SOLODSI – Solopreneurs' Digital Social Innovation

IO3: Toolkit for social solopreneurs

Toolkit

SOLODSI

Solopreneurs' Digital Social Innovation

Project information

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Document history

Date	Version	Author(s)	Description
15.01.2022	1	Renata Ochoa-Dąderska	Toolkit definition
31.03.2022	2	Luis Ochoa Siguencia	Toolki preparation
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Contents

Educational toolkit for social solopreneurs

PBWorks, which was formally known as PBwiki, specializes in helping businesses, non-profits, and educational institutions collaborate via wikis. The start-up has steadily added innovative, real-time features to its platform, most recently integrating Twitter-like microblogging.

PBWorks is a Web 2.0 tool that acts like a website, where multiple users can edit and add information and content. It is a type of wiki.

https://www.pbworks.com/

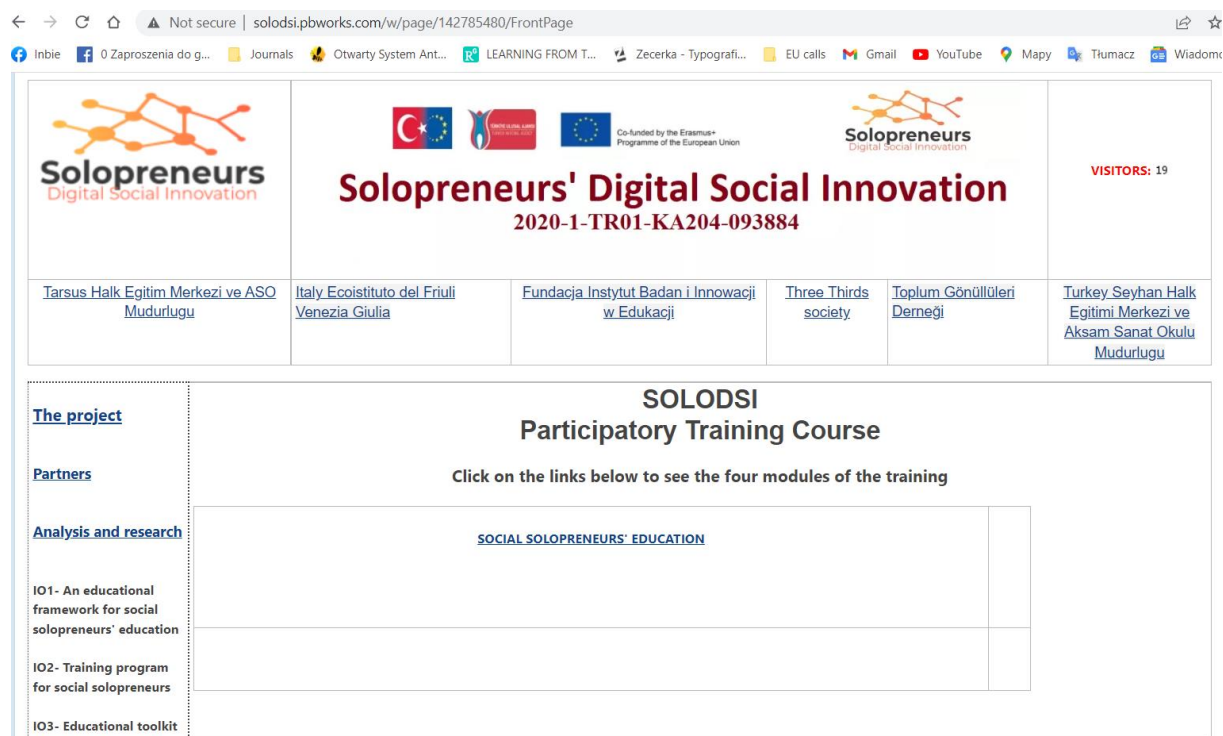http://solodsi.pbworks.com/w/page/142785480/FrontPage

How to start

The best way to use wikis in the classroom is to put the tool in the hands of learners. Train them in the use of the tool and also in related skills like Internet searches, recognizing bias, and citing sources.

Then, put them in teams to add content to the webpages. This can be a one-time project or an ongoing website that grows and develops as the school year progresses.

As a trainer webpage, a wiki created by PBWorks might offer a curated collection of resources including high-quality interactive lessons.


http://solodsi.pbworks.com/w/page/142785480/FrontPage

How to edit a workspace and create new pages

Editing a workspace is just like editing a word-processing software, the only difference is that it will be done online and much easier because it has not all functions that Ms word or OpenOffice.ux.pl Writer has.

1. Log in to your workspace at "my.pbworks.com" and choose your workspace (example "Management").

2. Click "Edit page" at the top of your workspace. Type your texts on the page and click "Save."

3. Your PBworks is updated!

http://solodsi.pbworks.com/w/page/142785480/FrontPage#view=edit
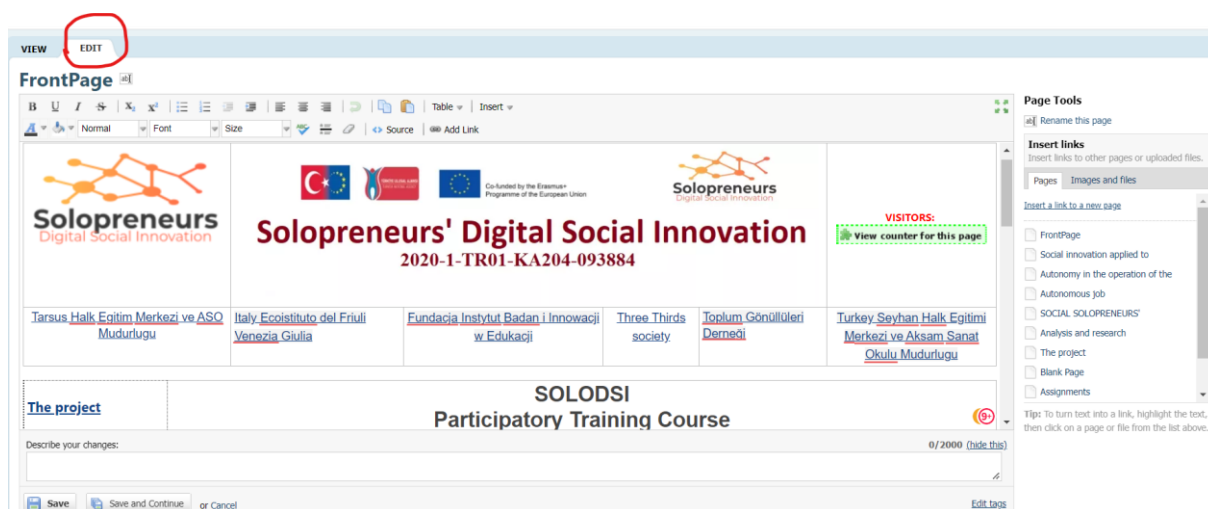
If we would like to create new pages and linking them together in our workspace, the best way is:.

1. Log in to your workspace at my.pbworks.com and chose your workspace.

2. Click "Create new page" at the top of your workspace

3. Type the name you choose for your link (name of the new page) into the page title and click "Create new page"

4. Once you type something on the page (example "Personal management"!), click "Save"


http://solodsi.pbworks.com/w/page/142785480/FrontPage#view=edit
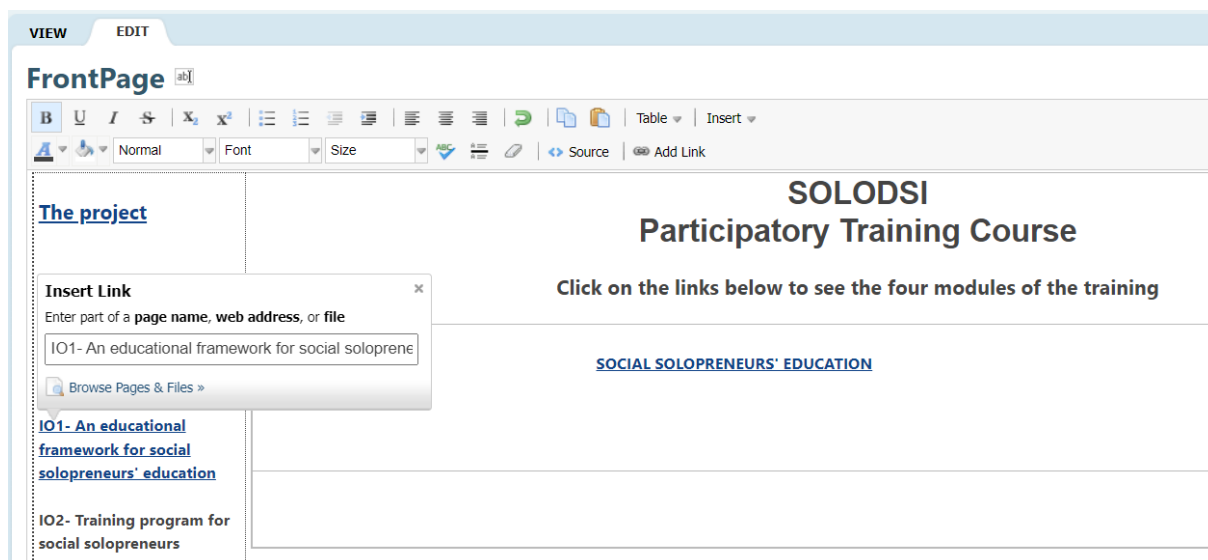
To navigate from one page to another, you'll should link pages together.

1. Go to the front page of your workspace and click "Edit"

2. Type "Personal management"

3. Select the text and click the "Insert link" button (the world icon on your tool bar)

4. Choose "Link to a page" and locate "Personal management"

5. Once you click "Ok" and "Save," you'll see that your page now links to your "Personal management" page

You can now set up as many pages as you want and link them together!


http://solodsi.pbworks.com/w/page/142785480/FrontPage#view=edit
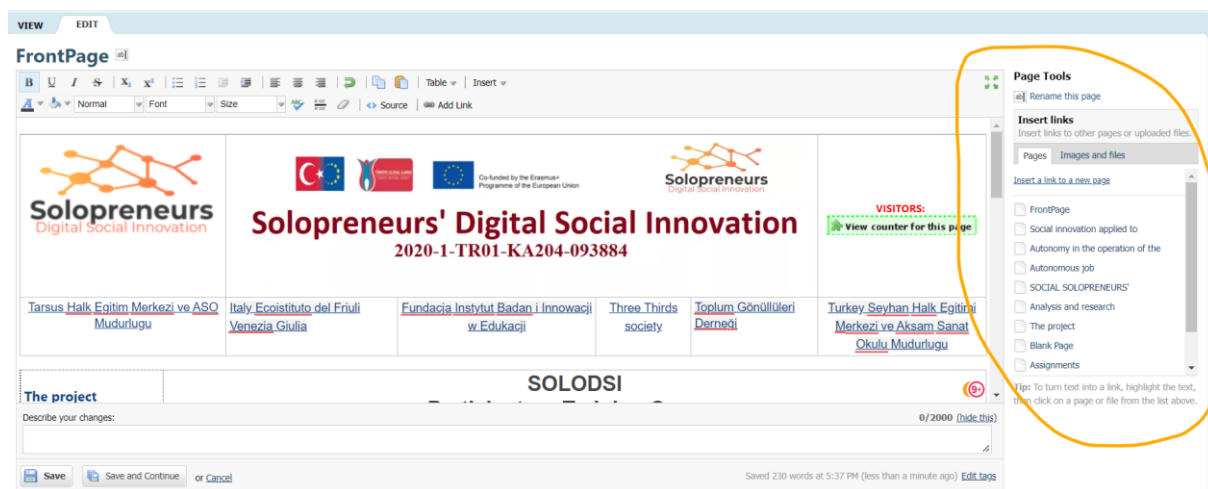
How you can keep track your workspace

PBworks give the opportunity to keep track of what your learners are doing on your workspace (example "Personal management". It is important for monitor workspace activity and help learners to a better cooperative learning activities. We have few possibilities like:

-        E-mail notifications: PBworks tracks every edit made to your workspace page and then sends you email notifications when changes are made. You can change your notification setting to receive changes immediately—or not at all.

1. Go to My.PBworks.com
2. Scroll down to the box titled "Preferences" and to change your notification setting.

   - Page history : Every edit you make on your workspace is saved – this means that you always know who edited the workspace and when it was changed. If your learners accidentally delete your work or upload inappropriate content – you immediately know who did it and you can reverse the changes.

http://solodsi.pbworks.com/w/browse/#view=ViewAllObjects
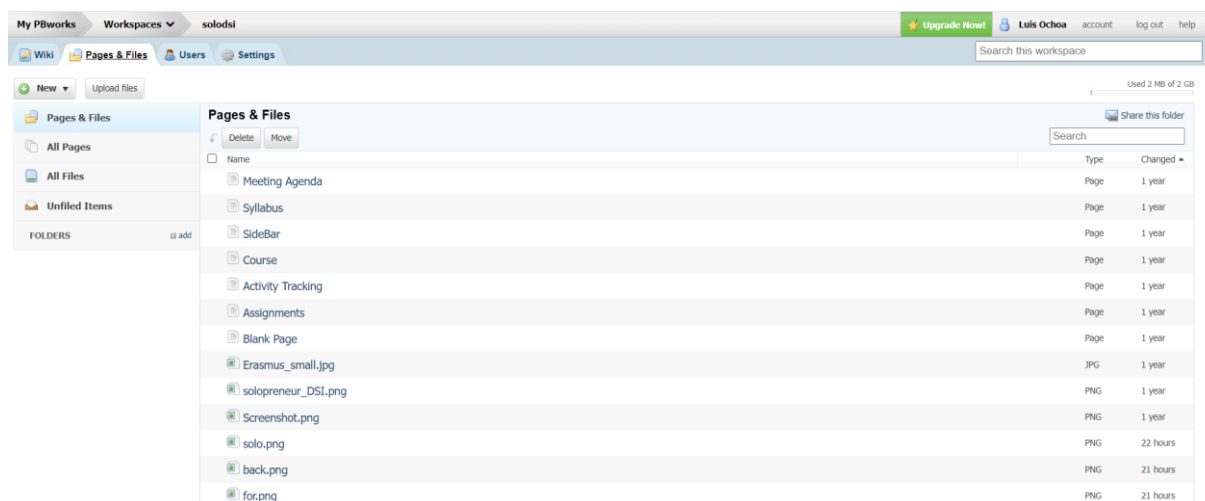
3. Log in at My.PBworks.com and choose "Personal management"

4. Click the page history link on the top of your page.

   - Search: Once you have a lot of content on your workspace, search makes it easy to find what you're looking for. You can search by keyword to find text, pages, tags and even comments. The search box is located on the top right hand panel of your workspace.

You're not using the best PBworks has to offer.

PBworks Business Edition
- Unlimited workspaces
- Project Management
- IM/chat and Teleconferencing

PBworks Campus Edition
- Unlimited workspaces
- Advanced security on pages and folders
- Centralized administration and control

Preferences

Notify me when my workspaces change

Right away

This setting applies to each workspace individually: you might get two emails in a given hour about two different workspaces.

Submit

Join a workspace

Enter the name of the workspace

Submit

Create a new workspace

https://my.pbworks.com/
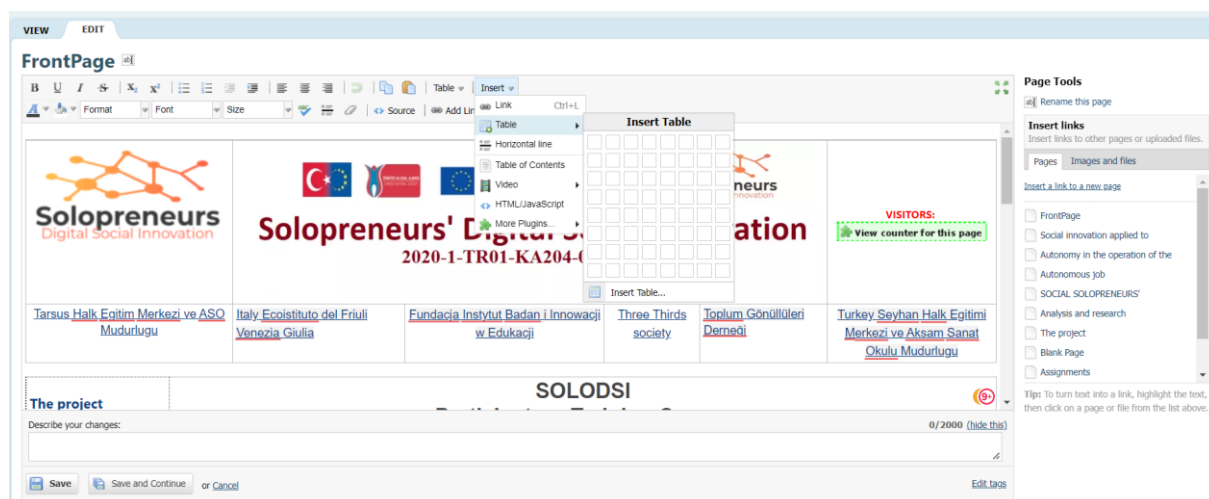
How to add multimedia on your workspace.

You can insert all kinds of multimedia applications on your workspace with just a few clicks.

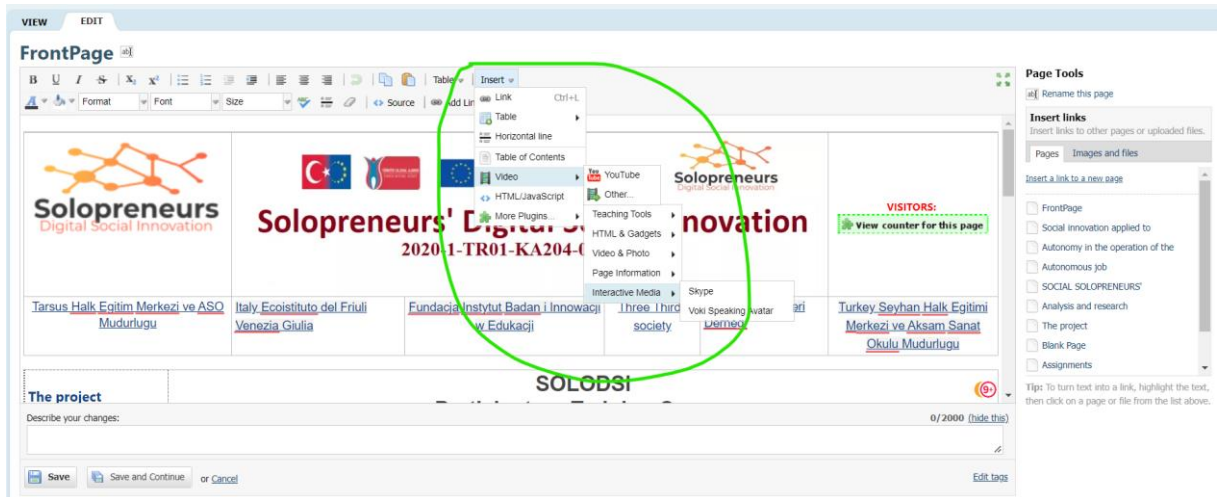Let's insert a sample video: Upload your video to Trainertube.com

1.   Copy the embed code of your video

2.   Go to your workspace http://management.pbworks.com

3.   While editing, click "Insert Plugin" and choose the "Trainer Tube" plugin. Paste your embed code and save your page.

Inserting images : Inserting images is easy: While editing a page, use the "Insert Links" box on the right side of the page.

Plugins: The HTML/JavaScript plugin lets you insert tools from around the web, like Animoto, Voice Thread and more. Chat rooms let your learners or staff communicate with each other. This is a great additional way for you and your learners to collaborate.
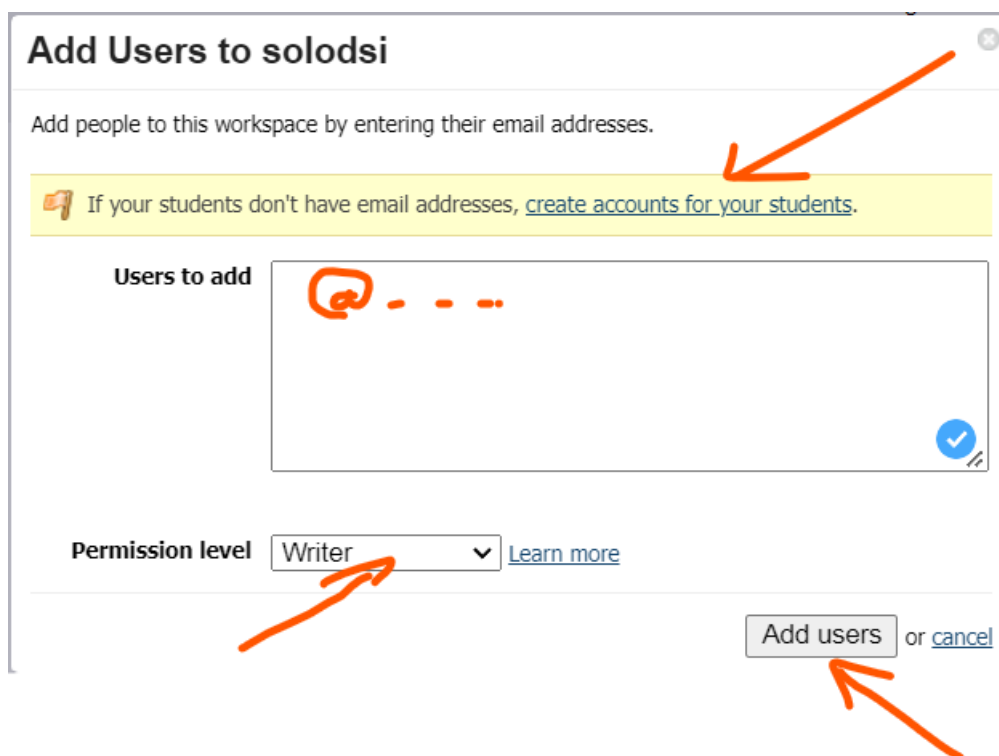

http://solodsi.pbworks.com/w/page/142785480/FrontPage#view=edit

http://solodsi.pbworks.com/w/page/142785480/FrontPage#view=edit

How to invite your learners!

1. Log in to your workspace at my.pbworks.com and chose "management"

2. Click the 'Settings' link (on the top right hand side of the page).

3. Choose 'users' Invite anyone by entering their email address and setting their workspace permission level.

http://solodsi.pbworks.com/w/users/#view=all_users

Learners don't have email?: Our classroom accounts allow you to add learners to your workspace without email addresses.

1. Click the 'Settings' link (on the top right hand side of the page).

2. Choose 'users'

3. Click on the link 'Create accounts for your learners'

4. Simply enter in the number of learners who need accounts and PBworks will automatically generate them for you.

Your learners will be able to create new pages and enter their own information on your PBworks.

http://solodsi.pbworks.com/w/users/#view=all_users