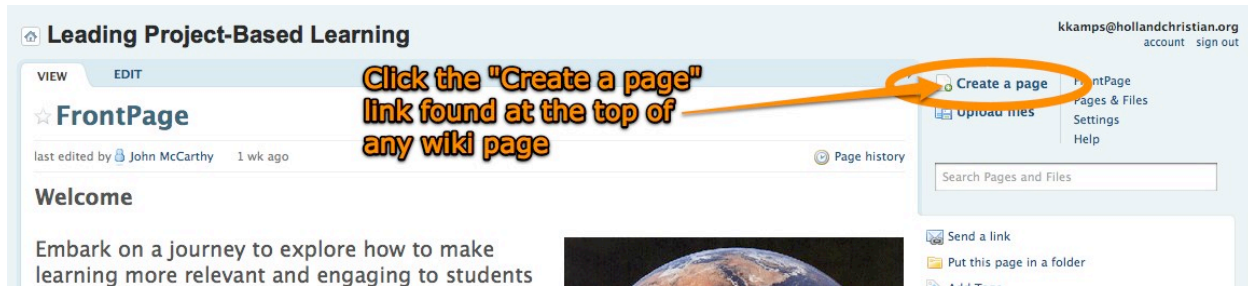


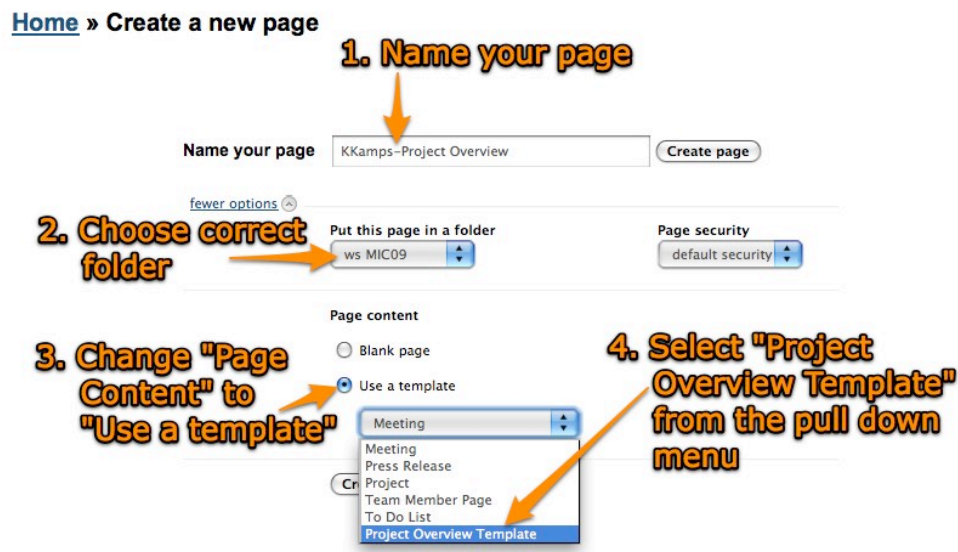
Creating Pages Using Templates

You can easily create a page that already contains the basic structure for an assignment. To make a page using a template, click the “Create a page” button found in the top right-hand corner of any workspace page.



Once on the “Create a new page” page,

1. Enter the name of your document using your first name, the first letter of your last name, a hyphen (no space) and the name of the assignment (for example, I would enter KristynK-Personal Profile).
2. Select the correct folder location.
3. Change the “Page Content” to “Use a template.”
4. Use the pull down menu to find the “Personal Profile Template” option.



Create your page.

Page content

Blank page

Use a template

Project Overview Template

Create page ← **Click "Create Page"**

Your new page will look like this:

My PBworks Workspaces Leading Project-Based Learning

Wiki Pages & Files Users Settings Search

VIEW EDIT

JSmith-Project Overview

Teacher(s) Name(s): **You can now edit the page.**

Project Planning Form

Name of Project:		Duration:	
Class(es):		Semester:	
Content/Curriculum areas to partner with			
Project Idea (investigation, scenario, problem, challenge, issue, etc.)			

You can either "Save" your changes and exit to "View" mode, OR you can "Save and Continue" in "Edit" mode.

Save Save and Continue or Cancel Edit tags