

## Teacher Checklist for Wiki Projects

Like blogs, wikis are one of the most accessible tools available to classroom teachers new to digital projects. Teachers can often quickly and easily translate tasks that their students are already responsible for completing into wiki projects. These checklists will help you to structure successful wiki experiences for your students.

<b>Technical and Procedural Preparations</b>		
<b>Question to Consider:</b> <i>(The following questions will help you to determine whether or not you are prepared to facilitate wiki projects in your classroom.)</i>	<b>Your Answer:</b>	<b>Actions to Take:</b> <i>(Consider including the names and contact information of anyone that can help you with completing this action step. Also, include the date for when this action will be completed.)</i>
1. Does your school or district's technology services department have a preferred wiki service? Have they made arrangements for students or teachers to have wikis using a particular service?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Have you checked with your school or district's technology services specialists to learn more about any restrictions that they have placed on the creation of digital work by students?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are you aware of any Internet safety policies or procedures in place at the school or district level that may influence your wiki project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Have you introduced your students to basic Internet safety practices—using pseudonyms, refusing to give away locations, never posting pictures of individuals? Are you convinced that they are prepared to write online responsibly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Have you informed parents that their children will be maintaining an online forum for content creation? Are you planning on asking parents to sign a permission slip before students can participate in your wiki project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Have you created an educator account for the wiki service that you are planning to use? Have you looked into whether or not the wiki service that you are planning to use allows teachers to create individual user accounts for each of the students in their classes or on their teams?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Have you decided whether to make your wiki open to the general public for viewing and/or editing? Are you comfortable enough navigating the settings options in your wiki service to set viewing and editing permissions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Are you planning on using a feed reader (content aggregator) to monitor the new content being posted in your classroom wiki? If so, have you made your wiki available for public viewing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Have you developed a comfort level with the basic steps involved in creating content on your wiki? Can you add new pages? Do you know how to add images and links? Have you figured out how to upload files or to comment on pages? Are you comfortable with embedding content?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Have you created a basic structure for your classroom wiki that includes an opening page introducing the purpose for your project and links to new pages where students will add content?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Pedagogical Preparations

<b>Question to Consider:</b> <i>(The following questions will help you to determine whether or not you are prepared to facilitate wiki projects in your classroom.)</i>	<b>Your Answer:</b>	<b>Actions to Take:</b> <i>(Consider including the names and contact information of anyone that can help you with completing this action step. Also, include the date for when this action will be completed.)</i>
1. Have you thought through the kinds of pages that you would like to see students creating in your classroom wiki? Will these pages focus on one particular predetermined theme, or will you open your wiki to a wide variety of student-generated content covering topics of deep personal interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Have you introduced the characteristics of each type of wiki page that you are encouraging students to create? Are you planning on developing samples to guide their work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Have your students explored wiki pages created by other students? Can they identify the characteristics of quality wiki work? Can they point out common flaws in student assignments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Do your students understand that wiki pages are constantly changing and can include inaccurate information? Do they have a healthy skepticism of content posted online and the skills necessary for identifying sites that can be trusted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Are your students prepared to give and receive feedback on written work? Will they be comfortable with peers revising and editing their contributions to shared wiki pages?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Do your students understand that the work done on wikis must be carefully edited and proofread in order to earn credibility with readers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Do your students have the kinds of conversation skills necessary for working on collaborative projects with one another? Will they be able to do this kind of complex work in digital forums dependant on communicating through writing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Are you planning on assigning roles to students working on shared wiki pages in order to structure their work? Do your students understand that quality wiki pages depend on a wide variety of contributions made over time?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Will your students work with one another on classroom wiki projects at school, or are you expecting all collaboration to take place online?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Have you modeled the steps involved in starting new pages, adding links, inserting pictures and embedding interesting content into the final products posted in the wiki service that you've chosen to use with students?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Do your students know how to use the links included in the page history of their wiki project to revert to earlier versions if their shared work is inadvertently—or intentionally—destroyed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Have you considered training a small cadre of student technology leaders to serve as student editors and page monitors? Do these editors have a clear sense of their responsibilities? Will there be any rewards for filling this role?	<input type="checkbox"/> Yes <input type="checkbox"/> No	