



# **TOOL** USING WIKI SITES

A "wiki" is Hawaiian for "quick." Wiki sites are relatively easy to build and use. They can be used for projects or websites.

**Note:** There are many options for building a wiki site. This tool focuses on Google Sites, which is free to use and allows for integration with Google Drive, Google Docs, Google Calendar and Google Groups.

#### THE CASE FOR WIKI'S

Features of a wiki site include:

- Collaboration among users no matter where they are located. For example, you can edit documents collaboratively and users can be notified whenever a document is updated.
- Creating or co-creating a Common Calendar that can be embedded in the wiki site.
- Creating and managing a Clearing House of documents, images and other files by theme or topic area
  that users can view or download. This allows you to have all pertinent documents stored in one
  place, which provides a historical view of your initiative as well as provides newcomers to your
  initiative an efficient way to be oriented.
- Create sign up forms for registrations that are automatically displayed as well on the site.
- Create a survey that automatically populates the results of on the wiki site.
- Link to or embed a Google Group to foster discussion on the site among participants.
- Create static webpages and navigation to other wiki pages.
- Display a plan as well as a link to it for downloading.
- Widgets can be used to automatically display recent news that users should know about.

To set up a Google Site you have to have a Google Account (Gmail).

#### POSSIBLE WIKI DISADVANTAGES

There are risks or potential downsides to using a Wiki Site.

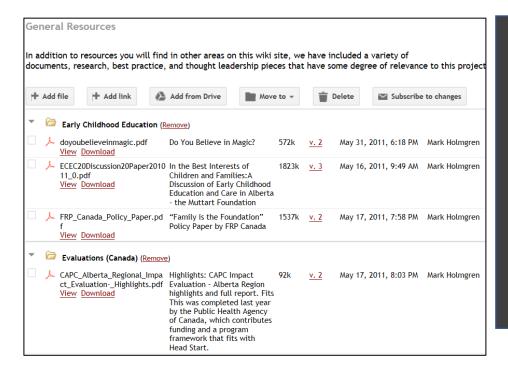
- People need to adjust to going to the Wiki site to get their information and to participate. If they don't the collaborative potential of a wiki, and other benefits will become moot.
- There is a risk that there can be too many irons in the fire when it comes to collaborating on a
  document. Rule of engagement are helpful to ensure people practice collaboration in helpful,
  positive ways.

- If you are not focused on the purpose of the Wiki, you could run the risk of including too much on it, making it hard to navigate or benefit from.
- Wiki sites tend not to be good options for collecting donations or selling things. They lack such functionality. You can do these things using work arounds, but better to use appropriate web functionality for e-commerce type of endeavors.



The Wiki Site above was created for an interagency group of Head Starts in Edmonton. This was an Action Learning project that focused on the exploration of how the children and families currently served by Head Start might better be helped, whether through service reforms, major innovations, new partnerships, or even starting over from scratch.





The General Resources page allows for the uploading of project files and users could view them and down load them.

Files were organized by theme, in this case the theme was Early Childhood Education.

Participants could sign up to be notified anytime there was an update to the site.

#### **Main Navigation**

▼ Home

Project Introduction

### Announcements/News

Concept Paper

General Resources

About Learning

Links

Registrants

#### **Working Groups**

Early Head Start

Positive Deviance Unusual Suspects

#### **Retreat Navigation**

▼ Pre-Retreat-May 2011

May 24th Summary Report Our Commitment to One Another

Learning about Learning Family Archetypes

Exploring the Landscape Magnitude of Change

(Archetypes Intro) Eco-Cycle of Change

#### Announcements/News

New post

#### OCTOBER RETREAT REPORT/SUMMARY

posted Nov 1, 2011, 1:18 PM by Mark Holmgren

OCTOBER RETREAT REPORT/SUMMARY Here is the summary report of the October 2011 Retreat (Download)

Updated Design Brief (Download)

By clicking on

Announcements/News in the left hand navigation, people could see the most recent news that the "coordinator" wanted to make sure people saw.

As well, users could POST their own news.

You can also access these documents on the main page or in the October Retreat Navigatio

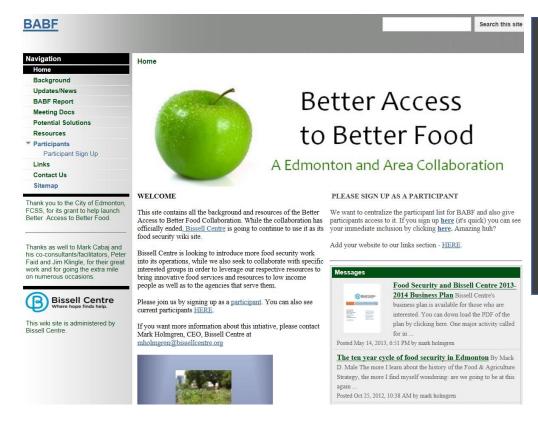
(Edit post)

#### Materials for October sessions now posted

posted Oct 12, 2011, 11:59 AM by Mark Holmgren

You can find the agenda and other materials on the main page but also in the October Retr questions or comments, email Mark Holmgren at mark@markholmgren.com





Better Access to Better Foods was a large-scale collaboration in Edmonton around Food Security. They used this wiki site for about two years to keep people informed, welcome new participants and have a central depository for key documents.

They wanted to be open to new participants, so a form was create for people so they could sign up. And as soon as they did their information was displayed on the Participants page. Everyone could see who was involved.

## BABF Participant Sign Up

If you have participated in BABF meetings and work OR if y please fill out this form. Your info will be shared on the wik that contains the sign up info will be what we use to send c to everyone.

\* Required

First and Last Name \*

John Doe

Organization/Affiliation \*

Food For Everyone

Email \*

JohnDoe@foodnow.ca

Phone
Optional
777-777-7777 ×

BF Participant Si				
16:21:46	David Berger	Boyle Street Comm	dberger@boylestreet.org	780, 423-3122, e
25/04/2012				
	Peter Faid	Community Service	commserv@shaw.ca	<u>780 439-5764</u>
26/04/2012				
	Mary Higgs	Bissell Centre	mhiggs@bissellcentre.org	
27/04/2012				
	Caitlin Beaton	The Mustard Seed	caitlinbeaton@theseed.ca	780-690-9430
30/04/2012		T. O. I.		700 400 4074
	Mark Stanley	The Salvation Army	mark_stanley@can.salvationarmy.org	780-429-4274
30/04/2012	Maniania Danas			700 400 7057
30/04/2012	Marjorie Bencz	Edmonton's Food B	m_bencz@telus.net	780.426.7657
	Suedelle Baudais	Edmonton Food Por	info@edmontonsfoodbank.com	780.425.2133
11/05/2012	Suedelle Daudais	Editionion Food Da	inio@eamontonsioodbank.com	100.425.2155
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	David Prodan	E4C	dprodan@e4calberta.org	780.424.2870
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15:46:37	Karina	Hurtado	khurtado@myunitedway.ca	
18/06/2012			0,	
09:36:17	Anne Fitzpatrick	City of Edmonton	anne.fitzpatrick@edmonton.ca	
20/06/2012				
10:11:30	Heidi Veluw	Live Local	heidi@live-local.ca	
12/07/2012				
	Madhu Sood	Greater Edmonton	madhu@greateredmontonalliance.com	
24/09/2013				
	Jennifer Antonsen	n/a	jensedit@gmail.com	<u>780-289-6515</u>
09/11/2013		l <u>.</u>		
	Kelly Mills	Lady Flower Garder	mdmlthf@gmail.com	
30/09/2014				
	Lisa Attygalle	Tamarack	lisa@tamarackcommunity.ca	22622062
30/09/2014	Line Atturnelle	Tamanalı	lia- @tait	22622062
	Lisa Attygalle	Tamarack	lisa@tamarackcommunity.ca	22622062
09/02/2017	John Doe	Food For	John Doo @foodnow.co	777-777-7777
13.30:06	JUHI DOE	Everyone	JohnDoe@foodnow.ca	111-111-1111



#### **FURTHER READING**

- How to create your own wiki site: <a href="http://www.pcmag.com/article2/0,2817,2399582,00.asp">http://www.pcmag.com/article2/0,2817,2399582,00.asp</a>
- Top Wiki Engines: <a href="http://wiki.c2.com/?TopTenWikiEngines">http://wiki.c2.com/?TopTenWikiEngines</a>
- Welcome to Google Sites: <a href="https://www.google.com/sites/help/intl/en">https://www.google.com/sites/help/intl/en</a> GB/overview.html
- Google Sites Tour video: <a href="https://www.youtube.com/watch?v=X">https://www.youtube.com/watch?v=X</a> KnC2EIS5w
- How to Create a Google Site video: <a href="https://www.youtube.com/watch?v=vgpbGjXRObE">https://www.youtube.com/watch?v=vgpbGjXRObE</a>

