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Wikipedia for Librarians Train the Trainer

Training developed as part of the SLIC Wikimedia Residency



How to prepare for an Editathon

Who is your audience?

- Never rely on the “If you build it, they will come” model
- Find an existing group to work with and plan the event around their availability
- Set up an Eventbrite page to keep track of bookings
- Identify the main theme around your event and tap into the social media networks of related groups
- Think about tying your editathon in with other events such as exhibitions or talks that can draw in additional participants
- Think about running a backstage pass event to give members of the public access to special collections they might not otherwise get the chance to see.
- Add your event on the [Wikimedia UK event page](#) and [SLIC Residency event page](#).

Event Logistics

Things to plan for:

- Where will you run the event?
- How many trainers will be available?
- How many participants can you manage? (As a general rule, plan for 8 participants per trainer if the group have low digital skills or if the trainer is new. Plan for 15 participants per trainer if the group have good digital skills or the trainer is more experienced)
- Will you provide computers or will participants need to bring laptops?
- Do you have budget for lunch/refreshments? Do you need to pay for travel expenses for speakers? Consider applying to the [Wikimedia UK project grants](#) if you're a member of Wikimedia UK.
- Put in a request for Wikimedia SWAG (contact Delphine Dallison or Sara Thomas)

Creating new accounts

ALWAYS ask participants to [create accounts](#) in advance.

WHY?

Most libraries' IP addresses will either have a block on creating new accounts. If there isn't a block on the IP address, it will still be limited to the creation of a maximum of 6 new accounts per IP address per day.

What if participants haven't created a new account?

Always recruit the remote support from a Wikipedia Event Coordinator ahead of your event. Event coordinators will be able to create accounts for participants as long as they have access to their email account (your local Event Coordinators are Delphine Dallison and Sara Thomas).

What will you be editing?

- Based on the theme of the event, always create a hit list of articles to be created or improved that you've identified as gaps.
- Check that the topics meet the Wikipedia standards of [Notability](#).
- Look up useful resources to enhance participants research during the editathon
- Send out useful links to participants to help them prepare ahead of the editathon ([Create a Wikipedia account](#), [Getting started on Wikipedia](#), [Wikipedia Basics](#), [Visual editor tutorial](#))

Outreach Dashboard

Event Metrics: the Outreach Dashboard

The screenshot shows the Outreach Dashboard interface. At the top, there are navigation links: [Find Programs](#), [My Dashboard](#), [Training](#), [Documentation](#), [Report a problem](#), [Home](#), [Timeline](#), [Editors](#), [Articles](#), [Uploads](#), and [Activity](#). A user profile for 'Monikasj' is visible with a 'Log out' link.

Annotations with red arrows point to specific elements:

- 'All campaigns and programs' points to [Find Programs](#).
- 'Your campaigns & programs' points to [My Dashboard](#).
- 'Access (assign) trainings' points to [Training](#).
- 'Add and remove Wikipedia usernames' points to [Report a problem](#).
- 'All articles edited' points to [Articles](#).
- 'Recent activity' points to [Activity](#).
- 'Log in' points to the user profile area.

A red box highlights a metrics section with the following data:

Metric	Value
Articles Created	0
Articles Edited	325
Total Edits	3.09K
Editors	235 ⁱ
Words Added	20.6K
Article Views	1.83M
Commons Uploads	15 ⁱ

Below the metrics, there is a section for 'Better Together Online Training' with an 'Edit Description' button. A callout box says 'Scroll to download CSV file' pointing to a 'Download stats' button. Another callout box says 'Set course capture dates' pointing to a date range in the 'Details' section.

The 'Details' section includes:

- Facilitators: [Monikasj](#), [WJ-Dale](#)
- Institution: OCLC
- Passcode: edit
- Expected Editors: 500
- Start: 2017-09-10 17:00 Pacific Daylight Time
- End: 2017-11-17 15:59 Pacific Standard



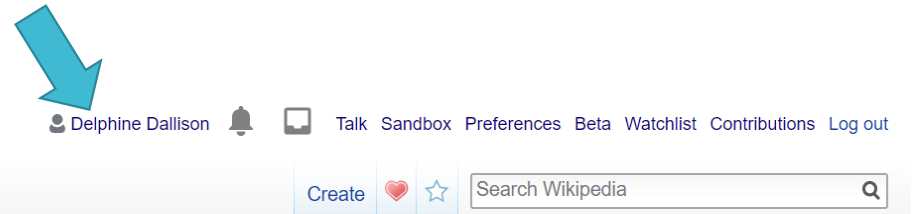
During your
Editathon

Remember the Sign-in Sheet

- All trainers running a Wikipedia event are expected to use the Wikimedia Outreach [sign-in sheet](#) with their participants, which will allow us to keep track and support new editors as they start their Wikipedia journey. The sign-in sheet includes the a policy which will inform participants of how the information they provide will be used by the Wikimedia UK foundation.
- After the event, a scanned copy of the sign-in sheet should be emailed to the event coordinator (Delphine Dallison or Sara Thomas) for processing.
- Once participants have completed the sign-in sheet, you can use it to add participants usernames to your event dashboard (remind people to write their username legibly for that purpose).
- Adding participants to the event dashboard will help the event coordinator give them confirmed status for the time of the event.

Creating a User Page

- To start your Wikipedia User Page, click on your username at the top right of the page. (If you don't have a User Page, it will show up in red)



- The message **“Wikipedia does not have a user page with this exact name.”** should appear. Select the option **“Start the *User:Example Username* page.”**

Wikipedia does not have a user page with this exact name. In general, this page should be created and edited by **User:Example Username**. If in doubt, please verify that "Example Username" **exists**.

- **Start the *User:Example Username* page.**
- Search for "*User:Example Username*" in existing pages of namespace User.
- Look for pages within Wikipedia that link to this title.

- Always select Switch to Visual Editor when starting a new User Page.

During the Editathon

- Make sure you plan enough time for training and editing
- Adapt the content of your training session to the level of experience of your audience. If you have beginners in the group, make sure you cover all the information. If the group has already taken part in an editathon, run a shorter refresh session on the 5 pillars of Wikipedia.
- Encourage people with similar interests to work in groups, but make sure everyone gets a shot at editing. Pairing beginner editors with more experienced ones can make the experience less daunting.
- Always start new articles as [Draft articles](#). Remember that draft articles can be worked on for a period of up to 6 months if needed.
- If substantially improving an article, you can encourage participants to work from their [sandbox](#) before copying the content into the article when ready.

Common mistakes made by new editors

- Notability of topic: Editors creating new pages without the sufficient number of reliable sources to meet Wikipedia's standards of notability.
- Conflict of interest: Editors creating or editing pages about friends, family members or their place of work
- Tone of voice: Editors using weasel words ("Some people say that weasel words are great!") or peacock terms ("The peacock is the greatest bird ever!"). Remind your participants not to include any personal opinions or assertions they can't back up with a citation.
- Copyright infringement: Editors copying and pasting text without rewording it in their own words (Wikipedia has automatic bots that will pick up on this). Adding images to Wikimedia Commons that editors don't own the copyright to or that aren't available under an open license.

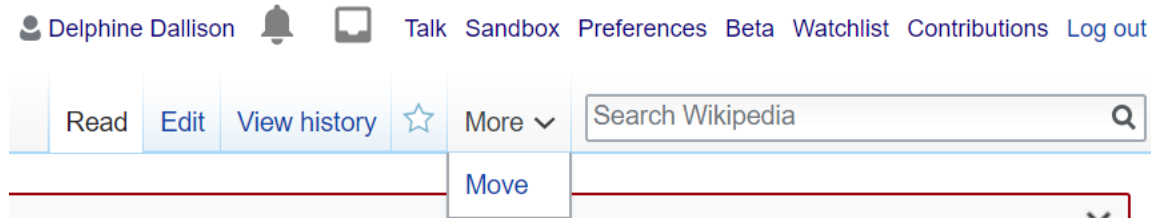
Standards for moving a Draft Article into Main Space

A brilliant Start Page on Wikipedia should include the following:

- A lead section
- At least 2-3 headings
- Some internal wikilinks (and other pages linking to the new page created – Avoid orphan articles)
- References
- An Infobox
- Categories
- Photos (if available)

How to move Draft Articles in the Main Space

- Once the Draft article has met suitable standards to move into the Main Space, select Move in the More menu in the top right corner.



- Change the page status from Draft to (Article) and check that the title of the page is spelled correctly. Write "Moving to Main Space" in the Reason box the select Move Page.

Move page

New title:

(Article)

Reason:

Watch source page and target page

Move page

Additional sources to help participants in their research

- [Oxford Dictionary of National Biography](#)
- Shareable Images can be found through a [Creative Commons search](#)(which includes Google, Flickr & Wikicommons in its search).
- [Scottish Bibliographies Online](#)
- [Histories of Scottish Families](#)
- [British Newspaper Archive](#) Available in the Mitchell Library & NLS at Kelvin Hall
- [Spartacus Educational](#) is used as a source for history teachers
- [Women's History Scotland Suffrage Learning resource](#)
- [Ancestry](#) - Available in all Glasgow Libraries
- [Find My Past](#) - Available in the Mitchell Library & NLS at Kelvin Hall



After the Editathon

Add templates to the talk pages

Always add templates to the talk pages of any articles that have been created or improved (see example: [Marie Lamont Talk Page](#))

Examples:

- `{{new user article}}`
- `{{Notice|1=This page was created as part of an Editathon in Insert Date, held to encourage new editors and create missing articles about Scottish history. If there are issues with this article, please offer "'constructive criticism and assistance in improving it"', rather than marking it for deletion. Thanks! |heading=Editathon article}}`
- `{{WikiProject Scotland}}`
- `{{WikiProject Women's History}}`

Leave messages on participants talk pages

See Welcome Draft in [User:Delphine Dallison/sandbox](#) for draft example.

User talk:Followspot2

From Wikipedia, the free encyclopedia

Welcome [\[edit \]](#)

Hello, Followspot2! Thank you so much for taking part in the July editathon at Dunfermline Library!

Now that we've created your userpage and learned the basics, I hope that you'll stay logged in and have a go at editing some articles. If you're not feeling bold enough to write an(other) article straight away, why not try a small edit first, or adding a link? Don't worry about being perfect, Wiki is a constantly evolving entity. Fortunately there's a whole team of editors just like you who can help.

You can't break Wikipedia, but in case you're still nervous here are some pages that you might find helpful:

- [Is your topic notable enough for an article?](#)
- **Be Bold!**
- [Don't let grumpy users scare you off.](#)
- [Learn from others](#)
- [How to write a great article](#)
- [A simplified manual of style](#)

I hope you enjoy editing here and being a [Wikipedian!](#) Remember, if you are writing on a talk page, please [sign your name](#) using four tildes (~~~~); this will automatically produce your name and the date.

If you need help, check out [Wikipedia:Questions](#), ask me on [my talk page](#), or place `{{helpme}}` on your talk page and ask your question there. I look forward to seeing you at our next session on the 26th September! See you soon! [Delphine Dallison \(talk\)](#) 14:48, 17 September 2018 (UTC)



Additional tips





- Add all the new pages created and their talk pages to your watchlist.
- Add all the participants' Talk Pages to your watch list.
- Email the [Scotwiki Mailing List](#) a list of the new articles created for help with tidy up.
- Liaise with your Wikimedia Event Coordinator (Delphine Dallison or Sara Thomas) in the event of any conflict arising with the Wikimedia Community.

What if things go wrong...

Likely outcomes when things go wrong:

- Edits may get [reverted](#) – Engage with the editor responsible for the reversion on the article's talk page or the editor's talk page. Make your case for why the edit should be kept. Remember to be polite and constructive. Enlist a more experienced Wikipedian if needed.
- Article nominated for [deletion](#) – The article will be given a template at the top of the page denoting that it has been nominated for deletion and explaining why. There will be a grace period during which the community can argue for or against. Ask your Wikimedia Events Coordinator for help navigating the process. They can help make a case for why it should be kept and help improve any issues in the article.
- Article nominated for [speedy deletion](#) – The article will be deleted straight away bypassing the need for community input. This only happens in the event of severe breach of Wikipedia's policies. If you believe this is not justified, the deletion can be reverted. Ask your Wikimedia Events Coordinator for help navigating the process. They can help make a case for why it should be kept and help improve any issues in the article.

When things go right... Wikipedia's article ratings

Class	Criteria	Reader's experience	Editing suggestions	Example
 FA	The article has attained featured article status by passing an in-depth examination by impartial reviewers from WP:Featured article candidates . More detailed criteria [show]	Professional, outstanding, and thorough; a definitive source for encyclopedic information.	No further content additions should be necessary unless new information becomes available; further improvements to the prose quality are often possible.	Cleopatra (as of June 2018)
 A	The article is well organized and essentially complete, having been examined by impartial reviewers from a WikiProject or elsewhere. Good article status is not a requirement for A-Class. More detailed criteria [show]	Very useful to readers. A fairly complete treatment of the subject. A non-expert in the subject would typically find nothing wanting.	Expert knowledge may be needed to tweak the article, and style problems may need solving. WP:Peer review may help.	Battle of Nam River (as of June 2014)
 GA	The article has attained good article status having been examined by one or more impartial reviewers from WP:Good article nominations . More detailed criteria [show]	Useful to nearly all readers, with no obvious problems; approaching (but not equalling) the quality of a professional encyclopedia.	Some editing by subject and style experts is helpful; comparison with an existing featured article on a similar topic may highlight areas where content is weak or missing.	Discovery of the neutron (as of December 2017)
B	The article is mostly complete and without major problems, but requires some further work to reach good article standards . More detailed criteria [show]	Readers are not left wanting, although the content may not be complete enough to satisfy a serious student or researcher.	A few aspects of content and style need to be addressed. Expert knowledge may be needed. The inclusion of supporting materials should be considered if practical, and the article checked for general compliance with the Manual of Style and related style guidelines .	The Hague (as of June 2018)
C	The article is substantial, but is still missing important content or contains much irrelevant material. The article should have some references to reliable sources, but may still have significant problems or require substantial cleanup . More detailed criteria [show]	Useful to a casual reader, but would not provide a complete picture for even a moderately detailed study.	Considerable editing is needed to close gaps in content and solve cleanup problems.	Wing (as of June 2018)
Start	An article that is developing, but which is quite incomplete. It might or might not cite adequate reliable sources. More detailed criteria [show]	Provides some meaningful content, but most readers will need more.	Providing references to reliable sources should come first; the article also needs substantial improvement in content and organisation. Also improve the grammar, spelling, writing style and improve the jargon use.	Ring-tailed cardinalfish (as of June 2018)
Stub	A very basic description of the topic. However, all very-bad-quality articles will fall into this category. More detailed criteria [show]	Provides very little meaningful content; may be little more than a dictionary definition. Readers probably see insufficiently developed features of the topic and may not see how the features of the topic are significant.	Any editing or additional material can be helpful. The provision of meaningful content should be a priority. The best solution for a Stub-class Article to step up to a Start-class Article is to add in referenced reasons of why the topic is significant.	Crescent Falls (as of June 2018)
 FL	The article has attained featured list status. More detailed criteria [show]	Professional standard; it comprehensively covers the defined scope, usually providing a complete set of items, and has annotations that provide useful and appropriate information about those items.	No further content additions should be necessary unless new information becomes available.	List of dates predicted for apocalyptic events (as of May 2018)
List	Meets the criteria of a stand-alone list , which is an article that contains primarily a list, usually consisting of links to articles in a particular subject area.	There is no set format for a list, but its organization should be logical and useful to the reader.	Lists should be lists of live links to Wikipedia articles, appropriately named and organized.	List of Guggenheim Fellowships awarded in 1947 (as of June 2018)