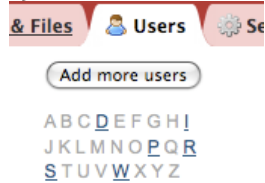



## How to Add Student Accounts for your wiki

Follow these easy instructions for adding your students as members of your wiki.  
*No need for email address!!!*

### 1) Click on the Users Tab



### 2) Click on the Create Student Accounts along the yellow strip across the top of the box where you add regular emails. It is small and looks like this.

 If your students don't have email addresses, [create accounts for your students](#).

### 3) In Step 1, you add the number of students. Leave the permission level at “writer”.

#### Step 1 of 4: Create Classroom Accounts

If your students don't have email addresses, use classroom accounts to give them access to your workspace.

How many students need accounts?

What permission level should they be assigned?

Writer

**Note:** You will need a printer to print out your classroom accounts.

[Continue](#)


This tool allows you to automatically generate usernames and passwords for users who don't have email addresses.

You will need to print out a list of the accounts so you can give them to your users.

### 4) In Step 2, type in student first names in the user name column. Only first names. If you have same name students, you can add a last name initial.

*Note: You can also change the length of the passwords. The default password is an animal, a number and then a fruit. If you think your students can handle the long passwords, leave them alone. If you want to shorten them, just erase the ending. See example shown by Sara's name.*

### Step 3 of 4: Confirm account details

 Check your spelling! These accounts cannot be changed.

Name	Role	Username	Password
Sara	Writer	sara	rabbit
Jacob	Writer	jacob	bird3lemon
--	Writer	wikuser0003	tiger9watermelon
--	Writer	wikuser0004	whale9orange
--	Writer	wikuser0005	squid1banana

5. When you finish, just click on continue along the bottom. PBworks automatically generates a master list for you, and a 'ticket' for each student account.

#### Classroom accounts for PBworks: Ms. Perry's Class Wiki

10 classroom accounts have been generated for your workspace (<http://117perry.pbworks.com>). Cut them along the dotted line and hand them out to your users. Keep this sheet for your own records.

Name	Permission	Username	Password
Sara	Writer	sara	rabbit
Jacob	Writer	jacob	bird3lemon
	Writer	wikuser0003	tiger9watermelon
	Writer	wikuser0004	whale9orange
	Writer	wikuser0005	squid1banana
	Writer	wikuser0006	tiger6kwi
	Writer	wikuser0007	zebra4cherry
	Writer	wikuser0008	wolf9lemon
	Writer	wikuser0009	goat2coconut
	Writer	wikuser0010	elephant7blueberry

✂

**Hello Sara, welcome to 117perry.pbworks.com!**

Here is your username and password for a PBworks at <http://117perry.pbworks.com>

username **sara** — password **rabbit**

Please don't share this information with other users!

✂

**Hello Jacob, welcome to 117perry.pbworks.com!**

Here is your username and password for a PBworks at <http://117perry.pbworks.com>

username **jacob** — password **bird3lemon**

**Congratulations**, you have just created student accounts for your students. They will have access to add content to your wiki. The next step is to create a page for each student.