How to navigate and add files to the Literacy Narratives wiki
(http://literacynarratives.pbworks.com)

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The wiki "Literacy Narratives" is part of a larger writing project. By April 2011, we hope to create an anthology of writing by learners at the Literacy Network. Principally, this anthology will focus on learners' narratives about their own lives. If you are working with ESL or ABE learners, consider explaining our project and inviting them to contribute.
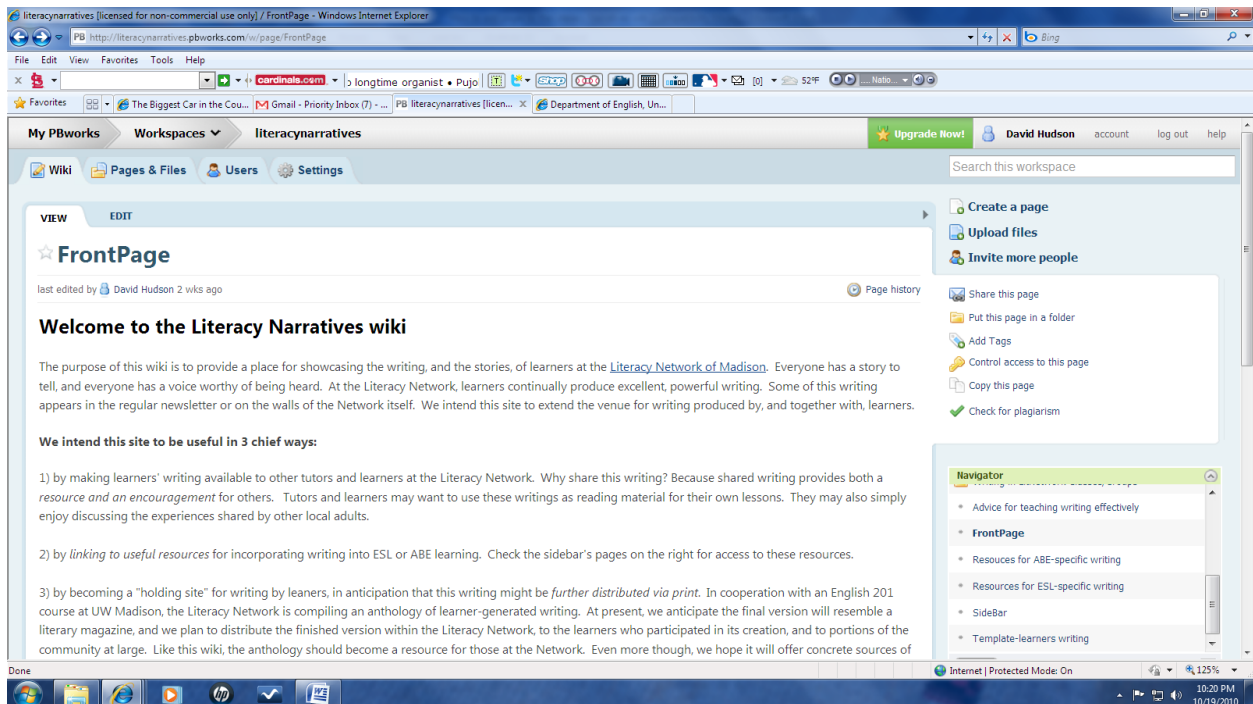
How to join this site:

This site is a wiki, which means that anyone who has permission may add or even edit content. If you are a tutor or teacher at the Literacy Network of Madison and you would like to add writing to this site, please click the "request permission" button at the top, right-hand corner of the screen. Once you have been approved, you may add content or even edit some pages. Read the "How to share learners' writing" and "How to add other content" sections below for instructions on how to share writing on this site.

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How to navigate the site:

On the center of the Literacy Narratives frontpage, you will see a series of information about this site. On the right hand side of the screen, you will see a box called "Navigator" that contains folders, pages, and files. This is the easiest way to browse the wiki's contents. Just click on a folder to see the pieces of writing that have been shared under that folder name.

If you are looking for a specific kind of writing or writing on a specific subject, click the "search" button at the top right hand side of the screen. Enter a keyword search and any relevant pages that have been tagged with this keyword will pop up.

How to ask for permission to share learners' writing:

After a session in which you and your learners produce writing, consider asking them if they would like to share it with others at the Literacy Network. If they would, ask for clear permission before you actually create a page of their writing on this site. Simply, please, do NOT add writing created by, or in conjunction with, learners *unless* they have given permission for you to do so. You should obtain oral permission at the least. Preferably, use something like the permission form at the bottom of this instruction sheet. If you choose to use a permission form, make a copy for yourself, the student, and for the Literacy Network--in case the Network asks for a copy from you. We suggest showing the wiki, the writing within it, and the anthology project to your learners before asking permission to post their work.

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Sample Permission Form

Name: _____ Tutor's Name: _____

I want to share my writing with other people at the Literacy Network. I give my permission for the Network to put my writing in a magazine, newsletter, or website; the Literacy Network also has my permission to use my writing to train new tutors.

Sign name: _____ Date: _____

If the Literacy Network uses my writing, I want them to: (choose just one)

use my real first name: _____ (put a check mark here if the answer is yes)

use a pseudonym: _____(if yes, write the pseudonym in the blank)

leave me anonymous: _____ (put a check mark here if the answer is yes)
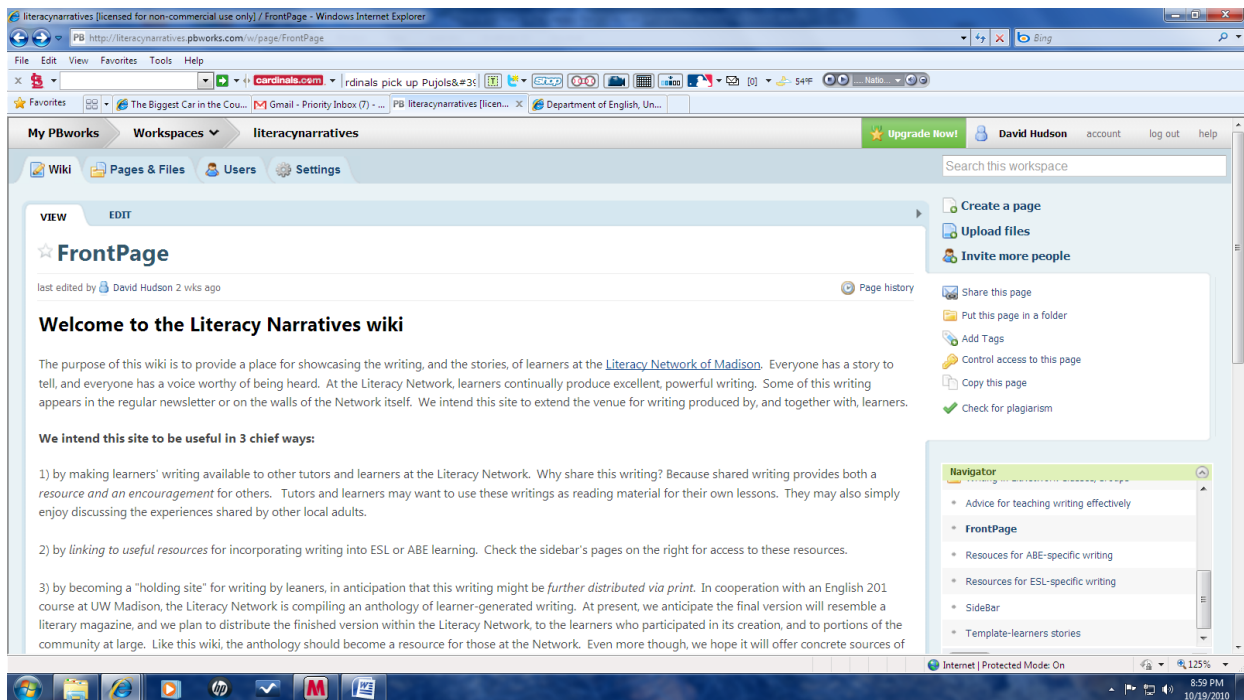
How to share learners' writing:

To share students' writing, you have two options.

Option 1: Email the writing to [*dphudso@gmail.com*](mailto:dphudso@gmail.com)

Feel free to send a Word document of the writing you and your student want to contribute to the email address above.

Option 2: Create a wiki page of your learner's writing

Step A) From the homepage of our site, (http://literacynarratives.pbworks.com), click "Create Page."
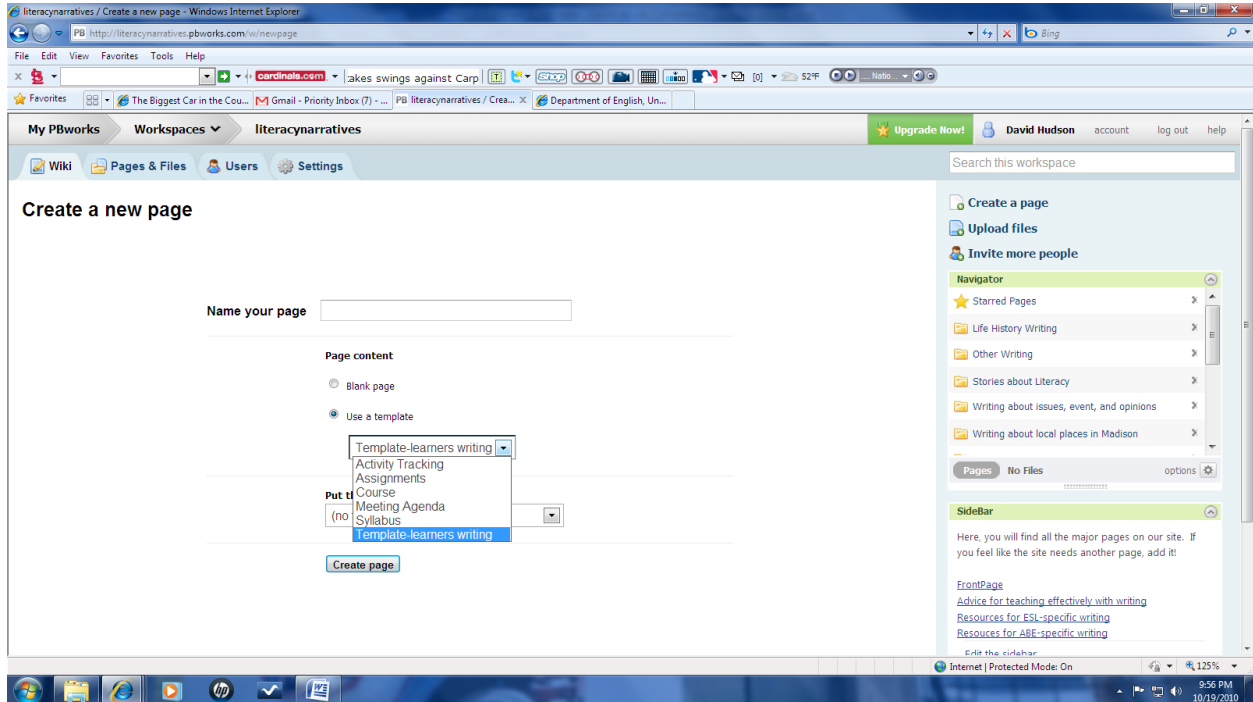

Step B) This will take you to the next main screen. Here, enter a title for your page. We suggest your title should include your student's first name (or pseudonym) and the title of his or her piece of writing.   So, for example, if your student's name is Michael and he wrote a piece called "How I got over," your wiki page would be titled "Michael--How I got Over."

On the space below the title, click the option to choose a template. Select the bottom option that says "Template--learners' writing."

If you look to the bottom of this same screen, you will see a list of folders. These are categories of writing. If your student's contribution fits one of the categories, you may want to add it to the appropriate folder. To do this, select the folder you want to place your student's writing within.

Once you have named your page and selected the options you want, click "Create Page" at the bottom of the screen.

Step C) Fill in the information in the places provided by the template. When you are finished, press "Save" on the bottom left hand side of the screen. Congratulations! Because the page you created is a wiki page, you can also edit it later if your student wants to make revisions.

To edit the page, just click the "edit" button near the page title. Don't forget to click "save" when you are done so that you do not lose your changes.