



Statewide P/HD Community of Practice Wiki: Guidelines & Directions

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

What: A Shared Resource Site for *MN Statewide Physical/Health Disabilities CoP members*

Where: <http://mnphdnetwork.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 P/HD CoP colleagues, as well as project collaboration. Use the **ANNOUNCEMENTS/ CURRENT NEWS** area on the FrontPage of the Wiki and/or the Statewide P/HD Mailing List (formerly called List Serve) for more immediate or time-sensitive needs, such as sharing upcoming workshops, webinars or conferences.
- 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 this page should **not** be edited. (Only editors and the site administrator should do this.)

Directions on how to join and use:

- **To Join:** P/HD 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://mnphdnetwork.pbworks.com>
- Once members are subscribers, you do **not** need to re-subscribe. Simply sign in with your password.
- Similar to the Statewide P/HD 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.

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 P/HD 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?

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