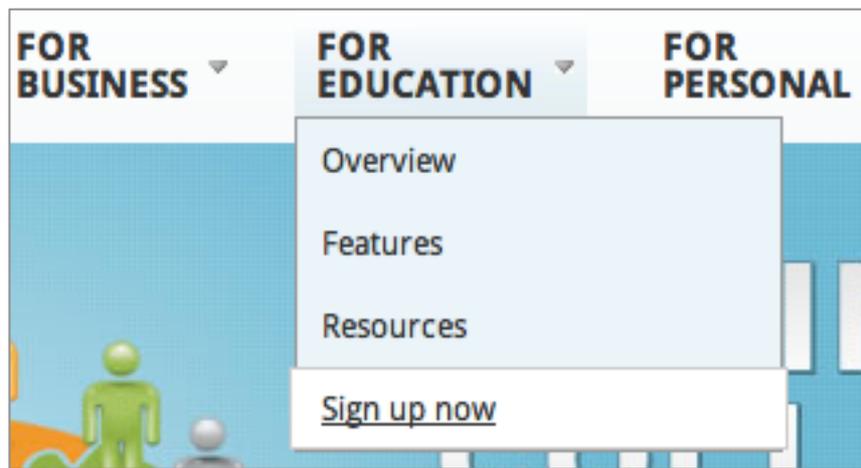


*PBWorks (formerly PBWiki) is an online site which allows you to set up your own wiki site, which can be collaborative or just for your own use. In addition to the free account described here, PBWorks also provides paid accounts with more features.*

*Note: these instructions assume you do not already have a PBWorks account.*

To create an account, go to the PBWorks site (<http://pbworks.com>) and choose **Sign up now** from the **For Education** pull-down menu:



*Note: you will only need to follow these steps once – once your account is set up, you just need to click the **Log in** button.*

You should choose the **Basic** plan which is free: click on the blue **Select** button under the word 'Free'.

You will see the sign up form:

**Choose your address** [Need the Business Edition?](#)

**Agree to non-commercial use**  I agree that this workspace is for non-commercial use only

**Create your account** [Already have an account? Log in.](#)

Your name

Your email address   
We will send a confirmation message to this address.

Enter password

Confirm password

[Next >](#)

You need to define the URL or web address your site will use - I suggest you use your initials and name. In the example, Nick Kumar has typed **njkumar** for his personal pbwiki account. The URL of Nick's site will be <http://njkumar.pbworks.com>.

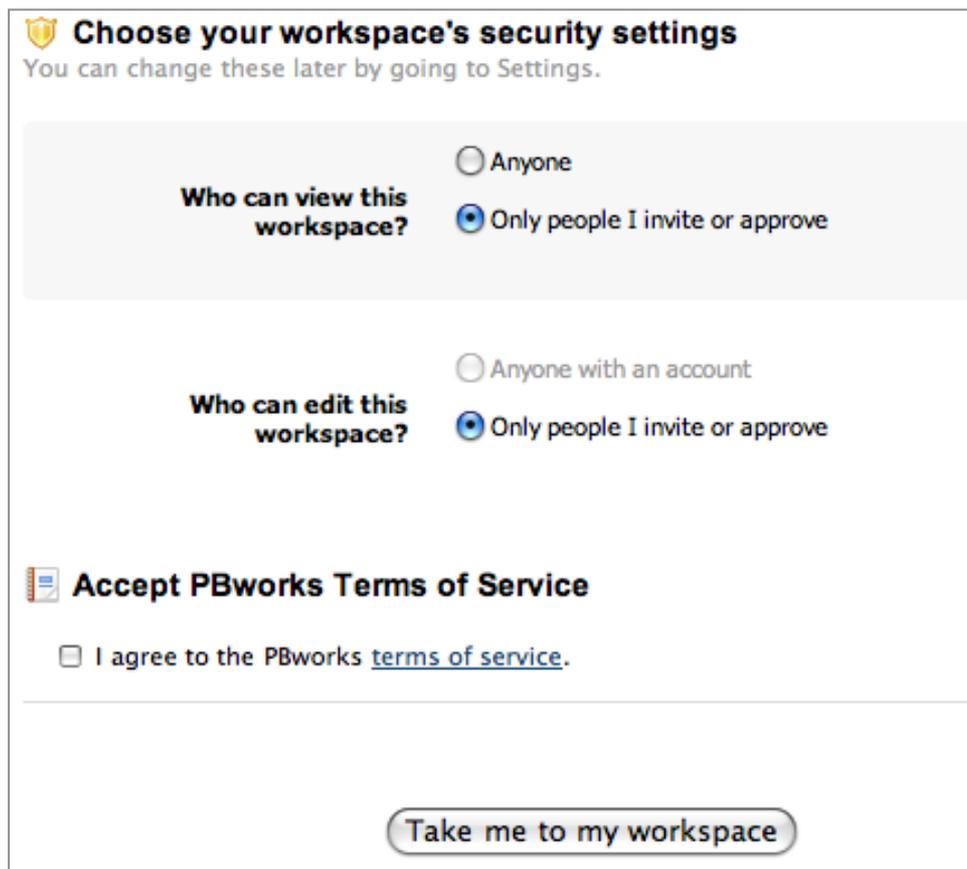
**Potential problem:** After typing the address you'd like, you may see a message that says that name is taken – that means someone else is already using this URL. You'll have to change it to make it more distinctive. One way is to enter a number after your name - eg 'njkumar001'

Once you have entered a valid address, you need to fill out the rest of this page. *You must enter a valid email address as PBWorks sends a confirmation to that address.*

Once you get access to your workspace, you'll see your Front Page. You can click on the **edit** tab to edit the content of your Front Page. As a first step, you'll probably want to delete the default text!

If you are unfamiliar with creating wiki pages, click on the Help button (in the top right hand corner of the PBWorks screen) and click on **Workspace Basics**

To change who can access your workspace, click on **Settings** then on **Workspace Security**. It's usually most useful to set it up so that **Anyone** can view your wiki but only those you invite can edit it.



**Choose your workspace's security settings**  
You can change these later by going to Settings.

**Who can view this workspace?**

Anyone

Only people I invite or approve

**Who can edit this workspace?**

Anyone with an account

Only people I invite or approve

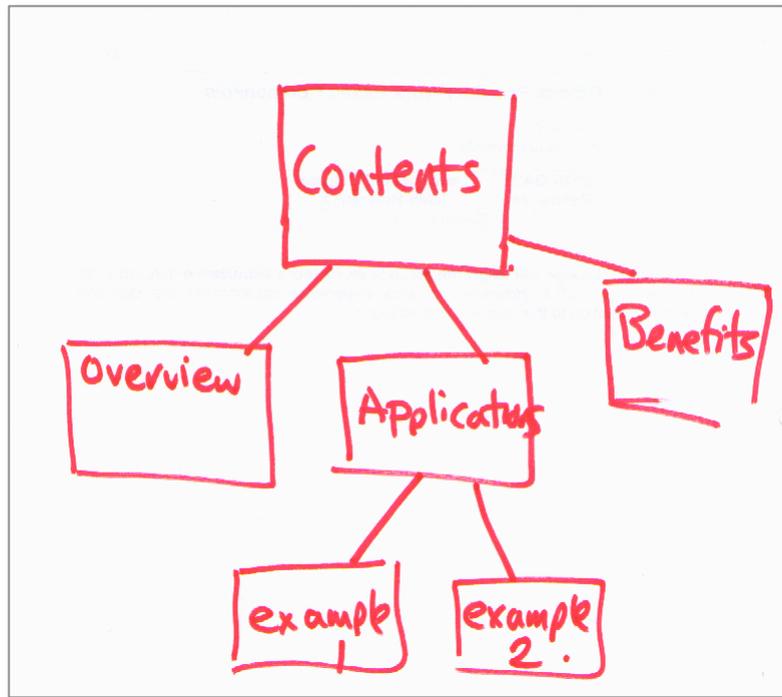
**Accept PBworks Terms of Service**

I agree to the PBworks [terms of service](#).

[Take me to my workspace](#)

**Tips:**

- Before you start creating pages, you might like to plan the structure of your wiki– you can use software to create an outline or a tree diagram, or (my favourite) sketch it roughly on a sheet of paper:



- Don't worry too much about **formatting** the text – I suggest you leave this until later.
- Keep a local copy of your content, as well as entering it into the wiki. Just in case ☺
- Try to avoid pasting the text directly from a word processor such as Microsoft Word – this can result in some very strange formatting.

**Related articles:**

**Writing online – tips for teachers and learners:** <http://www.verso.co.nz/704>

**Wikis – more than just collaboration:** <http://www.verso.co.nz/363>

**Assessing student collaboration using a wiki:** <http://www.verso.co.nz/340>

**Web 2.0 tools: new territory for many learners:** <http://www.verso.co.nz/233>

**Helping learners write and think with a wiki:** <http://www.verso.co.nz/95>

**Wikis, collaboration and the role of the teacher:** <http://www.verso.co.nz/66>

**The read-write matrix of web 2.0 tools:** <http://www.verso.co.nz/70>

**How secure are your course materials online?:** <http://www.verso.co.nz/364>