Getting Started with PBworks


2. Click “Education” in the bottom right corner of the screen.

3. Click “Get Started” in the top right corner of the screen.

4. Click “EduHUB.”
5. Click “Basic,” but while you’re on this screen, look at the campus license, because CHSS has a campus license, and your wiki will be upgraded to include all these cool features.

6. Choose a wiki address—something you will remember. Fill out the form, making sure to check the box labeled “Agree to non-commercial use,” then click “next.”
7. Choose “Only people I invite or approve,” check the box to agree to the Terms of Service, then click “Take me to my workspace.”

8. In another browser tab, go to the email account you used when signing up, and open the email from PBWorks. Click the link under “We won’t finish making your workspace until you confirm by clicking this link!” This will confirm your email address. Then go back to the tab with your wiki on it.

9. Now that you have a wiki, take the part of the URL that you created (in this case, practicewiki4tiifani) and email it to Dr. Powell at powel25@kennesaw.edu with the subject line “request for an upgrade” to join the campus license. Do not click the “upgrade now” button. That button will go away once you are added to the campus license.

10. To introduce students or colleagues to “how to work a wiki,” just show them this video:
http://www.youtube.com/watch?v=-dnL00TdmLY
11. Under the “Users” tab, click on “Add more users.” You can paste emails of people you wish to invite. Permission level “writer” enables them to add content. It’s a good default setting.

12. Under the “Settings tab,” you can see “Access Controls” and “Notifications & RSS.” This setting lets you control whether everyone should get notifications (people generally like for you to turn this feature off for them). Also, under the “Settings” tab you will see “Colors.” Once you are upgraded to the campus account, you will have full access to the colors and the logo controls.

13. To share your wiki in D2L, go into your course and click “Content” in the navigation bar under the Kennesaw mountain logo.
14. Under “Table of Contents,” either click the module you want the link to go in, or create a new module by typing into the “Add a module” box.

15. Click “New,” then “Create a link.”
16. In the URL field box, paste all that appears in your PBworks URL until “.com.” For example, your wiki that you named practicewiki4tiffani has the address http://practicewiki4tiffani.pbworks.com/w/page/83272531/FrontPage. In D2L, just put http://practicewiki4tiffani.pbworks.com.

Then give the link a name. Your students might also appreciate your checking the box so that it will open in a new window. This will keep them from getting kicked out of D2L when they click the link.

Instructions created by Tiffani Reardon, July 2014; Edited by Kali Alford, February 2015.