



Statewide TBI Community of Practice Wiki: Guidelines & Directions

(A link to this information can also be found on the FrontPage of the TBI CoP Wiki)

What: A Shared Resource Site for *MN Statewide TBI CoP members*

Where: <http://mntbicop.pbworks.com>

Use this site to:

- Share resources with your colleagues- training materials, PowerPoints, videos, resource links disability-specific information, evaluation templates, Community of Practice meeting information & minutes, and more!
- Access materials & information about topics and issues relevant to our professional community
- Collaborate with others on projects

Suggested guidelines:

- Users are asked to **not** include confidential information on this site that would identify or reference a specific student or family, which would be in violation of the HIPAA Privacy Act.
- Use the folders in this workspace for sharing resources and information with other TBI CoP colleagues, as well as project collaboration. Use the **ANNOUNCEMENTS/ CURRENT NEWS** area on the FrontPage of the Wiki and/or the Statewide TBI Mailing List (formerly called List Serve) for more immediate or time-sensitive needs, such as sharing upcoming professional development events and activities.
- Do NOT use the Wiki site for personal or private use; recognize that all other members will have access to any documents you store on this site.
- ONLY change information on the *Announcements/Current News* section of the Wiki FrontPage; all other information on the FrontPage should **not** be edited. (Only designated editors and the site administrator should do this.)

Directions on how to use:

- To Join: TBI CoP members can join by clicking on a link sent to them by the administrator, or they can make a request on the main page: <http://mntbicop.pbworks.com>
- Once members are subscribers, you do **not** need to re-subscribe. Simply sign in with your password.
- Similar to the Statewide TBI Mailing List, this site has an administrator, but all members are asked to monitor content they upload, as well as assist in assuring appropriateness of other posted content.

Status/Access: Most members will be given **'WRITER'** status.

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Writers CAN:

- Create a page or folder (see 'Pages & Files' tab)
- Edit a page
- View a page, contents of a folder, or file
- Upload a file
- View or create comments on a page
- Create or remove page tags
- View page and file history
- Revert pages and files to a previous version
- Add HTML to a page

Writers CANNOT:

- Rename or delete a page
- Rename or delete a folder or file
- Change page or folder security
- Delete a comment on a page

The site will be monitored by a designated *administrator* (currently the Statewide TBI Specialist/MN Low Incidence Projects), allowing this individual to utilize all editing functions.

To download a document from an existing folder on the Pages & Files workspace:

- Click on the 'Pages & Files' tab at the top of FrontPage
- Click on a specific folder to access stored documents
- Click on the document, then click the download tab at the top of the Wiki page.

To upload a document to an existing folder on the Pages & Files workspace:

NOTE: PDF documents work best and are easiest for later downloading, although you can also upload/download Word docs.

- Click on the 'Pages & Files' tab at the top of the *FrontPage*
- Once on the Pages & Files page, drag a PDF document into a pre-existing folder (easiest), or click on the 'Upload' button on the top left of page

To add information in the Announcements/Current News section on the FrontPage:

Click 'Edit' at the top left of this page. Click 'Save' at the bottom of this page to save your new information.

Questions? Contact Kelly.Bredeken@metroecs.u.org
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Revised Sept 2017