
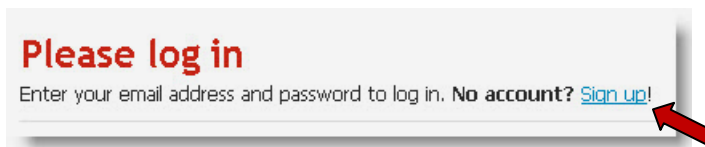


Enrolling and Managing Members in PBworks

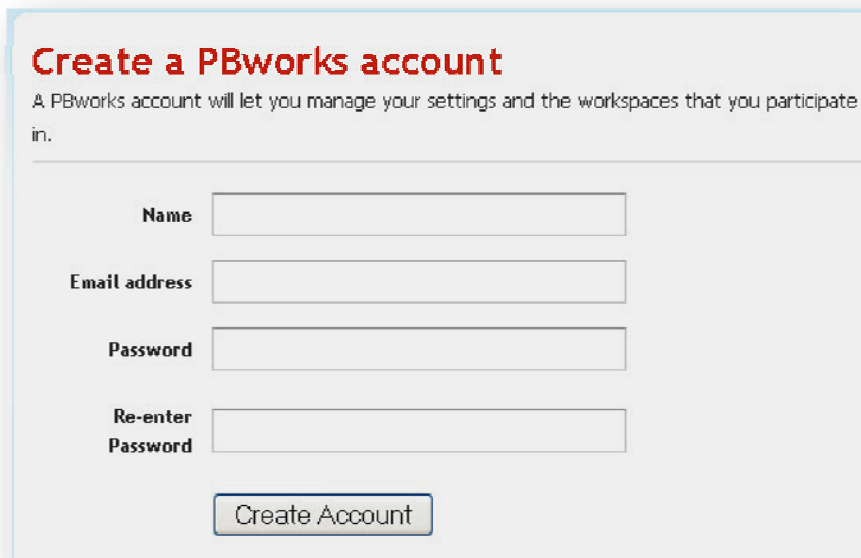
Enrolling Users

The easiest way to add users is to have them add themselves to your wiki. Here are the steps:

1. Have students go to: www.pbworks.com
2. Click the link at the top, right corner of the page that says 
3. Under "Please log in", click on the **Sign up** link.



4. Students fill out the form below providing a valid email address and password.



Create a PBworks account
A PBworks account will let you manage your settings and the workspaces that you participate in.

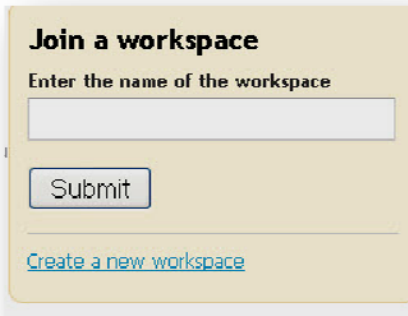
Name

Email address

Password

Re-enter Password

5. Once this is done, a student can log in and request to join your workspace (wiki). The student needs to type in the name of your workspace (wiki) and submit. The student will be informed that he or she is not a member of your wiki, but can submit a request to join. The student should request to join and submit.



Join a workspace
Enter the name of the workspace

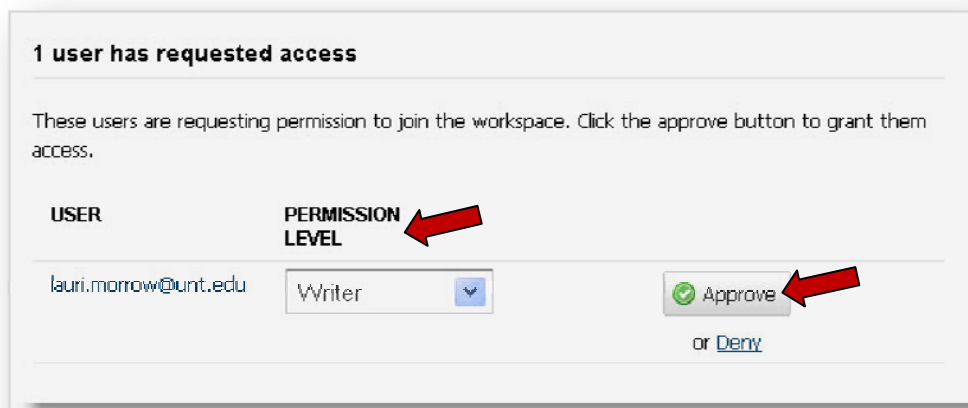
[Create a new workspace](#)

Locating and Managing Users

1. Log into your workspace, and click on “**Settings**” in the upper right-hand corner of the menu bar.
2. Click on the “**users**” link on the left side under **Access Controls**
3. From this Manage Users page you will be able to manage user access and permissions

Allowing Access

When a user requests to join your workspace, you will receive notification on the *Manage Users* page (see below). Select the permission level you want the new user to have, and then click “Approve”. **Note:** it is recommended that students be approved as Writers.



1 user has requested access

These users are requesting permission to join the workspace. Click the approve button to grant them access.

USER	PERMISSION LEVEL	
lauri.morrow@unt.edu	Writer	<input type="button" value="Approve"/> or Deny

Setting up folder and page security

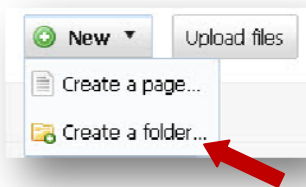
As an administrator, you have the ability to create pages and folders and place security settings upon them so only certain members are allowed to access or edit certain parts of your wiki.

Folder Security

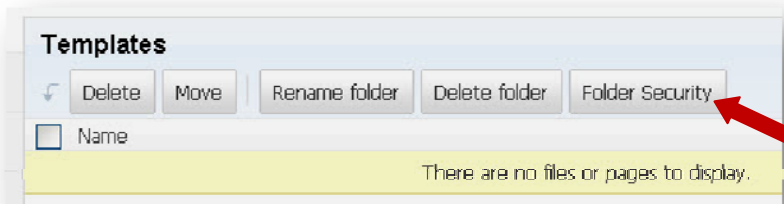
It's best to begin by creating folders for your workspace. You may initially want to create a folder named *Templates* or *Developmental Pages* where you can keep all of your pages under development in one, secure location. You should also create a folder for each group that will be working in your wiki. **Tip:** Give your group folders a specific name that won't be repeated in the next semester like *Group 1 - Fall 09*, especially if you want to save the students' work from previous semesters. Otherwise, you can just use Group 1, Group 2, or Group A, Group B etc.

How to create a folder

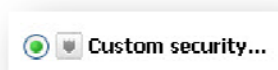
1. Click on the "Pages & Files" link at the top of the menu bar on the right.
2. Click on the "New" button at the top left
3. Choose "Create a folder"



4. The new folder will be created below and highlighted where you can give it a specific name.
5. After a folder has been created, click on it. This brings the folder information to the top, middle of the page.
6. To set folder security, click on the *Folder Security* button.



7. Select "Custom security"



You can save the custom security setting right way or first add users you want to access to this folder by using the dropdown menu and then save. You can always come back to your folder later to add more users. **Note:** Anyone who has administrator status automatically has access to all folders in the wiki.

See next screen shot.

Folder Security for Templates

Default security

Custom security...

or [Add more users to the workspace](#)

Member with folder access	Role
All administrators	Administrator

[Learn more about roles](#)

Make this folder public
When this folder is public, its page can be viewed by anyone on the internet.

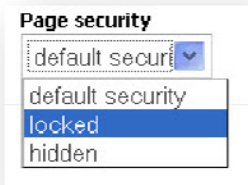
It is recommended that you give students in your wiki the status of “Writer”. If you want to know more about the various roles and privileges users can have in the wiki, click on “Learn more about roles” shown in the screen shot above.

Creating Pages and page security

You can quickly create a page by clicking on the “Create a page” link at the top of your menu bar.

1. Give your new page a specific name
2. Decide if you want to place it in an existing folder or not. **Note:** if you put your new page in a folder that already has custom security settings, your page will adopt the same settings as your folder.
3. If you create your page outside of a folder, you have the option to use the default security setting, lock, or hide the page. Default security means the page will be available or not depending on the roles that have been assigned to each user of the wiki. Locked means that all users can read the page

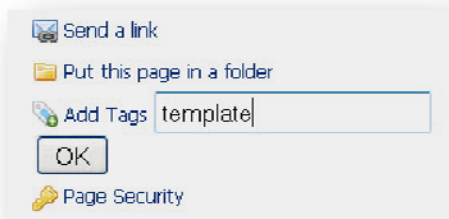
but only an administrator can edit the page. Hidden means that no one can see or edit the page except an administrator.



4. You have the option to create a blank page, import a document, or create a page based on a template that has been created.
5. Finally, click "Create page" to save it.

Creating Templates

You will save time and energy if you create basic templates that you and your students can use over and over for various projects. They can be elaborate or simple. Here's how to create one. After you have designed your page, click on the "Add tags" link and type *template* using a lowercase t (see below). This will cause the page to appear in the list of templates the next time you create a page.



For further information on topics not covered in this guide, please consult the [PBworks manual](#).