

Creating and working with Wiki's

Wikis are used to create a collaborative space within a Course where all students can view, contribute, and edit content. The most common example is Wikipedia, the online encyclopedia that allows anyone in the world to contribute content to it.

About Course Wikis

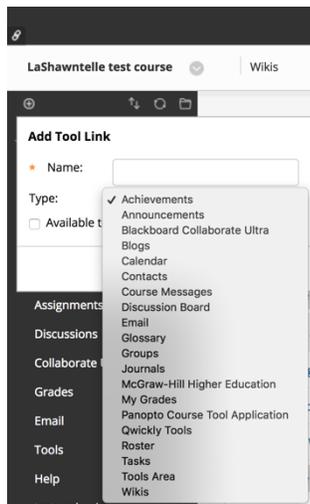
Any Course member can add pages unless the Instructor intends to be the sole author and use the Wiki as course content.

About Group Wikis

Groups Wiki's may be set to only the group members or set so any Course member can read the Group Wiki, but the user must be a member of the Group to edit a page or make a comment on a Group Wiki page.

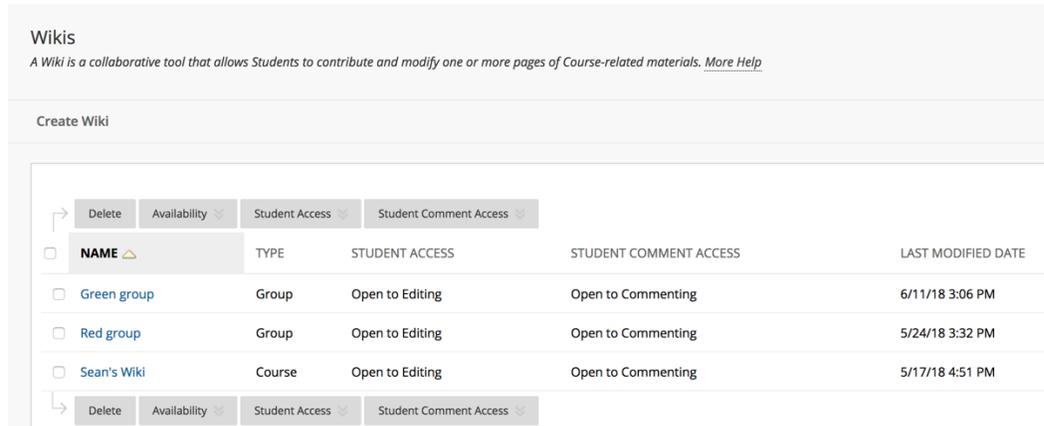
Wiki Button in a Course Menu

To make the Wikis easily accessible, click on the "tool link" option, then right next to where it says "type", click the down arrow and click the "Wikis" option.



How to Create a Wiki

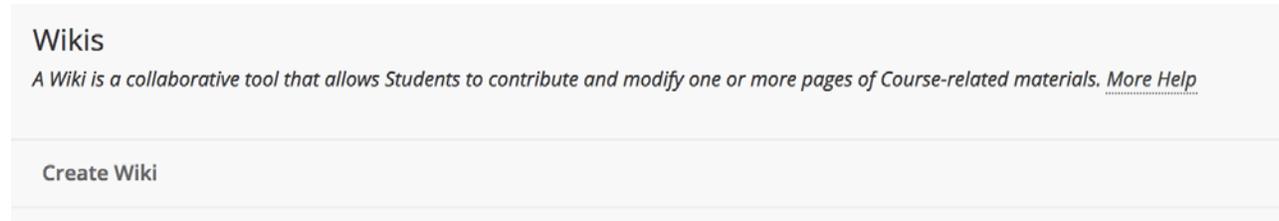
Only the instructor can create Wiki topics. The Wiki topics appear in alphabetical order on the Wikis listing page.



How to Create a Wiki Page

Each newly created Course or Group Wiki requires a first page, which is the home page. The Instructor or any Course or Group member can create the home page. The home page cannot be deleted, but can be edited by any Course or Group member. The home page and all subsequent pages are created following the same steps.

1. On the Wiki's topic page, click Create Wiki Page on the Action Bar.



2. On the Create Wiki's Page, type a Name for the Wiki page.
3. Type text in the Content text box. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor. Attachments added using the Text Editor can have alternate text added to describe the attachment.

Create Wiki
A Wiki is a collaborative tool that allows Students to contribute and modify one or more pages of Course-related materials. [More Help](#)

Indicates a required field.

WIKI INFORMATION

Name

Instructions

Text Editor: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Embed, Mashups, HTML, CSS

Path: p Words: 0

WIKI DATE AND TIME RESTRICTIONS

Wiki Availability: Yes No

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel Submit

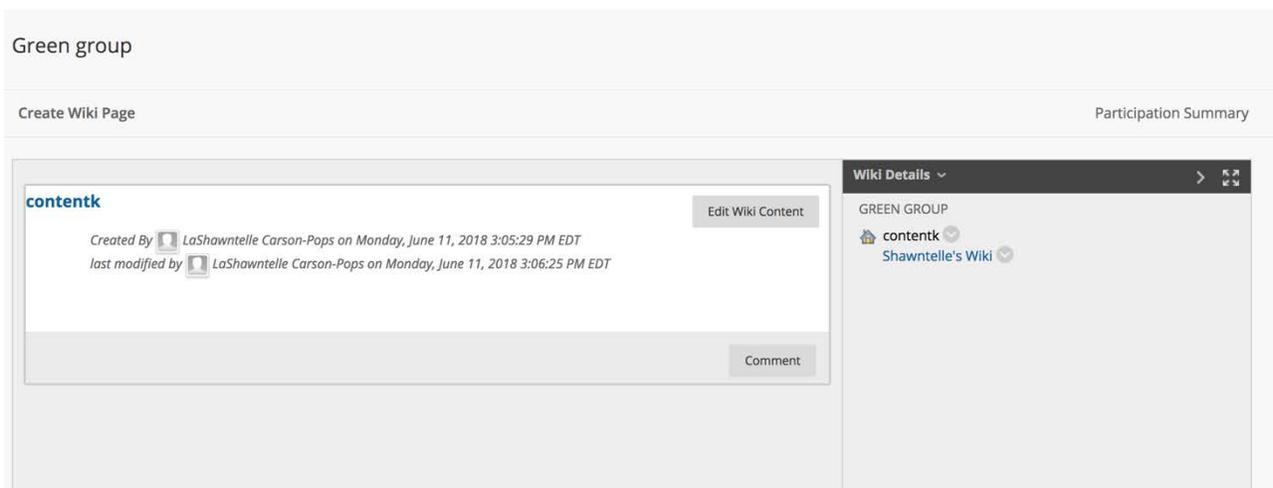
4. Click submit

How to Edit Wiki Content

Any Course member can edit a Course Wiki page and any Group member can edit a Group Wiki page, unless the Instructor has disabled this function. When a Wiki page is being edited by one user, it is locked to prevent others from editing the same page. If a user tries to edit a page someone else is editing, he or she is informed that the page is currently being edited by another user.

Note: Students do not have the ability to delete Wiki pages.

1. Go to the “create a Wiki’s” page. Below the option “create Wiki”, will be a list of Wiki’s created. Click on the name that is relevant to you.
2. Select the page to review and edit. The Wiki page opens in the content frame. Here, you should see “edit Wiki content”. Click it.



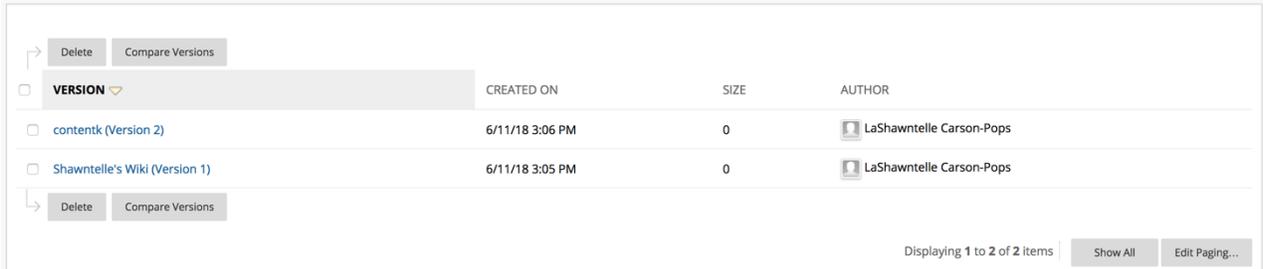
3. On the Edit Wiki Page, changes can be made to the name and content of the page. Additional content can be added also. Use the functions in the Text Editor to format existing text or add links, images, multimedia, Mashups, attachments, and link to other Wiki pages.
4. Click Submit.

Note: To review the history of your Wiki, click on “Wiki details”, which is located right next to the “edit Wiki content” box. Hover your cursor over the name and click on the drop-down arrow. Select “history” and information will appear. The Page History page allows the

Instructor to retrieve information about the development of any page and see who contributed content.

Page History

Each time a page is saved, a new version of that page is created. To revert to a previous version, delete all versions saved after the intended version. Versions can also be compared to each other to show the differences made since the last edit.



VERSION	CREATED ON	SIZE	AUTHOR
<input type="checkbox"/> contentk (Version 2)	6/11/18 3:06 PM	0	LaShawntelle Carson-Pops
<input type="checkbox"/> Shawntelle's Wiki (Version 1)	6/11/18 3:05 PM	0	LaShawntelle Carson-Pops

Buttons: Delete, Compare Versions (above and below table)

Displaying 1 to 2 of 2 items | Show All | Edit Paging...

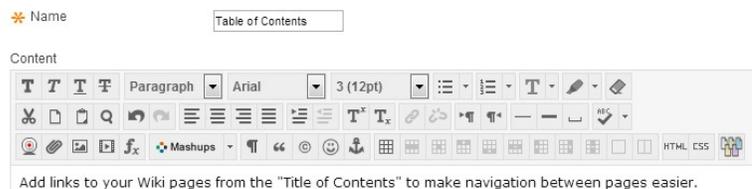
How to Link to Another Wiki Page

When creating or editing a Wiki page, users can use the Link to Wiki page function in the Text Editor to link to another Wiki page within the current Wiki.

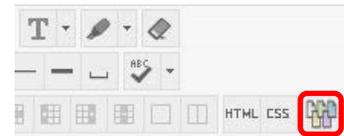
Links to other Wiki pages can be created when at least two pages exist.

1. Access the Wiki. On the Wiki topic page, click Create Wiki Page.
2. On the Create Wiki Page, type a Wiki Name and Content.
3. In the Content text box, position the mouse pointer where a link will be added to another Wiki page.

1. Wiki Page Content



4. Click the Link to Wiki page function in the Text Editor, represented by several sheets of paper. If there is only one page in the Wiki, this function is disabled.

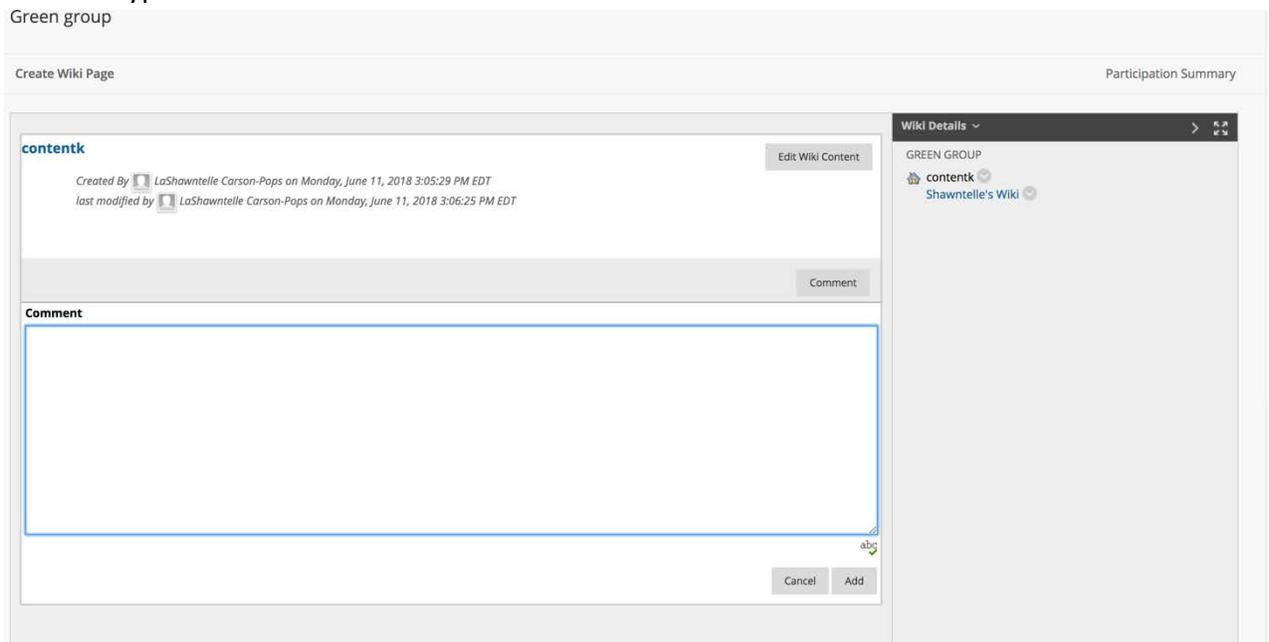


5. In the pop-up window, select the Wiki page to link to from
6. Click Submit. The new page with the link to the other page is added to the Wiki.

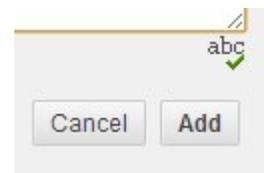
How to Add a Comment to a Wiki Page

Any Course member can add a comment to a Course Wiki page rather than add to or edit a page. By default, Group Wikis can be read by all Course members, but a user must be a member of the Group to make a comment on a Group Wiki page. The Instructor can change the default setting to allow only Group members to view a Group Wiki.

1. Access the Wiki.
2. On the Wiki topic page, select the page to view in the side panel. The Wiki page opens in the content frame.
3. Click Comment following the user's contribution. The Comment text box appears.
4. Type a comment in the Comment text box.



5. Click Spell Check at the bottom of the Comment text box to check the spelling of the content before continuing.
6. Click Add. Click the Comments link below the contribution to view the comment.



See Your Contributions

You will be able to see all the pages and versions you have modified by going to the “create Wiki” page.

Wikis

A Wiki is a collaborative tool that allows Students to contribute and modify one or more pages of Course-related materials. [More Help](#)

Create Wiki

<input type="checkbox"/>	NAME	TYPE	STUDENT ACCESS	STUDENT COMMENT ACCESS	LAST MODIFIED DATE
<input type="checkbox"/>	Green group	Group	Closed to Editing	Open to Commenting	6/12/18 2:25 PM
<input type="checkbox"/>	Red group	Group	Closed to Editing	Open to Commenting	6/12/18 2:25 PM
<input type="checkbox"/>	Sean's Wiki	Course	Closed to Editing	Open to Commenting	6/12/18 2:25 PM

Displaying 1 to 3 of 3 items | [Show All](#) | [Edit Paging...](#)

Page Versions: The Page Version column displays all pages created and edited by the user. This allows the Instructor to see precisely how and what content the user contributed and edited.

User’s Modifications: The User’s Modifications column displays all your specific changes.

Words Modified: Tally of any words added, deleted, or edited in all pages and each page’s version of the Wiki.