



Wikipedia Campus Training: Wikipedia Essentials

Slide: Wikipedia Campus Ambassador Training

Purpose:

- Title slide to open presentation (should be visible when learners enter the room)

Objectives

At the end of this training you will:

- Know how to create your Wikipedia user account and user page.
- Know how to use article discussion pages and user talk pages
- Know editing basics
- Be able to add references
- Be able to upload images



Slide: Objectives

Purpose:

- Review objectives

Timing: 2 minutes

Facilitation Notes/Talking Points:

Do:

- Review objectives

Setting Up Your User Account



Slide: Setting Up Your User Account

Purpose:

- Transition to a new topic.

Timing: 1 minute

Resources:

- Creating a user account is covered in the "Welcome to Wikipedia" brochure.
- There are several variations on written exercises that incorporate account creation, which can be assigned and handed out in class.
- There is a tutorial video that covers both how to create an account, and what to consider while doing so.

Setting Up A User Account (Activity)

1. Go to en.wikipedia.org.
2. Click Log in/create account, located at the top right side of the page.
3. Click on "Create one," next to "Don't have an account?..."
4. Choose your Username.
5. Select your Password.
6. Click Create account.



Slide: Setting Up Your User Account (Activity)

Purpose:

- Present the steps for creating a User Account for those that have not done it yet.

Timing: 5 minutes

Facilitation Notes/Talking Points:

Say:

- It is easy to create a Wikipedia account and you are not required to provide any personal information.
- Let's walk through the steps together.
- If you haven't created an account yet, this will be your opportunity to learn how.

Instruct:

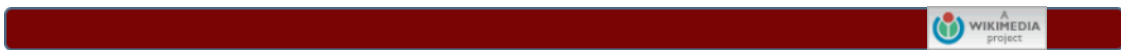
- Go to en.wikipedia.org.
- (Walk through the instructions on this slide.)
- As they fill out the form, ask questions users should consider when setting up an account:
 - How anonymous do you want to be?
 - Do you want the same username you use elsewhere online?
 - Do you want to use your real name?
- Are there any questions?

Image source: http://commons.wikimedia.org/wiki/File:Puzzly_at_the_computer_%28RTL%29.svg
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Creating a User Page (Activity)

1. Click “Start the User:*Username* page”
2. Enter information about yourself into the empty text box
3. Click “Save page”

Note: You may be prompted to create a userpage and provide a short bio immediately after creating your account. The account creation process is being revamped, so if it differs from what's described here, just go with the flow!



Slide: Setting Up Your User Page (Activity)

Purpose:

- Discuss what a user page is
- Present the steps for creating a user page for those who have not done it yet.

Timing: 5 minutes

Resources:

- There are several example exercises, which can be assigned and handed out in class, that include user page creation.
- For guidelines on how to use userpages, see [\[\[Wikipedia:User pages\]\]](#).
- For resources for designing fancy pages, see [\[\[Wikipedia:User page design center\]\]](#)

Facilitation Notes/Talking Points:

Make sure you're logged into your user account and have a Wikipedia article on your screen before starting this activity.

Say:

- *(Trainer should show his/her own user page, and then show the user page of another Wikipedia editor)* A “user page” is your profile on Wikipedia – this is where users provide more information about who they are, what their interests are on Wikipedia, what articles they've edited, etc. This page is what shows up when other editors click on your user name anywhere on Wikipedia.
- Let's walk through the steps together.
- As with all online profiles, this information is public. Beware of safety issues.

Instruct:

- Everyone should log into their user account.
- On the upper-right hand side of the page, click on your user name – it is to the left of “My talk” and is in red.
- (Walk through the instructions on this slide)
- Are there any questions?

Article vs. Discussion/Talk page

Article **Discussion** Read Edit View history

Public policy

From Wikipedia, the free encyclopedia

Where the article content is.

- Contains limited editorial markings
- No information about editors

Article Discussion Read Edit **New section**

Talk:Public policy

From Wikipedia, the free encyclopedia

Where editors talk about:

- Editing plans
- Potential problems

Also:

- You can list sources or build an outline here
- Contains WikiProject banners, other "meta" info
- Sign your comments
- Don't delete other people's comments



Slide: Article vs. Discussion page

Purpose:

- Explain what Discussion pages are and how they differ from articles

Timing: 10 minutes

Resources:

- Video tutorial: http://en.wikipedia.org/wiki/File:Wikipedia_basics_-_Talk_pages.ogv

Facilitation Notes/Talking Points:

Say:

- Every article on Wikipedia has a corresponding discussion page, also known as a talk page, where editors can talk about the article and how to improve it.
- Articles are:
 - [read the bullets for articles]
- Discussion pages are:
 - [read the bullets for discussion pages]

Activity: Leaving & signing a comment on a discussion/talk page



Signing a message: use four tildes (~~~~)

→ This is indeed an advanced article. For basic introductions, the intro
Rjensen (talk) 18:22, 20 October 2010 (UTC)

Slide: Discussion pages & talk pages (Activity)

Purpose:

- Demonstrate how to leave a message on a discussion/talk page

Timing: 5 minutes

Facilitation Notes/Talking Points:

Make sure you're logged into your user account before starting this activity.

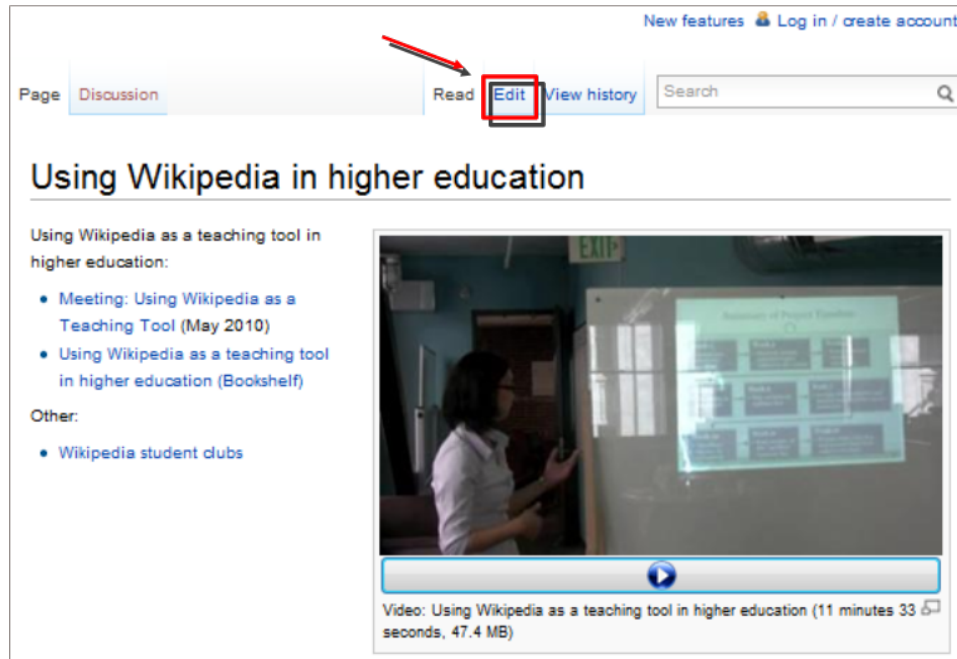
Say:

- Now I'm going to demonstrate how to leave a comment on a discussion page (also known as a talk page).
- When to leave a message: before/after making substantial edits to the article, suggestions for how an article could be improved, engaging other editors in discussions, soliciting feedback from other editors, etc.
- The newer messages are at the *bottom* of the page.
- Let's try leaving a message on a discussion/talk page.
- Later, we'll come back to some of the etiquette around discussion pages when we talk about Wikipedia norms and culture.

Instruct:

- Everyone should log into their user account.
- Browse to an article, click "Discussion," skim the content. Then click "New section" and enter a subject/headline. Type a message, sign it with four tildes (~~~~), click "Save page."
- You would do the same for a user page.
- Are there any questions?

Editing



Slide: Editing

Purpose:

- Show the learners the basic steps of editing a page.

Timing: 2 minutes

Resources:

- Some of the example exercises, which can be assigned and handed out to students, include basic editing tasks.
- A screencast covers making an edit and using elementary markup (including wikilinks).

Facilitation Notes/Talking Points:

Say:

- Let's learn the basics of editing.
- With the exception of a few protected pages, every page has a link that says "Edit", which lets you edit that page.
- It is Wikipedia's most basic feature, and allows you to make corrections and add facts to articles.
- If you add information to a page, please provide references, because unreferenced facts can be removed.

Editing (cont.)

Editing Using Wikipedia in higher education

Warning: You are not logged in.
Your IP address will be recorded in this page's edit history.

B I [Advanced](#) [Special characters](#) [Help](#)

```
[[File:Using Wikipedia as a teaching tool in higher education.ogv|thumb|400px|Video: Using Wikipedia as a teaching tool in higher education (11 minutes 33 seconds, 47.4 MB)]]

Using Wikipedia as a teaching tool in higher education:

* [[Meeting: Using Wikipedia as a Teaching Tool]] (May 2010)
* [[Using Wikipedia as a teaching tool in higher education (Bookshelf)]]

Other:

* [[Wikipedia student clubs]]

[[Category:Target audience higher education!]]
```

By saving, you agree to irrevocably release your contribution under the [Creative Commons Attribution/Share-Alike License 3.0](#) and the [GFDL](#). You agree to be credited by re-users, at minimum, through a hyperlink or URL to the page you are contributing to. See the [Terms of Use](#) for details.

Summary:

[Editing help](#) (opens in new window)

edited and redistributed at will, then do not submit it here. If you did not write this yourself, it must be available under terms consistent with the [Terms of Use](#), and you agree to follow any relevant licensing requirements.

A WIKIMEDIA project

Slide: Editing (cont.)

Purpose:

- Show the learners the basic steps in editing a page.

Timing: 8 minutes

Facilitation Notes/Talking Points:

Say:

- When you click the “edit” link it opens an editing window containing the text for that page.
 - Make edits by adding factual information or correcting existing content. [Click mouse]
 - One important feature to start using early is the “Show preview” button.
 - This allows you to see what the page will look like after your edit and before you actually save so you can catch any mistakes.
1. Using “Show Preview before saving also lets you try different format changes without cluttering up the page history. [Click mouse]
 - Before you hit Save page, it is considered good etiquette to enter a polite explanation of your changes in the “Edit summary” box located above the Save page and Show preview buttons.
 - It can be short; for example if you just enter “typo”, people will know you made a spelling correction.
 - Also, if the change you made to the page is minor, such as correcting a spelling or grammar error, be sure to check the box “This is a minor edit”, which is only visible if you have logged in. [Click mouse]
 - When you are satisfied with the previewed edits and have entered your explanation in “Edit summary”, click on “Save page” and see what you have done!
 - Are there any questions?

Basics of Citing References

==References==
<references/>



Slide: Basics of Citing References

Purpose:

- Transition to a new topic.

Timing: 1 minute

Resources:

- Handouts for referencing and plagiarism can be printed and handed out to students
- A screencast covers the basic wiki code for adding citations.

Citing References

Public policy
From Wikipedia, the free encyclopedia

*This article is about government action. **Policy**, both public and private, is a broader notion. The article on *public policy doctrine* discusses the use of the phrase "public policy" in legal doctrine.*

Public policy can be generally defined as the course of action or inaction taken by **governmental** entities (the decisions of government) with regard to a particular issue or set of issues.^[1] Other scholars define it as a system of "courses of action, **regulatory** measures, **laws**, and **funding** priorities concerning a given topic promulgated by a governmental entity or its representatives."^[2] Public policy is commonly embodied "in constitutions, legislative acts, and judicial decisions."^[3]

In the **United States**, this concept refers not only to the end result of policies, but more broadly to the **decision-making** and **analysis** of governmental decisions. Public policy is also considered an **academic discipline**, as it is studied by professors and students at **public policy schools** of major universities throughout the country. The American (United States of America) professional association of public policy practitioners, researchers, scholars, and students is the **Association for Public Policy Analysis and Management**.

Contents [hide]

- 1 Government actions
- 2 As an academic discipline
- 3 See also
- 4 References**

Government actions [edit]

Shaping public policy is a complex and multifaceted process that involves the interplay of numerous individuals and interest groups competing and collaborating to influence policymakers to act in a particular way. These individuals and groups use a variety of tactics and tools to advance their aims, including advocating their positions publicly, attempting to educate supporters and opponents, and mobilizing allies on a particular issue.^[4]

In this context, advocacy can be defined as attempting to influence public policy through education, lobbying, or political pressure. Advocacy

This article is part of the Politics series

Politics

- List of political topics
- Politics by country
- Politics by subdivision
- Political economy
- Political history
- Political history of the world
- Political philosophy
- Political science
- Political system
 - Communism
 - City-state
 - Dictatorship
 - Directorial
 - Feudalism
 - Monarchy
 - Parliamentary
 - Presidential
 - Semi-presidential
- International relations (theory)
- Political scientists
- Comparative politics

Slide: Citing References

Purpose:

- Show the learners the basic steps of adding references to a page.

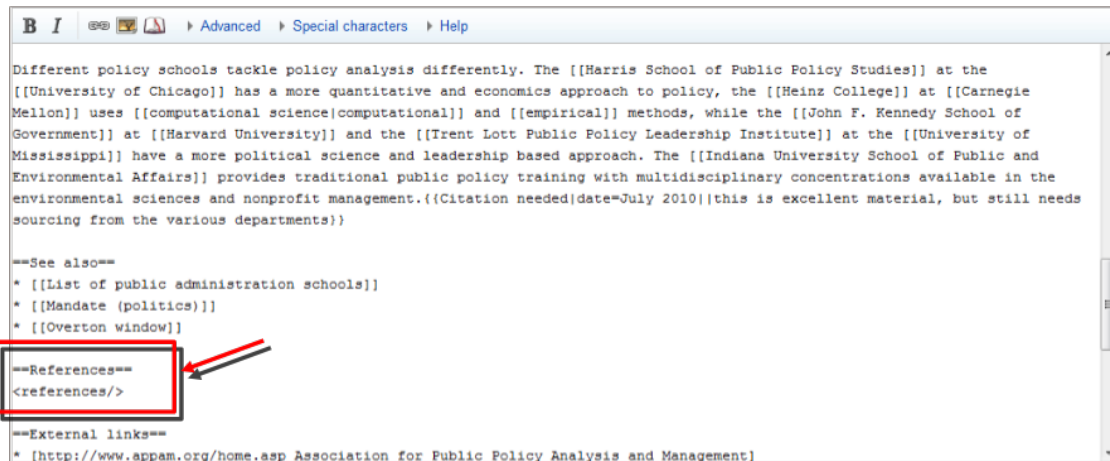
Timing: 2 minutes

Facilitation Notes/Talking Points:

Say:

- As we have been emphasizing throughout this class, "Any editor can remove unreferenced material; and unsubstantiated articles may end up getting deleted, so when something is added to an article, it's highly advisable to also include a reference to say where it came from."
- It is best to use inline citations so that other editors and readers can verify the information you add.
- Also, make sure that the sources you use are trustworthy and authoritative.
- Referencing may look daunting, but it's easy enough to do, so let's take a look at how to actually add a reference to your article. [Click mouse]

Citing a Reference (cont.)



```
B I [Advanced] [Special characters] [Help]
Different policy schools tackle policy analysis differently. The [[Harris School of Public Policy Studies]] at the
[[University of Chicago]] has a more quantitative and economics approach to policy, the [[Heinz College]] at [[Carnegie
Mellon]] uses [[computational science|computational]] and [[empirical]] methods, while the [[John F. Kennedy School of
Government]] at [[Harvard University]] and the [[Trent Lott Public Policy Leadership Institute]] at the [[University of
Mississippi]] have a more political science and leadership based approach. The [[Indiana University School of Public and
Environmental Affairs]] provides traditional public policy training with multidisciplinary concentrations available in the
environmental sciences and nonprofit management.{{Citation needed|date=July 2010|this is excellent material, but still needs
sourcing from the various departments}}

==See also==
* [[List of public administration schools]]
* [[Mandate (politics)]]
* [[Overton window]]

==References==
<references/>

==External links==
* [http://www.appam.org/home.asp Association for Public Policy Analysis and Management]
```

Slide: Citing a Reference (cont.)

Purpose:

- Show the learners the basic steps of adding references to a page.

Timing: 2 minutes

Facilitation Notes/Talking Points:

Say:

- As we just learned, when you click the “edit” link it opens an editing window containing the text for that page.
- The easiest way to create an inline citation is using footnotes.
- The first thing you do is to create a section where the footnotes will appear.
- It may already exist, so before you add it, look for a section that contains either “==References==” between dashes lines or brackets, as shown in this slide. (Note: point out what this looks like in the text on the screen.)
- If this section is not in the text of the page, you can add it, after the “Notes” section and before the “External Links” section, as we saw in the Anatomy of an Article presentation. [Click mouse]

Citing a Reference (cont.)

`<ref>Add your reference here</ref>`

Example:

This is a line of text in an article and I will now insert a reference.`<ref>my reference</ref>`



Slide: Citing a Reference (cont.)

Purpose:

- Show the learners the basic steps of adding references to a page.

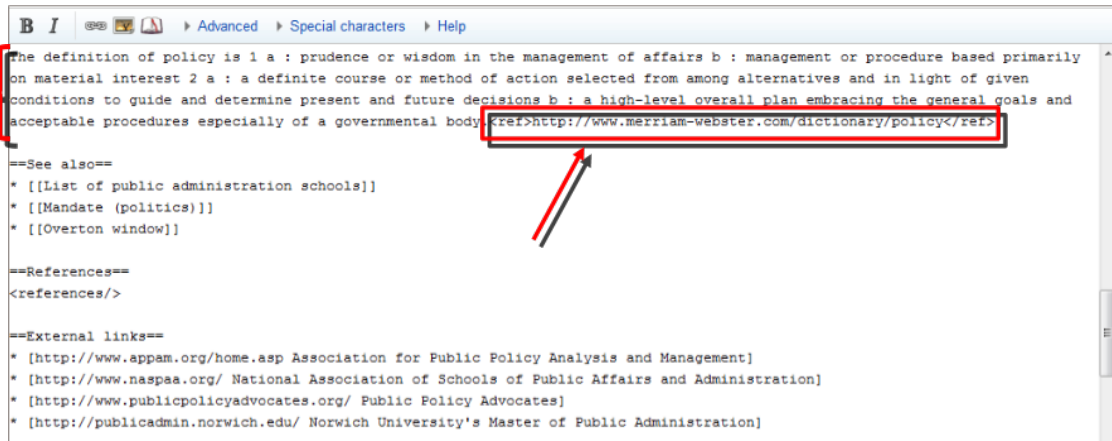
Timing: 2 minutes

Facilitation Notes/Talking Points:

Say:

- The next step is to put a reference in the text.
 - Here is the code to do that.
 - The code goes at the end of the relevant phrase, sentence, or paragraph to which the note refers.
 - If there is a space between the end of the phrase, sentence or paragraph and the beginning of the `<ref>`
(Note: point this out on the slide), then normal line wrap may cause the resulting numbered footnote to be separated from the text.
1. Whatever text, formatting, or templates you put in between these two tags will become visible in the "References" section as your reference.
 2. Let's look at our Public Policy edit page again and see where a reference was added. [Click mouse]

Citing a Reference (cont.)



The screenshot shows a Wikipedia edit interface. The text being edited is: "The definition of policy is 1 a : prudence or wisdom in the management of affairs b : management or procedure based primarily on material interest 2 a : a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions b : a high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body." A red box highlights the word "policy" and the reference being added: `<ref>http://www.merriam-webster.com/dictionary/policy</ref>`. A red arrow points to the reference code. Below the text, there are sections for "See also", "References", and "External links".

```
B I [Icons] > Advanced > Special characters > Help
The definition of policy is 1 a : prudence or wisdom in the management of affairs b : management or procedure based primarily
on material interest 2 a : a definite course or method of action selected from among alternatives and in light of given
conditions to guide and determine present and future decisions b : a high-level overall plan embracing the general goals and
acceptable procedures especially of a governmental body.<ref>http://www.merriam-webster.com/dictionary/policy</ref>
==See also==
* [[List of public administration schools]]
* [[Mandate (politics)]]
* [[Overton window]]
==References==
<references/>
==External links==
* [http://www.appam.org/home.asp Association for Public Policy Analysis and Management]
* [http://www.naspa.org/ National Association of Schools of Public Affairs and Administration]
* [http://www.publicpolicyadvocates.org/ Public Policy Advocates]
* [http://publicadmin.norwich.edu/ Norwich University's Master of Public Administration]
```

Slide: Citing a Reference (cont.)

Purpose:

- Show the learners the basic steps of adding references to a page.

Timing: 1 minute

Facilitation Notes/Talking Points:

Say:

- So here you can see that, the definition of the word 'policy' was added to the article and it's followed by a reference.
- Now let's see how that looks on the actual Wikipedia page. [Click mouse]

Citing a Reference (cont.)

The definition of policy is 1 a : prudence or wisdom in the management of affairs b : management or procedure based primarily on material interest 2 a : a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions b : a high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body ⁽¹⁾

- Ideology
- Political campaigning
- Political parties

[Politics portal](#) v · d · e

See also

- List of public administration schools
- Mandate (politics)
- Overton window

References

1. [^] Wolf, Robert, "Definitions of Policy Analysis" [ⓘ]
2. [^] Kilpatrick, Dean, "Definitions of Public Policy and Law" [ⓘ]
3. [^] Schuster II, W. Michael, "For the Greater Good: The Use of Public Policy Considerations in Confirming Chapter 11 Plans of Reorganization" [ⓘ]
4. [^] [ⓘ] [Ⓐ] [Ⓐ] Kilpatrick
5. [^] <http://www.merriam-webster.com/dictionary/policy> [ⓘ]

External links

Slide: Citing a Reference (cont.)

Purpose:

- Show the learners the basic steps of adding references to a page.

Timing: 1 minute

Facilitation Notes/Talking Points:

Student Facilitator Say:

- And here is how it appears in the References section of the actual page. [Click mouse]

Citing a Reference (cont.)

- Online references
 - Website URLs
 - Website Titles/Names
- References not online
 - Newspapers
 - Books
 - Mainstream press
- Wikipedia: Referencing for Beginners
 - http://en.wikipedia.org/wiki/Wikipedia:Referencing_for_beginners



Slide: Citing a Reference (cont.)

Purpose:

- Present types of reference and cite the URL where more information can be found for beginners.

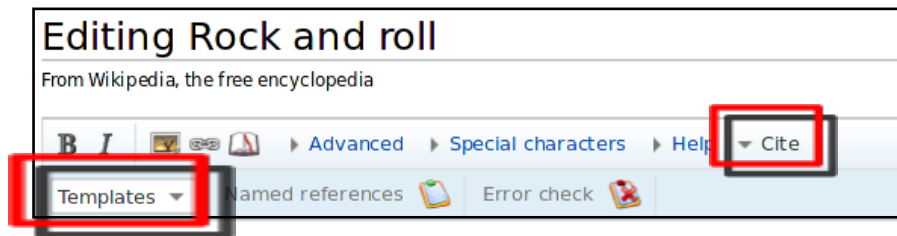
Timing: 2 minutes

Facilitation Notes/Talking Points:

Student Facilitator Say:

- So, we have seen the actual mechanics of adding a reference, but there are also preferences for the correct placement and formatting for the types of references you see listed here.
- This information can be found on the 'Wikipedia: Referencing for Beginners' wiki page at the URL that is listed on this slide.
- Are there any questions?

The "Cite" button in the editing toolbar



- Press "Cite", then select source type from "Templates"
- Type in information about the source into the appropriate boxes
- Advantages: much easier to add citations
- Disadvantages: less flexible; not easy to do short citations to accompany a bibliography

Slide: Cite button

Purpose:

- Tell students how to use the "Cite" button for easily inputting citation details

Timing: 4 minutes

Resources:

- A video tutorial explains the use of the cite button: http://commons.wikimedia.org/wiki/File:Citing_sources_tutorial,_part_2.ogv

Facilitation Notes/Talking Points:

*Either read the bullet points, or better yet, walk through actually demonstrating how it works with a generic citation.

Uploading Images onto Wikimedia Commons



Slide: Uploading Images on Wikimedia Commons

Purpose:

- Teach learners how to upload images onto Wikimedia Commons and then add the images to relevant Wikipedia articles.
- Give basic introduction to 'free licenses'.

Timing: 10 minutes

Facilitation Notes/Talking Points:

Point trainees to the "Adding Images to Articles" handout. CA's are encouraged to copy & give this handout to students in class too.

Say:

- Go through the handout with students.
- Essentially, there are 2 stages if you want to add an image onto Wikipedia: you have to upload it onto Wikimedia Commons first, and then you add it onto the relevant Wikipedia article.
- Any questions regarding image uploads or free licenses?



Thank you!



Slide: Thank You

Purpose:

- Thank the learners and conclude the session.

Timing: 1 minute

Ask: Question?