**Wikipedia Campus Training:
Working on Wikipedia**

WIKIMEDIA project   1

Slide: Wikipedia Campus Ambassador Training
Purpose:
- Title slide to open presentation (should be visible when learners enter the room)

Objectives

At the end of this training you will:

- Understand verifiability and reliable sources

- Know how to use a Wikipedia sandbox and when to move your article into the main space

- Become familiar with the "Did You Know?" process on Wikipedia

- Know how to engage the Wikipedia community for feedback on your work

Slide: Objectives
Purpose:
- Review objectives
Timing: 2 minutes

Facilitation Notes/Talking Points:

Do:
- Review objectives

Verifiability and reliable sources

Slide: Verifiability

Purpose:

● Transition to a new topic.

Timing: 1 minute

Image source: http://commons.wikimedia.org/wiki/File:Alte_Buecher.JPG
By User:Gnosos, public domain

Verifiability and reliable sources

- **Verifiability** – one of the basic rules for creating Wikipedia content
  - "Mike Brown climbed Mount Yamani" – this needs a citation to a reliable source.
  - Anything likely to be challenged should be cited. In practice, almost everything should be cited to a paragraph or sentence level.
- **Reliable sources** – published sources, especially resources known for fact-checking such as:
  - Mainstream press (newspapers and news channels)
  - Published books
  - Magazines (technical and industry standards)
  - Documentaries
  - Scholarly journals

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Slide: Article Resources

Purpose:

- Explain Verifiability and Reliable Sources: what type of resources make good references for Wikipedia articles, and when to cite them.

Timing: 10 minutes

Facilitation Notes/Talking Points:

Say:

Let's that Mike Brown is possibly a notable person.

- One of the basic rules for creating Wikipedia articles in to have reliable sources for verifiability.
- This means that articles must use sources that are known for, and strictly adhere to, fact-checking.
- If you state "Mike Brown climbed Mount Yamani", you must cite the resource.
- A link to Mount Everest would not be considered a resource, if it doesn't mention Mike Brown.
- A link to Mike Brown would not be considered a resource if it doesn't mention Mount Everest.
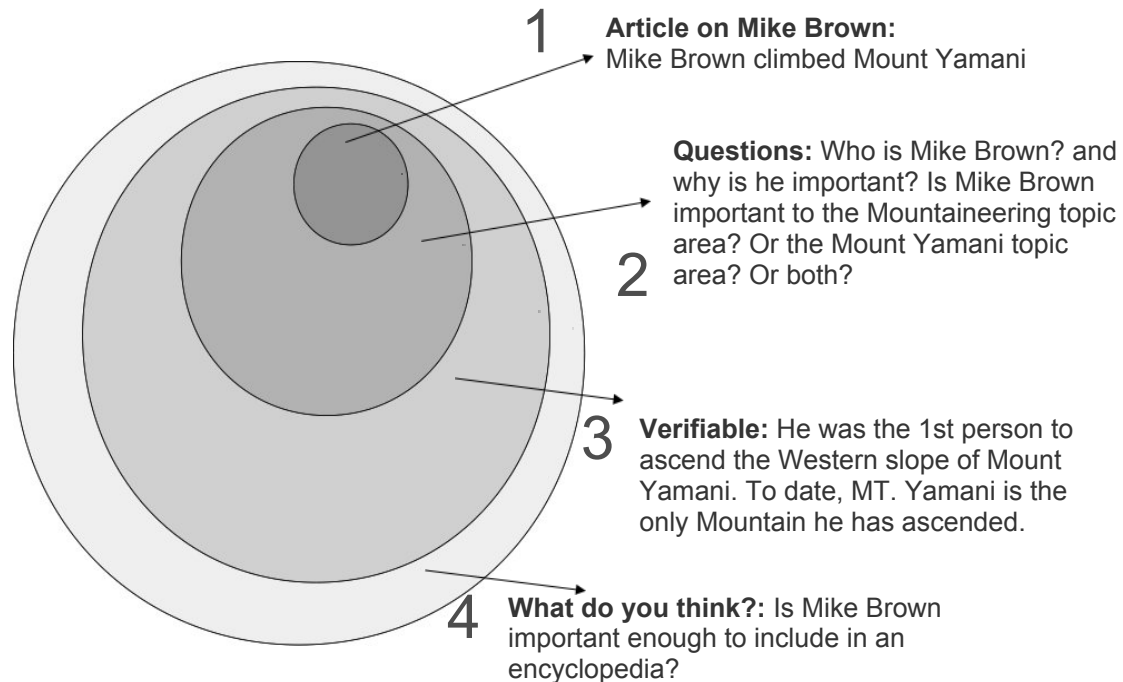1. Some sources that come to mind are:
2. Newspapers
- Books (text and factual)
- Magazines, but be careful here as all magazines do not adhere to the same standards of fact-checking
- Scholarly Journals

Do:

- Engage the learners to suggest other sources that are reliable, including a drill down of the sources you have mentioned
- Engage the learners in a discussion and ask them to identify sources that would not be considered 'good sources' of verifiability.
- Typically the following are not considered reliable sources: You Tube, Blogs, My Space, Fan sites, Extreme minority texts, Another Wikipedia article

Notability: Is this article right for Wikipedia?

1 **Article on Mike Brown:** Mike Brown climbed Mount Yamani

2 **Questions:** Who is Mike Brown? and why is he important? Is Mike Brown important to the Mountaineering topic area? Or the Mount Yamani topic area? Or both?

3 **Verifiable:** He was the 1st person to ascend the Western slope of Mount Yamani. To date, MT. Yamani is the only Mountain he has ascended.

4 **What do you think?:** Is Mike Brown important enough to include in an encyclopedia?

Slide: Article Resources
Purpose:
● Introduce the concept of Notability as the indicator of whether an article is right for Wikipedia.
Timing: 10 minutes

Facilitation Notes/Talking Points:

Say:
Everyday, thousands of new articles are created. Many of these articles cover topics that are not considered notable enough to be included in Wikipedia. It's important for editors to understand which topics are right for Wikipedia and which are not. This avoids frustration when articles get deleted for not being "notable."
● Statement: Mike Brown climbed Mount Yamani.
● Questions:
● Who is Mike Brown?
● and why is he important?
● Is Mike Brown important to the Mountaineering topic area? Or the Mount Yamni topic area? Or both?.
1. Answer:
2. He was the 1st person to ascend the Western slope of Mount Yamani.
● To date, MT. Yamani is the only Mountain he has ascended.
● What do you think?: Is Mike Brown important enough to include in an encyclopedia?

Do:
● Review the Wikipedia guideline for Notablity: http://en.wikipedia.org/wiki/Wikipedia:Notability.

Notability: Is this article right for Wikipedia?

Articles require:

- **significant coverage**
- in **reliable sources**
- that are **independent** of the subject

Slide: Definition of notability?
- ● Purpose: Explain the requirements of Notability

Timing: 10 minutes

Facilitation Notes/Talking Points:

Say:

* Articles require significant coverage in reliable sources that are independent of the subject. Let's pick that apart.

*Significant coverage: References that are about the subject – it is in the title or chapter heading. Not passing mentions. Not directory listings. Not just any old thing that happens to have the name in it. Several of them – not just one.

*Reliable sources: Something that is 'generally trusted' to tell the truth. A major newspaper or specialist journal. A book from a mainstream publisher. High-quality publications with a reputation for fact-checking and accuracy. Not blogs, not myspace.

*Nothing written by the subject or paid-for by the subject. Not their website. Not a press-release. Not primary sources.

*So that's what it takes to establish notability. Not every source used for an article has to have these traits... if a topic is notable, then in certain circumstances it's perfectly fine to use a subject's website, an institutional history some organization published about themselves, facts from sources that mention the subject only in passing, and so on.

Notability determines whether an article should be on Wikipedia, but it doesn't determine limit what should be in the article, as long as it is verifiable based on reliable sources.

Do:
- ● Ask students to return to the issue of Mike Brown's notability... how would they determine if he is notable? What kinds of sources would establish notability? What kinds of sources could you use in an article if he is notable, but wouldn't be enough to establish notability on their own?

Writing in a sandbox

Slide: Using a Wikipedia Sandbox and Templates
Purpose:
   ● Transition to a new topic.
Timing: 10 minutes

Facilitation Notes/Talking Points:

Say:
   ● I'm going to hand out a job aid around this activity.

Do:
   ● Pass out the 'Creating a Wikipedia Sandbox' job aid.
   ●

What are sandboxes? What are they good for?

- Wiki pages where you can experiment, plan out articles, or begin work before moving into "mainspace" where live articles are.
- Usually appropriate when starting new articles, but students should move to mainspace after they've added 2-3 paragraphs of content (with citations).
- Usually not appropriate for expanding existing articles.

- Reasons to use sandboxes:
  - lower pressure, "shielded" from larger Wikipedia editor community, students feel safer
  - no risk of having work changed/deleted unexpectedly
- Reasons to edit live (in the mainspace):
  - exciting for the students, immediate changes to Wikipedia
  - collaborative editing, feedback from larger Wikipedian editing community

WIKIMEDIA A project

Slide: What are sandboxes? What are they good for?
Purpose:
  - Explain when sandboxes are recommend and when they are not
Timing: 4 minutes

Facilitation Notes/Talking Points:

Say:
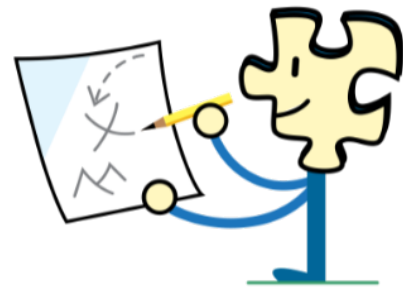- Review each bullet on the slide and oversee as students create their sandbox.
Emphasize:
- Students should get out of sandboxes as soon as possible! Don't wait until you have a complete draft.

Create a sandbox (activity)

- Make sure you're logged in on Wikipedia
- Go to your user page and click "Edit"
- Write [[User:<your user name>/Sandbox]]
- Click on "Save Page"
- Click on the link you just created
- You are now in your sandbox!
- Try writing and adding references
- Don't forget to click on "Save Page" when you're done editing
- Note: Sandbox is public!

Slide: Create a Sandbox (Activity)

Purpose:
- Give each participant the chance to create a Wikipedia working sandbox.

Timing: 10 minutes

Facilitation Notes/Talking Points:

Say:
- Review each bullet on the slide and oversee as students create their sandbox.

Moving your article from sandbox to Wikipedia

This slide applies to new articles only.

- In your sandbox, click "Move" in the pulldown near the search box.
- Put the title into the "to new title" input box.
  - Look at similar topics to find an appropriate name.
- Explain the reason for the move
  - For example, "I'm moving my sandbox article into Wikipedia."
- Click "Move page."

A WIKIMEDIA project

Slide: Moving Your Article to Wikipedia
Purpose:
- Give information on how to move an article from the sandbox to Wikipedia.
Timing: 3 minutes

<u>Facilitation Notes/Talking Points:</u>

Say:
- When you've gotten to the point in a sandbox where your article is a good start, with a few solid, well-sourced paragraphs giving an overview of the topic, then it's time to move it into Wikipedia proper.
- Don't spend any longer than necessary in your sandbox. Being part of Wikipedia means other editors will pay more attention to new developments. It's much easier to fix problems early on, when an article is still small, than to try to repair problems in a large article that is added all at once. The ideal time to move is just shortly after you start writing, once your article is eligible for "Did You Know?"... which I'll cover next.
- So let's walk through the steps for moving out of the sandbox.
- You will note that this information is included in the sandbox job aid that was handed out earlier.
- Note that these instructions are only applicable for new articles. If you're working on an existing article, be sure you do most of your work on Wikipedia, instead of working in your sandbox. You're welcome to rewrite a paragraph, for example, but once you've finished that, copy and paste it into the main article. You'll be unable technically to move your sandbox into an existing article.

Do:
- Review the bullets on the slide.

Don't Stop Here!

- Find another editor who might be interested in your topic
- Leave a request on their user talk page
- Link your article to other articles that mention your topic.
- You've become part of the Wikipedia community!

Slide: Don't' Stop Here!
Purpose:
- Give information on how to move an article from the sandbox to Wikipedia.
Timing: 4 minutes

<u>Facilitation Notes/Talking Points:</u>

Say:
- Now that you've put your article up on Wikipedia, don't stop here!
- You want to solicit feedback on your article so you need to find another editor who might be interested in your topic.
- You can do this by finding an article on a similar topic and clicking on the View History tab to see who contributed to that article.
- Now that you have a possible editor, you can go to their Discussion page and leave a request to review your article.
- Also, don't forget to link your article to other articles where you're topic is mentioned.
- Now you've become part of the community and we'll learn more about what that means in tomorrow's session.
- Are their any questions?

The "Did You Know?" Process

Your article can show up on the front page of Wikipedia through the "Did You Know" (DYK) nomination process!
- Short articles that are expanded five-fold are also eligible
- Articles should be nominated within 5 days of when they were created or expanded

Once you've done some substantial work on your Wikipedia article, your Online Ambassador can help you nominate it for DYK!
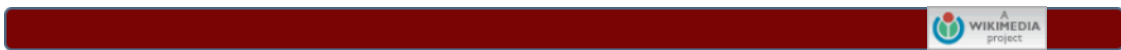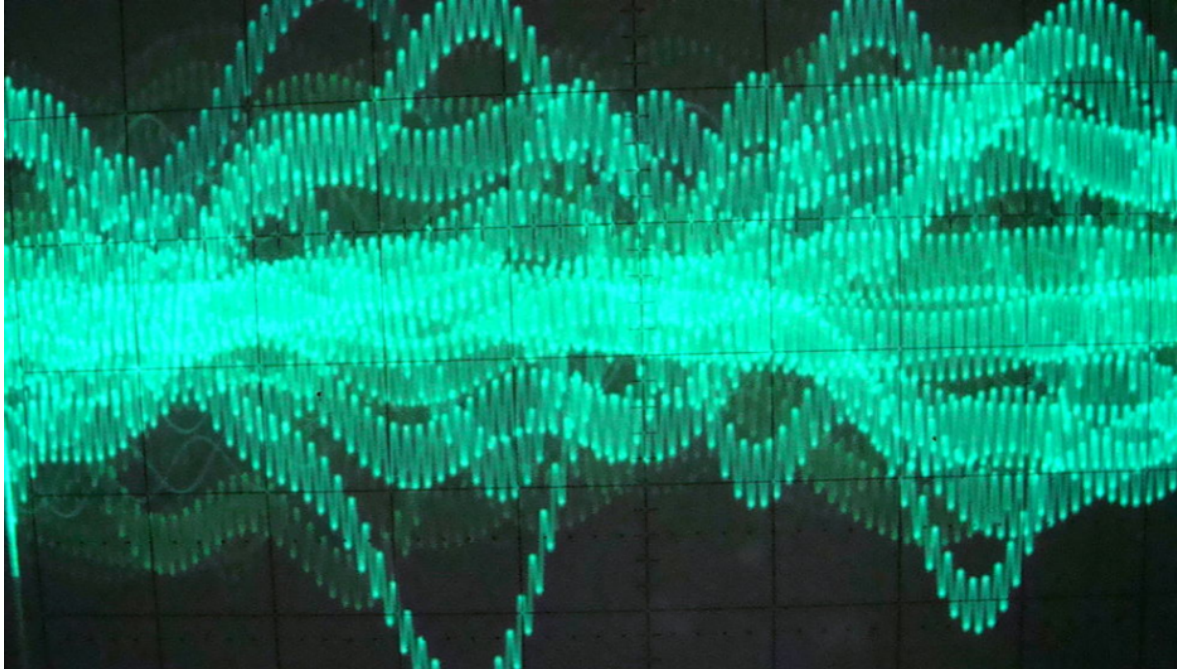

Slide: Did You Know? process

Purpose:
- Give general information about what "Did You Know?" is

Facilitation Notes/Talking Points:

Say:
- Once a student has added substantial content to a Wikipedia article, that article can become eligible for "Did You Know?" status, which means it can be nominated to show up on the front page of Wikipedia (in the "Did You Know" section)
- There are certain rules around which articles can be nominated for DYK, and which nominated articles actually appear on the front page.
- Students should communicate with their Online Ambassadors about how to potentially nominate their article for DYK.

Slide: Engage Community to Offer Feedback

Purpose:

- Present ways to engage the Wikipedia community to offer feedback.

Timing: 15 minutes

Facilitation Notes/Talking Points:

Say:

- For the next part of our session, I'm going to talk a little bit about how to get students to engage with the community, to get feedback on their work, and hopefully in a lot of cases, to do extended collaboration with Wikipedians.
- The overall strategy is pretty straightforward: You should connect with the existing community processes that work well. Essentially, go to where the people are. So that means asking for feedback on specific issues at relevant WikiProjects and noticeboards. It means having discussions about content on existing pages, rather than creating course-specific discussion venues that will be ignored by the community. Once you've fleshed out the article and you think it's in pretty good shape, you can start plugging into the quality review processes.

Getting feedback along the way to a great article

- Research →

- Writing in sandbox (with feedback from your mentor) →

- Moving to mainspace and nominating for "Did you know?" (with feedback from mentor and reviewers) →

- More research and writing (with feedback from classmates and other editors) →

- Good Article Nomination (with feedback from a reviewer) →

- Featured Article Candidate (with feedback from multiple reviewers) →

- Win!

Slide: Getting feedback along the way to a great article

Purpose:

- Discuss the ideal progression of an article, and what kinds of feedback student can get along the way, including formal review processes and informal feedback.

Timing: 15 minutes

Facilitation Notes/Talking Points:

that

- Say:

- An ideal progression would be: a) you start to get a handle on what you're going to write about, b) You know some of the key sources you'll use, c) then you'll want to start writing in your sandbox. Your first goal should be a short overview of your topic, 3 to 4 paragraphs, that can qualify for Did you know. d) then you'll nominate it for DYK, and e) then you'll jump into the research and writing to turn it into a full-fledged article, getting feedback as you go from classmates and bringing specific questions on the article talk page or a WikiProject discussion page. f) Then once you feel like the article is in good shape, you can check the requirements for a Good Articles and nominate. You'll get a review that points out some improvements that can be made, and if you make it that far, you can shoot for the top rating: a Featured Article. g) Take a few weeks to work with Featured Article reviewers to figure out how to make your article as good as it can be.

Additional opportunities for feedback

- Article ratings – articles may be rated according to the Wikipedia scale: Stub, Start, C, B, GA, A, FA

- Article Feedback Tool at the bottom of page

- Peer review process – Editors can request a review from another editor. Generally less formal than GA and FA reviews.

- Discussion pages of relevant WikiProjects

- IRC

- Ask around! Classmates, parents, friends, lovers, other editors... there are many opportunities to get help and feedback on your work.

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Slide: Additional opportunities for feedback
Purpose:
- Discuss some of the other ways, outside the previous "ideal progression", for students to get feedback.
Timing: 2 minutes

Facilitation Notes/Talking Points:
that
- Say:
- There are a number of other ways to get feedback on Wikipedia, both structured and unstructured. If you'd like more information about getting feedback through one of these methods, you mentor should be able to help.

Slide: Thank You
Purpose:
   ● Thank the learners and conclude the session.
Timing: 1 minute