

# Student Tutorial

Welcome to myUWG  
Welcome to the University of West Georgia's myUWG website. Please login to the right.

Pay Fees By Credit Card  
Click here to pay fees by credit card.

Login to MyUWG to gain access to the Wiki.  
<http://myuwg.westga.edu>

Enter your username and password here

**Secure Access Login**  
User Name: [jbusbin1]  
Password: [\*\*\*\*\*]  
[Login] [Cancel]

Having problems logging in?  
Click here for new Password Change Rules and supported browsers.

Lost your password?  
Lookup your Username

My Account  
Content Layout

Welcome  
You are currently logged in.

Main My Campus External Resources My Courses BanWeb Support

Personal Announcements  
Dining Services Hours of Operation - January 2011

Campus Announcements  
Gabriel Iglesias coming to the Coliseum  
Biggest Loser Challenge for a Cure - Season 2  
The Office of Institutional Diversity  
More...

My E-mail Inbox  
jbusbin1@my.westga.edu

Size:	Date:
11K	01/03/11
3K	11/06/10
2K	11/05/10
19K	11/05/10
19K	11/05/10

more...

Get Mail Compose Address Book E-mail

After logging into MyUWG, Click "My Campus"

External Resources

Wikispaces

Select either one of these links

my wikispace

(Usually located on bottom-right side of page)

University of West Georgia

home PAGE DISCUSSION (29) HISTORY NOTIFY ME

jbusbin1 My Wikis My Account Help Sign Out

You are now inside of your wikispaces account. Select "My Wikis" to get to your instructor's wiki site

Welcome to the University of West Georgia's Wiki Site.  
This services is available to all faculty, staff, and students at UWG.

To create a user account and join/create Wikis:

1. sign to MyUWG <http://myuwg.westga.edu>
2. click on the My Campus Tab
3. click on the Wikispaces link.

This should allow you access to wikispaces for joining and creating wikis.

UWG Faculty Development Center Training Calendar

Today Monday, January 3 Week Month Agenda

Monday, January 3  
Instructional Technology 1-1 Sessions: pick-a-date

Tuesday, January 4  
CourseDen Assessments/Assignments: pick-a-date  
CourseDen Basics: pick-a-date  
CourseDen Grade Book: pick-a-date

Wednesday, January 5  
1:00pm Technology Drop-in  
1:00pm Making Effective Adobe Captivate eLearning Modules Part

Campus technology made easy.  
Online software training, support and integration resources to simplify technology use campus-wide.

Atomic Learning provides online training resources to show you "how do I do that" through a library of thousands of short, easy-to-understand tutorial movies and "how do I apply that" training that can be used as an integral part of a professional development program and a valuable curriculum supplement.

Try it now! Go to <http://www.atomiclearning.com>

USERNAME=uwg and PASSWORD=college

Make a New Wiki  
Recent Changes  
Manage Wiki  
Search

jbusbin1 My Wikis My Account Help Sign Out

Select your wiki

My Wikis

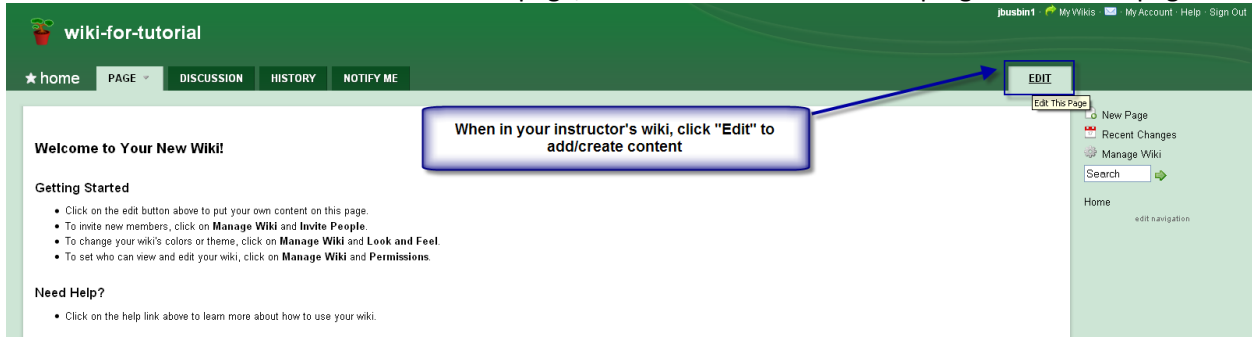
Testdrake  
wiki-for-tutorial

Find a Wiki

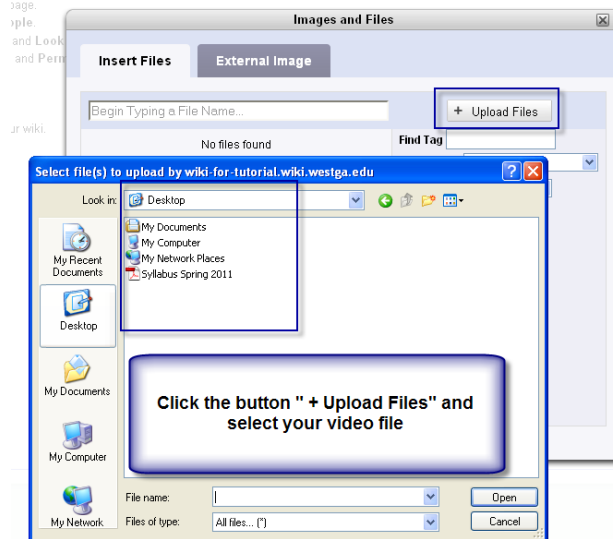
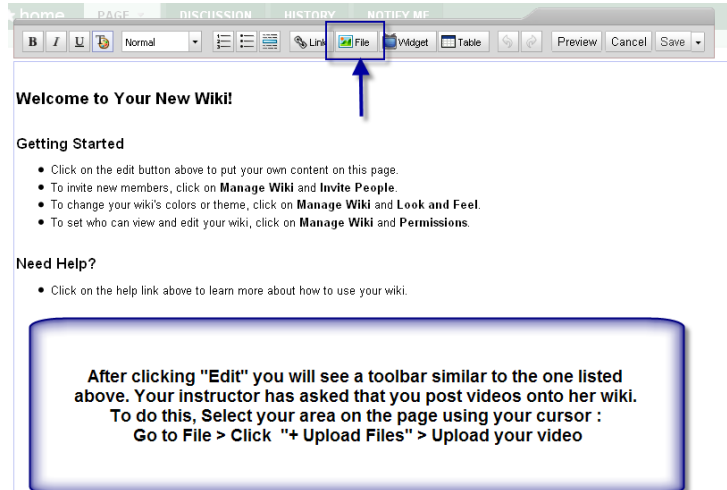
Make a New Wiki

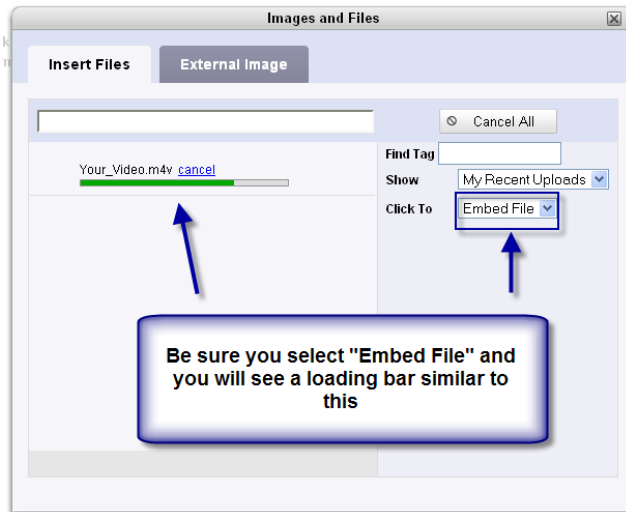
Title will be the given by instructor (usually same as your course # & title)

To add content or edit content on the page, click the "Edit" tab at the top right of the wiki page

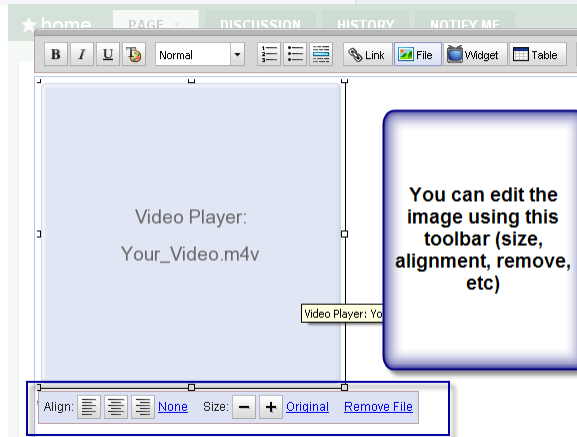
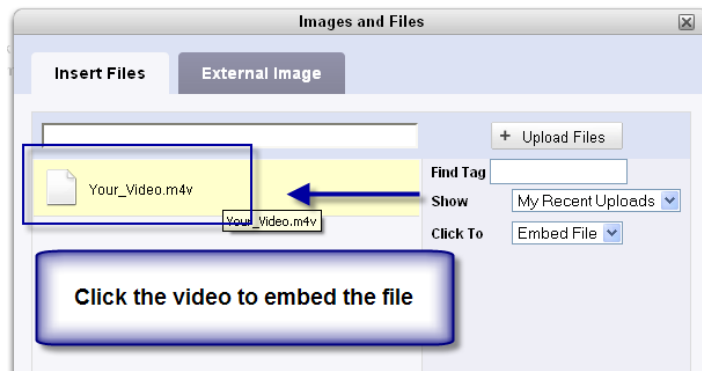


"File" will allow you to add a video or other document/file to the wiki page. Be sure you place your cursor where you would like the element to go BEFORE you click "File"

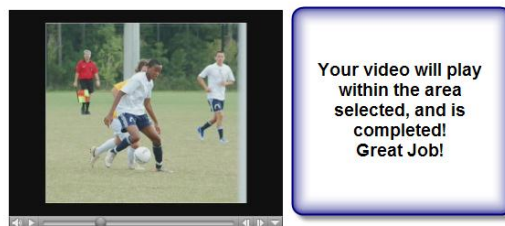
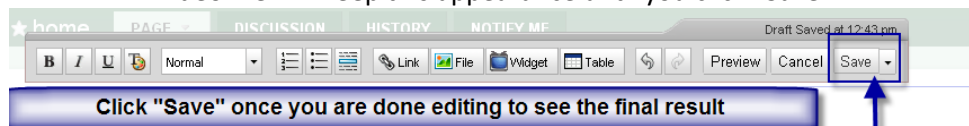




Once the video has finished uploading, click the video file (after making sure Embed File was selected) and this will embed your video into the page



Video file will keep this appearance until you click "Save"



## Instructor Tips / Tutorial:

The screenshot shows the 'Manage Wiki' interface for a wiki titled 'wiki-for-tutorial'. The interface is organized into several sections: 'About' (showing organizers, members, creation date, and license), 'Content' (with icons for Pages, Files, Tags, Templates, and Recycle Bin), 'People' (with icons for Members, Permissions, and Invite People), 'Settings' (with icons for Look and Feel, Wiki Info, Domain Name, and Content Manager), and 'Tools' (with icons for Notifications, Wiki Statistics, Space Usage, Badges, Web Folders (WebDAV), Import Blog Post, Exports, and Delete Wiki). A blue callout box with a white background and a blue border is positioned in the upper right area, containing the text: 'Here is where you can manage the administrative settings for your wiki - The main tools you will use are the "Members", "Permissions", & "Invite People" Tools'.

Enter all of the student email addresses from your course into the "Invite People" Tool. This will send a membership invitation to your wiki and grant them access to view and make edits.

Any student request that isn't granted and is pending will appear under the Members Tool area in the Pending Membership Requests area

The screenshot shows the 'Members' tool interface. At the top, a green banner displays a success message: 'mmarabot has been invited to join this wiki.' Below this, a blue callout box with a white background and a blue border contains the text: 'You "can" add members from this tab, but the "Invite People" area is the easiest way to add multiple users'. The main content area is divided into three sections: 'Members', 'Pending Membership Requests', and 'Invite a New Member'. The 'Members' section includes buttons for 'Remove', 'Make Organizer', and 'Demote to Member', followed by a table with columns for 'Name', 'Member Since', and 'Type'. The table lists one member: 'jbusbin1' who became a member 'Today 9:45 am' and is an 'Organizer and Creator'. Below the table, it shows '1 - 1 of 1'. The 'Pending Membership Requests' section has buttons for 'Approve', 'Reject', and 'Withdraw Invitation', followed by a table with columns for 'Name', 'Date', 'Comment', and 'Status'. The table lists one pending request: 'mmarabot' who requested membership 'just now' and is 'Waiting for mmarabot to accept the invitation from jbusbin1'. The 'Invite a New Member' section has a text input field for 'Username or Email' and an 'Invite' button. A second blue callout box with a white background and a blue border is located at the bottom right, containing the text: 'Only members can see/edit your wiki page. You must allow all pending membership requests, if any appear here'.