



## 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.

**IHSN Action Learning Project** Search this 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
- October Retreat 2011
  - Agenda
  - Strategic Intent Document
  - Head Start Logic Model

Home

 **INTERAGENCY HEADSTART NETWORK**

*This project is based in Edmonton, Alberta. It is funded by the United Way of the Alberta Capital Region and the Edmonton Community Foundation. Facilitators are Mark Holmgren and Mark Cabaj.*

**APRIL 20TH SESSION REPORT AND RELATED FILES ARE NOW AVAILABLE. [CLICK HERE](#)**

**FIVE WORK THEMES**  
 At the April 20th session, the participant identified five themes to work on over the next several months or longer. Several participants signed up for each group. You can read about each theme and who signed up in the April Retreat Report ([CLICK HERE](#).)

The KEY FEATURES documents below should be downloaded by those participants who agreed to work on their specific theme.

The Collaboration Theme

**Announcements/News**

**OCTOBER RETREAT REPORT/SUMMARY**  
 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 ...  
 Posted Nov 1, 2011, 1:18 PM by Mark Holmgren

**Materials for October sessions now posted** You can find the agenda and other materials on the main page but also in the October Retreat library. Got any questions or comments, email Mark Holmgren at mark@markholmgren ...  
 Posted Oct 12, 2011, 11:59 AM by Mark Holmgren

**May 24th Summary Posted** The complete summary of the May 24, 2011 retreat is now on the wiki site. See the link

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

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- Early Childhood Education (Remove)**
  - [doyoubelieveinmagic.pdf](#) Do You Believe in Magic? 572k [v. 2](#) May 31, 2011, 6:18 PM Mark Holmgren  
[View](#) [Download](#)
  - [ECEC20Discussion20Paper201011\\_0.pdf](#) 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  
[View](#) [Download](#)
  - [FRP\\_Canada\\_Policy\\_Paper.pdf](#) "Family is the Foundation" Policy Paper by FRP Canada 1537k [v. 2](#) May 17, 2011, 7:58 PM Mark Holmgren  
[View](#) [Download](#)
- Evaluations (Canada) (Remove)**
  - [CAPC\\_Alberta\\_Regional\\_Impact\\_Evaluation\\_-\\_Highlights.pdf](#) 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  
[View](#) [Download](#)

*The General Resources page allows for the uploading of project files and users could view them and download 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.*

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    - 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 Navigation ([Edit post](#))

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.

**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 Retreat questions or comments, email Mark Holmgren at [mark@markholmgren.com](mailto:mark@markholmgren.com)

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.

## BABF Participant Sign Up

If you have participated in BABF meetings and work OR if y please fill out this form. Your info will be shared on the wik that contains the sign up info will be what we use to send c to everyone.

\* Required

First and Last Name \*

John Doe

Organization/Affiliation \*

Food For Everyone

Email \*

JohnDoe@foodnow.ca

Phone

Optional  
777-777-7777

Submit

BABF Participant Sign Up				
16:21:46	David Berger	Boyle Street Comm	dberger@boylestreet.org	780, 423-3122, e
25/04/2012				
21:25:47	Peter Faid	Community Service	commserv@shaw.ca	780 439-5764
26/04/2012				
13:08:40	Mary Higgs	Bissell Centre	mhiggs@bissellcentre.org	
27/04/2012				
11:59:26	Caitlin Beaton	The Mustard Seed	caitlinbeaton@theseed.ca	780-690-9430
30/04/2012				
08:04:36	Mark Stanley	The Salvation Army	mark_stanley@can.salvationarmy.org	780-429-4274
30/04/2012				
13:48:39	Marjorie Bencz	Edmonton's Food B	m_bencz@telus.net	780.426.7657
30/04/2012				
14:58:43	Suedelle Baudais	Edmonton Food Bai	info@edmontonsfoodbank.com	780.425.2133
11/05/2012				
14:58:04	David Prodan	E4C	dproan@e4calberta.org	78042428
11/05/2012				
14:59:21	David Prodan	E4C	dprodan@e4calberta.org	780.424.2870
04/06/2012				
15:46:37	Karina	Hurtado	khurtado@myunitedway.ca	
18/06/2012				
09:36:17	Anne Fitzpatrick	City of Edmonton	anne.fitzpatrick@edmonton.ca	
20/06/2012				
10:11:30	Heidi Veluw	Live Local	heidi@live-local.ca	
12/07/2012				
12:18:22	Madhu Sood	Greater Edmonton /	madhu@greateredmontonalliance.com	
24/09/2013				
09:14:01	Jennifer Antonsen	n/a	jensedit@gmail.com	780-289-6515
09/11/2013				
13:37:49	Kelly Mills	Lady Flower Garder	mdmlthf@gmail.com	
30/09/2014				
10:16:19	Lisa Attygalle	Tamarack	lisa@tamarackcommunity.ca	22622062
30/09/2014				
10:16:20	Lisa Attygalle	Tamarack	lisa@tamarackcommunity.ca	22622062
09/02/2017				
13:30:06	John Doe	Food For Everyone	JohnDoe@foodnow.ca	777-777-7777

## 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](https://www.google.com/sites/help/intl/en_GB/overview.html)
- Google Sites Tour – video: [https://www.youtube.com/watch?v=X\\_KnC2EIS5w](https://www.youtube.com/watch?v=X_KnC2EIS5w)
- How to Create a Google Site – video: <https://www.youtube.com/watch?v=vqpbGjXRObE>