

Inviting Members – BRIDGE Wikispace User Guide

Inviting people to join your wikispace.

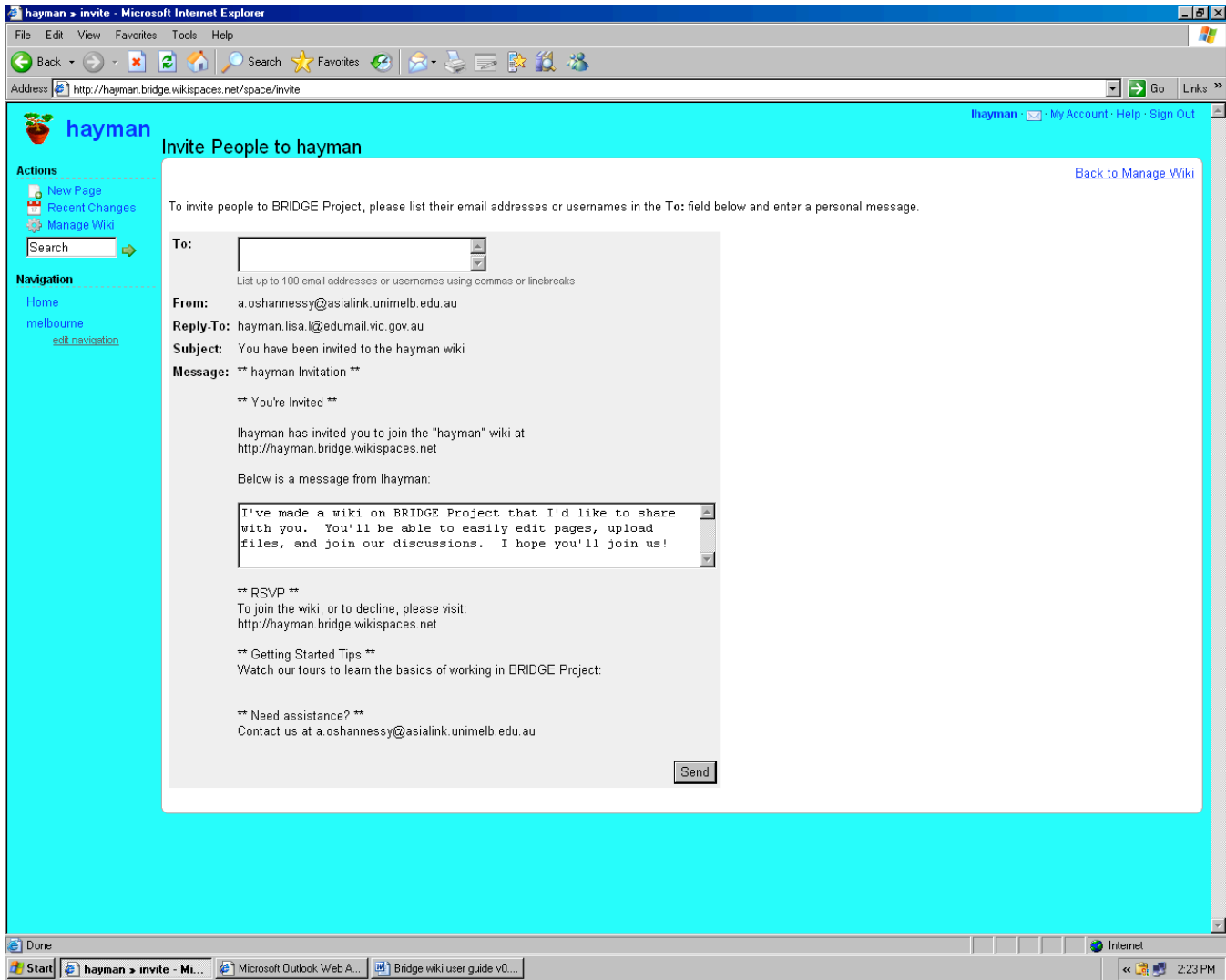
There are two ways in which you can invite people to become members to your wikispace. Remember that people need to be members to enable them to add content to pages and contribute to discussions.

1. Inviting people to attend via email:



Select **Manage Space** – select **People** – then **Invite People**. This allows you to invite other people (students, teachers, colleagues) to contribute to your site.

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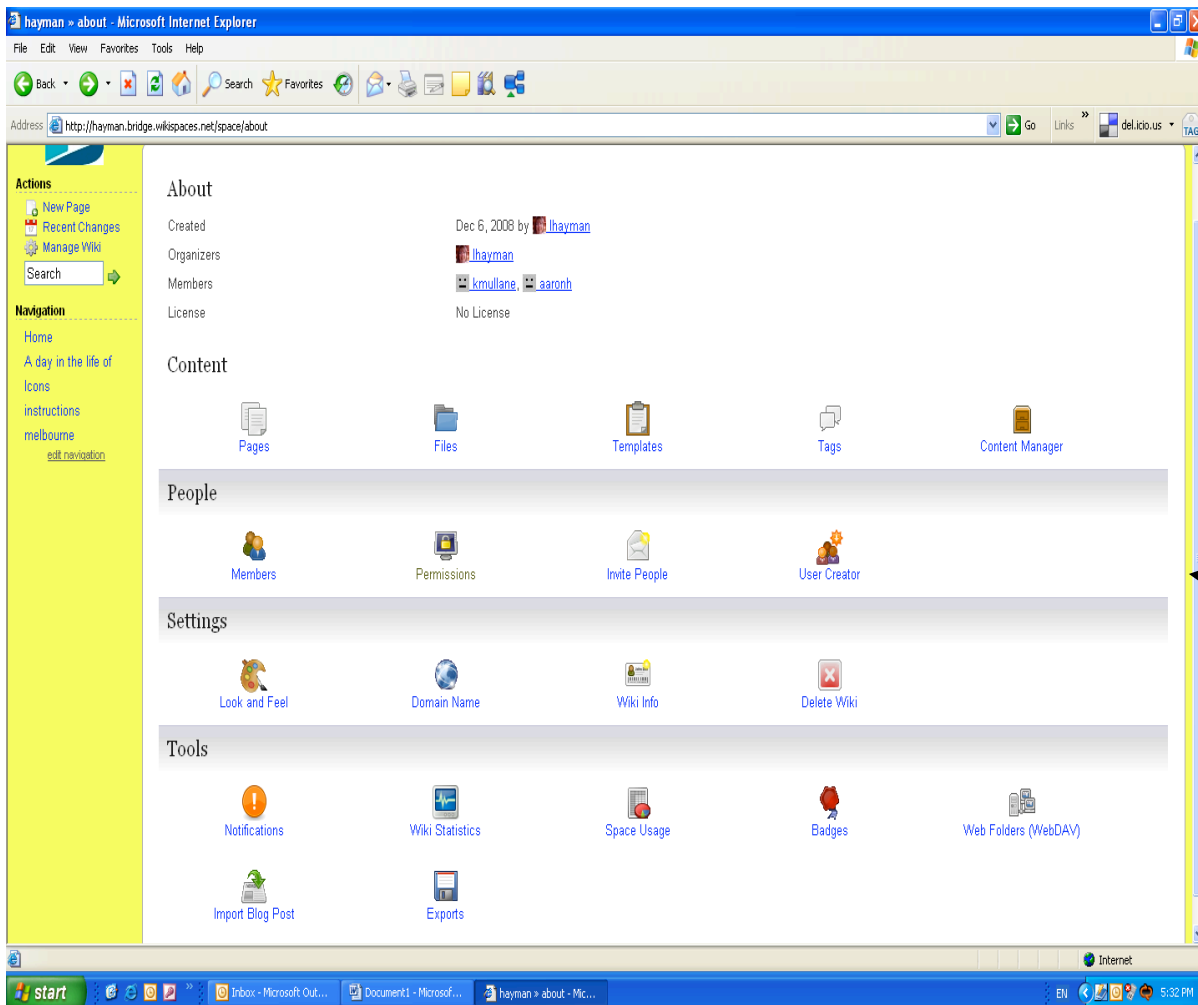
In the **To** box insert the email address of the teacher you are partnered with as part of the Bridge project.

Select **Send**. This will now send an email invite to your partner to invite them to join your wiki.

On receipt on the email (which should come through very quickly) the invitee should follow the instructions given within the email. They select the link given in the email and then select a username and password which they will use to sign in.

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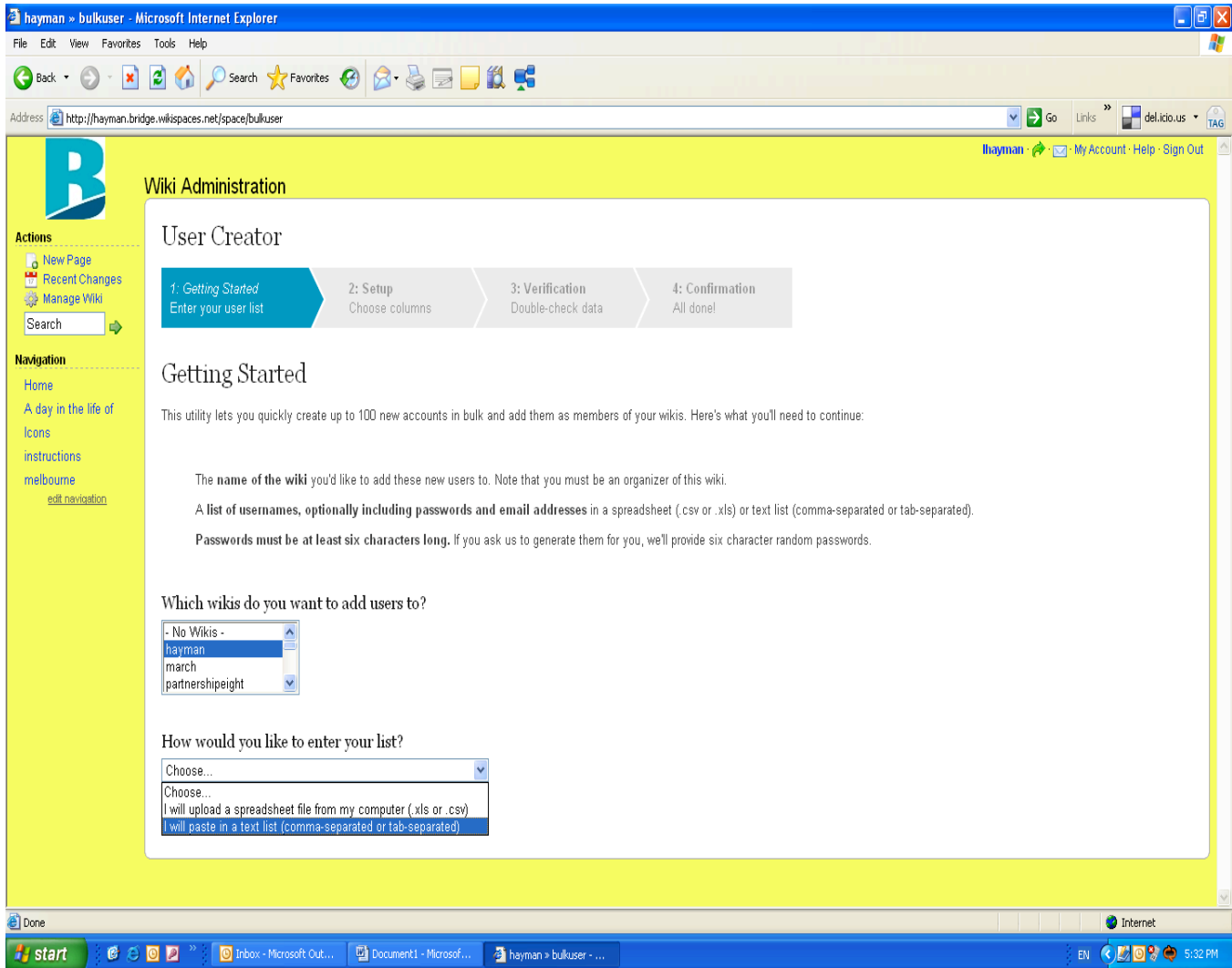
2. Join members without having email addresses.



It is possible for you as the Wiki Organiser to create user names and passwords for students to use to contribute to the wiki.

This is done by going to **MANAGE SPACE** then under **PEOPLE** select **USER CREATOR**

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Within USER CREATOR you should now follow the instructions as they appear on the screen.

1. Select which wiki you wish to add users to. You will only have wikis listed that you are an Organiser of.
2. Choose the option you wish to use to **ENTER YOUR LIST**. My recommendation is to use the second option of **I will paste in a text list**.

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1. The **name of the wiki** you'd like to add these new users to. Note that you must be an organizer of this wiki.
2. A **list of usernames, optionally including passwords and email addresses** in a spreadsheet (.csv or .xls) or text list (comma-separated or tab-separated).
3. **Passwords must be at least six characters long.** If you ask us to generate them for you, we'll provide six character random passwords.

Which wikis do you want to add users to?

- No Wikis -
hayman
march
partnershipeight
partnershipeighteen
partnershipseventeen
partnershipfifteen
partnershipfive
partnershipfour
partnershipfourteen

How would you like to enter your list?

I will paste in a text list (comma-separated or tab-separated)

Paste in a comma-separated or tab-separated list below. Each user must be on its own line.

lisa hayman

Continue

You are then asked to type into a box the names you want passwords created for. For this example I am just entering my name – Lisa Hayman - enter the name/s then select **continue**.

Wiki Administration

User Creator

1: Getting Started
Enter your user list

2: Setup
Choose columns

3: Verification
Double-check data

4: Confirmation
All done!

Verification

There are no errors in your list, we're ready to create your users. If there are any changes you would like to make, click on the text to edit it and click 'Verify Changes' when you're done. Or if you have no changes to make, click 'Continue'.

Remove	Errors	Username	Email	Password
<input type="checkbox"/>		lisa	lisa@members.wikispaces.com	hayman

Go Back

Verify Changes

Continue

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You are now asked to **VERIFY** changes – If all is accurate select **CONTINUE**.

The screenshot shows the 'Wiki Administration' interface with a yellow header. Below the header is the 'User Creator' section, which includes a progress bar with four steps: 1: Getting Started (Enter your user list), 2: Setup (Choose columns), 3: Verification (Double-check data), and 4: Confirmation (All done!). The 'Confirmation' section is active, displaying the message: 'All done! We've added the following users to the wikis: [hayman](#)'. Below this, it says 'We have emailed you a copy of the list below for your records.' and 'Return to [Manage Wiki](#).' At the bottom, there is a table with three columns: Username, Email, and Password. The table contains one row with the following data: Username: lisa, Email: lisa@members.wikispaces.com, Password: hayman.

Username	Email	Password
lisa	lisa@members.wikispaces.com	hayman

You have now created new memberships. Keep a record for your own purposes and then give students their passwords. Remind them that this should be kept private.