

## The Fifth Pan-Commonwealth Forum on Open Learning

### Using WikiEducator for PCF5 reports

We intend to make all session reports available on WikiEducator, a resource developed by Commonwealth of Learning (COL) to create and promote free content for educational projects. To upload a session report, please take the following steps:

**1) Prepare your report, save it and send us a back-up copy**

The report template is available on computers in seminar rooms and online at the bottom of the following page: <http://www.pcf5.london.ac.uk/programme/index.asp>  
Remember to save your file and to send a back-up copy to Daniel Laqua ([daniel.laqua@lon.ac.uk](mailto:daniel.laqua@lon.ac.uk)). If you cannot access your email from any of the computers, please put the file on a USB, take it to the Forum Office (WLE Centre, level 4) and ask a member of staff to help you with this.

**2) Register for WikiEducator (...if you haven't done so already)**

First, you need to create a WikiEducator account. On <http://www.wikieducator.org>, you will find a link on the top right of the page, entitled 'login/create an account'. If you have problems registering, a step-by-step guide is available online: [http://wikieducator.org/Wikieducator tutorial/Creating an Account/Instructions](http://wikieducator.org/Wikieducator_tutorial/Creating_an_Account/Instructions)

**3) Upload your session report**

**a)** Make sure you are logged in as a PCF5 user; then go to <http://www.wikieducator.org/PCF5>. On the bottom of the page, you will see a box with the heading 'Submit a session report now'. In the box which starts with 'PCF5:' enter the full title of your session.

**NB:** make sure that there are no typing mistakes in the title of the session, as it will be difficult to change this afterwards.

**b)** You will be automatically directed to a new screen, containing a field into which you can copy and paste sections from the report template. The fields are pre-formatted – just enter your text in the appropriate section (e.g. the date of your session next to the section that says 'date').

Through wiki technology, you can update your information anytime and won't have to worry about the other sections for which you might still require further information.

**c)** Press 'show preview' (halfway down your page) to see what your report will look like.

**d)** If you are happy with it, scroll down and press 'save page'. If you aren't, you can continue to modify the information in your field. Make sure you do not forget to press 'save page' after you have finished modifying your work.

*If you encounter any problems in using WikiEducator, please consult with staff at the Forum Office (internal telephone at the Institute: 6417) or ask any of your colleagues in the Forum's computer rooms. Many wiki-literate PCF5 delegates (including WikiEducator's project managers) will be around and happy to help!*