

## Sharing Documents and information within departments.

|  | Private Folders   | Public Folders  |
|--|---|---|
| <b>Drives that appear when you logon</b>   | I: /  | M:/BUSFAC or Business Div Faculty   |
| <b>Items stored in these folders are viewable online and Can be password protected</b> | www   | webshares   |
| <b>Url to view online</b>  | <a href="http://facweb.northseattle.edu/your_netid">http://facweb.northseattle.edu/your_netid</a> | <a href="http://webshares.northseattle.edu/accounting">http://webshares.northseattle.edu/accounting</a> |
| <b>To access and edit files from home</b>  | Sftpdrive.com for free 60 day trial   | Or use <a href="#">FileZilla</a> free forever   |

**Wiki-** A quick and easy webpage that enables group collaboration. Privacy settings for both viewing and editing are available. User permissions are also available.

Examples:

|                                |   |
|--------------------------------|---|
| <b>Classroom Wiki - NTR150</b> | <a href="http://nutritionfortheworld.wetpaint.com/">http://nutritionfortheworld.wetpaint.com/</a> |
| <b>CCE200</b>                  | <a href="http://nscnaturechildren.wetpaint.com/">http://nscnaturechildren.wetpaint.com/</a>       |
| <b>Departmental - NeLSC</b>    | <a href="http://nsc-elearningfaculty.wetpaint.com">http://nsc-elearningfaculty.wetpaint.com</a>   |
| <b>Committee - ETAC</b>        | <a href="http://nsc-etac.wetpaint.com">http://nsc-etac.wetpaint.com</a>                           |

### Tools:

|                       |  |   |
|-----------------------|--|---|
| <b>Easy Edit</b>      | Available to you once you've signed in. Found at the top of the page.  | Click Easy Edit and you get a wysiwyg tool menu. Includes adding a Table, adding/embedding a Widget such as YouTube video. Click save to save your changes.   |
| <b>Navigation Bar</b> | To the Left of the page.   |   |
| <b>Create a Page</b>  | At the bottom of the Navigation Bar. You have the opportunity to place the page where you want it to be in the Navigation Bar. | Once you create a page, you can save it as a template making it possible to set up a format for others to make their contributions as in the case of 'what works and what doesn't work' for a specific class. Saves typing. |
| <b>Page Tools</b>     | Become available only after you have Signed in. "More Tools" found at the top of the page.                                     |   |

**Page History** Shows you what edits were made: words added and deleted), by whom, from what page and when. Also give you the opportunity to revert back to a previous edition if you don't want to keep the present changes. **Helpful for grading students, viewing participation.**

|                    |   |  |
|--------------------|---|--|
| <b>Discussion</b>  | Enabling conversation   | Available by clicking on the Discussion Tab at top of page or by clicking on Add a Thread found at the bottom of a page. |
| <b>Track Pages</b> | You will notice via email of updates to pages.                              | What's New Tab<br>More > watch this page   |
| <b>Tables</b>      | Tables work nicely for organizing data<br>This data is organized to a table | Easy Edit > Table  |

## Accounting Department

**Accounting dept:** <http://nscc-acctfacnews.wetpaint.com>

|                          |   |   |
|--------------------------|---|---|
| <b>Access procedure:</b> | Receive an invitation via email.<br>Create your username and password.<br>Sign In                             | Since this is departmental, it may be easiest to choose a username that will be recognizable by your peers. |
| <b>Help:</b>             | <a href="http://www.wetpaintcentral.com">http://www.wetpaintcentral.com</a><br>Type your question into search | This <b>help</b> feature is actually a wiki and the help is actually a combination of users posts.          |
| <b>Organization:</b>     | Post an outline of items requiring attention from team members.   | Team members can pick an item, copy it, add a page and develop the idea on the new page.                    |
|                          | Brainstorming- provide a goal or idea and ask for everyone's thoughts.  | This could easily take place on a single page or expand individual ideas onto additional pages..            |
|                          | It's beneficial to state the goal of each page. This improves understanding amongst the team members.         | Many more ideas are available at Wetpaint Central.  |