TOOL | USING WIKI SITES

A "wiki" is Hawaiian for "quick." They are relatively easy to build and use and can be used for a project or as a website.

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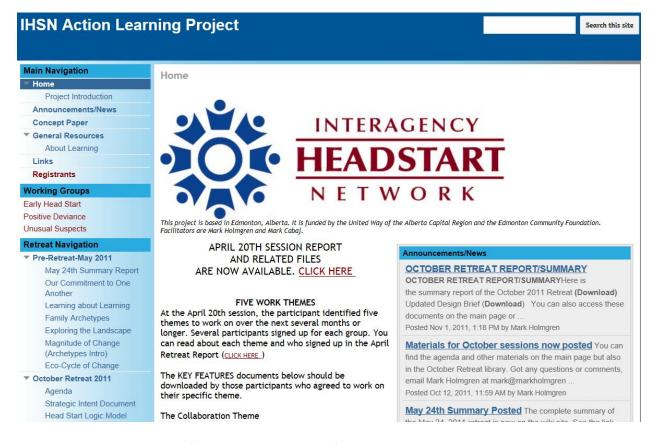
To set up a Google Site you have to have a Google Account (Gmail).

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.

General Resources

In addition to resources you will find in other areas on this wiki site, we have included a variety of documents, research, best practice, and thought leadership pieces that have some degree of relevance to this project

| ➕ Add file | ➕ Add link | ☁ Add from Drive | 🗀 Move to ▾ | 🗑 Delete | ✉ Subscribe to changes |

▾ 🗀 **Early Childhood Education** (Remove)

☐	📄 doyoubelieveinmagic.pdf View Download	Do You Believe in Magic?	572k	v. 2	May 31, 2011, 6:18 PM	Mark Holmgren
☐	📄 ECEC20Discussion20Paper2010 11_0.pdf View Download	In the Best Interests of Children and Families:A Discussion of Early Childhood Education and Care in Alberta - the Muttart Foundation	1823k	v. 3	May 16, 2011, 9:49 AM	Mark Holmgren
☐	📄 FRP_Canada_Policy_Paper.pdf View Download	"Family is the Foundation" Policy Paper by FRP Canada	1537k	v. 2	May 17, 2011, 7:58 PM	Mark Holmgren

▾ 🗀 **Evaluations (Canada)** (Remove)

☐	📄 CAPC_Alberta_Regional_Impact_Evaluation-_Highlights.pdf View Download	Highlights: CAPC Impact Evaluation - Alberta Region highlights and full report. Fits This was completed last year by the Public Health Agency of Canada, which contributes funding and a program framework that fits with Head Start.	92k	v. 2	May 17, 2011, 8:03 PM	Mark Holmgren

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)

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

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.

ℰ TAMARACK
I N S T I T U T E

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.

FURTHER READING

- How to create your own wiki site: http://www.pcmag.com/article2/0,2817,2399582,00.asp
- Top Wiki Engines: http://wiki.c2.com/?TopTenWikiEngines
- Welcome to Google Sites: https://www.google.com/sites/help/intl/en_GB/overview.html
- Google Sites Tour – video: https://www.youtube.com/watch?v=X_KnC2EIS5w
- How to Create a Google Site – video: https://www.youtube.com/watch?v=vgpbGjXRObE

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