wikispaces 'Join Wikispaces' page. On the left, there is a sidebar with a 'wikispaces' logo and an 'Actions' section containing a 'Make a New Space' link and a search bar. The main content area has a heading 'Join Wikispaces' and a paragraph: 'To create a new account, please enter a username, password, and email address. Wikispaces: third parties. We also won't show your email address to other members. For more information, Optionally, you can enter a space name to create a space along with your account.' Below this is a green box titled 'Join Now' with the instruction 'Fill in the fields below and you're done.' It contains four numbered steps: 1. Username (text input), 2. Password (text input), 3. Email Address (text input with a note 'We don't spam or share your email address.'), and 4. Make a Space? (radio buttons for 'Yes' and 'No', with 'No' selected). Below the radio buttons is the text 'Create a wiki now or after you join.' and a link for 'Terms of Use'. A 'Join' button is located at the bottom right of the green box, with a black arrow pointing to it. At the bottom of the page, there is a link: 'Already a member? [Sign in here.](#)'

The next page indicates that you will be asked to confirm your email address.

It may take up to 5 minutes to get a message in your email from Wikispaces.

This email will ask you to click on a link to confirm your email. (Do it)



Browser tabs: Gmail - Inbox - gayle.underwo..., gunderwood2 » welcome, effectiveteaching » Round 1-...

gunderwood2 · My Account

wikispaces

Welcome to Wikispaces

We have created your account on Wikispaces and you're logged in and ready to go.

Getting Started

- [Make a new space](#).
- If you have been invited to a space, please confirm your email address to accept the invitation.
- [Take a Tour](#) - A series of brief movies demonstrating the features of Wikispaces
- Visit the [home page](#) to see the latest Wikispaces news.
- Search the site:

Please Confirm Your Email Address

We just sent you an email at gunderwood2@yahoo.com. Please click on the link in this message to confirm your email address. Please check your 'Spam' folder, as our confirmation messages sometimes end up there. If after a few minutes you do not receive an email in your inbox, drop us a note at help@wikispaces.com and we'll resend the confirmation code.

Done

Now it's time to add your picture to your account.

In the upper right corner of any page of the wiki, (as long as you are signed in) click on 'My Account'.

Red circles were added to the picture on the right to show you the important parts.

Make sure you are on the 'settings' tab of your account. (dashboard and mail are the other tabs)

In the 'Your Profile' section you will see the dreaded square head. Click on 'Change' so you can upload your picture.



The screenshot shows a web browser window with several tabs open. The active tab is titled "gunderwood2 » edit". In the top right corner, there is a "My Account" link circled in red. Below this, the "My Account" page has three tabs: "dashboard", "mail", and "settings", with "settings" circled in red. The "About You" section displays the following information:

- Username: gunderwood2 (with a [Change Username](#) link)
- Joined: August 2008
- Email Address: gunderwood2@yahoo.com (unconfirmed -- [Resend Confirmation Email](#))
- Password: [Change](#)
- Delete Account: [Delete your Wikispaces account](#)

At the bottom right of the "About You" section are "Save" and "Cancel" buttons. The "Your Profile" section shows a "Picture" field with a square icon containing a sad face and a [Change](#) link circled in red. Below this, the "Profile" section states: "You have not yet created a profile page. [Create a profile page now](#) to tell other members about yourself when they click on your username. [View your default profile page.](#)"

The "Your Settings" section is partially visible at the bottom of the page. The browser's status bar at the bottom right shows "Inter".

The next page allows you to browse for a picture of yourself.

The picture you are going to use must be saved somewhere on your computer.

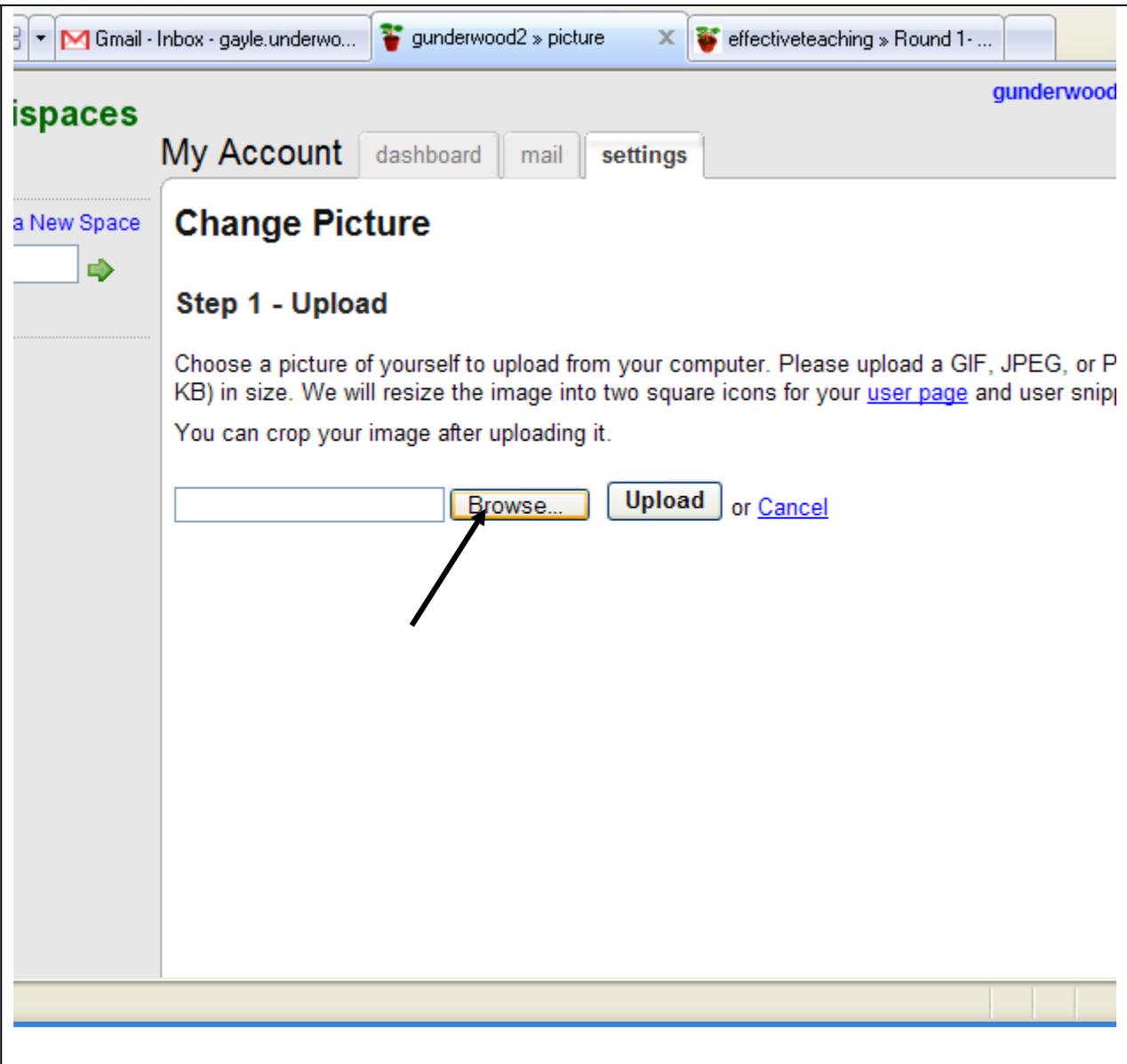
This is when you find it.

Click on the 'Browse' button and locate your picture.

Once it is selected, click on the 'Upload' button for your picture to be saved to this Wiki.

You will have a few options for cropping your picture and for choosing between small and large pictures.

Use your best judgment and make sure to click on 'Save' at the bottom of the page.



The screenshot shows a web browser window with three tabs: 'Gmail - Inbox - gayle.underwo...', 'gunderwood2 » picture', and 'effectiveteaching » Round 1- ...'. The browser address bar shows 'gunderwood'. The page content includes a navigation menu with 'My Account', 'dashboard', 'mail', and 'settings'. Below this is a section titled 'Change Picture' with a sub-section 'Step 1 - Upload'. The instructions read: 'Choose a picture of yourself to upload from your computer. Please upload a GIF, JPEG, or PNG (max 100 KB) in size. We will resize the image into two square icons for your [user page](#) and user snippet. You can crop your image after uploading it.' Below the text are three buttons: 'Browse...', 'Upload', and 'Cancel'. An arrow points to the 'Browse...' button.

You can now add information to your profile by clicking on “Create a profile page now” button.

This can be done any time.

When you are done tweaking your account, you may have to type in our site address to get to our virtual SDDP site.
<http://virtualdialogue.wikispaces.com>

If you have any questions let me know!

gayle.underwood@gmail.com

-Gayle