

Using Wikis (Student Documentation)

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

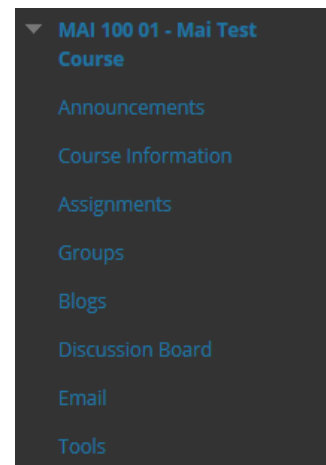
Any Course member can add pages unless the Instructor intends to be the sole author and use the Wiki as course content.

About Group Wikis

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 the Instructor has created easily accessible to the students, a Course Menu button or link named “Course Wikis” or something similar can be added.



How to Create a Wiki

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

Wikis

A Wiki is a collaborative tool that allows you to contribute and modify one or more pages of related material. Follow the instructions for each specific Wiki as to how it should be used with your Course.

Environmental Group 1

Type: Group
Last Modified Date: 12/10/13 2:30 PM

Environmental Group 2

Type: Group
Last Modified Date: 12/10/13 2:23 PM

Environmental Issues

Type: Course
Last Modified Date: 12/10/13 1:47 PM

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 if the Wiki is open to editing, it can be edited by any Course or Group member. The home page and all subsequent pages are created following the same steps.

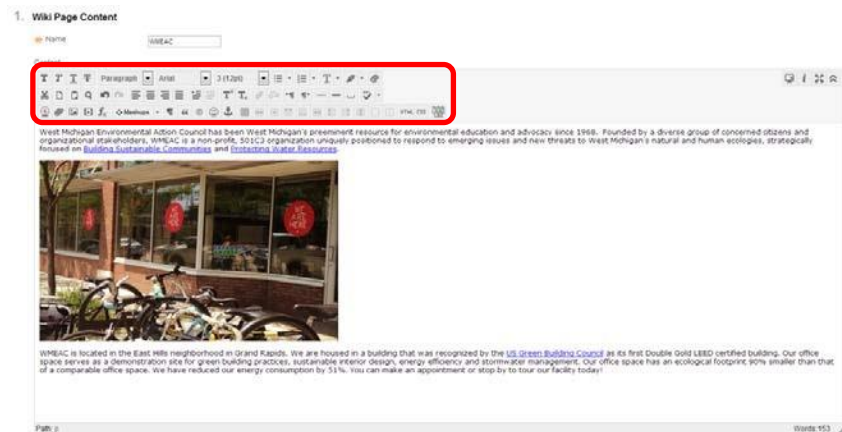
1. On the Wikis listing page, select a Wiki title.
2. On the Wiki's topic page, click Create Wiki Page on the Action Bar.

Wiki

Create Wiki Page

My Contribution

3. On the Create Wiki Page, type a Name for the Wiki page.
4. 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.
5. Click Submit.

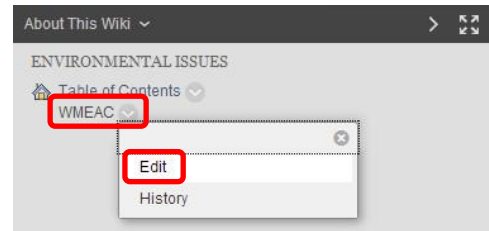


How to Edit Wiki Content

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. Access the Wiki. The Wiki topic page appears.
2. Select the page to review and edit. The Wiki page opens in the content frame.
3. In the side panel, click the page's Action Link to access the contextual menu and select Edit.
4. 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.
5. Click Submit.



Note: Select History from a page's contextual menu to see how the page has been modified, view any version, and compare two versions side by side. 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.

Compare Versions			
Version	Created On	Size	Author
WMEAC (Version 2)	12/13/13 4:32 PM	3.06 KB	Vince-Student St. Germain
WMEAC (Version 1)	12/10/13 1:30 PM	1.32 KB	Vince-Student St. Germain

Displaying 1 to 2 of 2 items: [Show All](#) [Edit Paging...](#)

How to Link to Other Wiki Pages

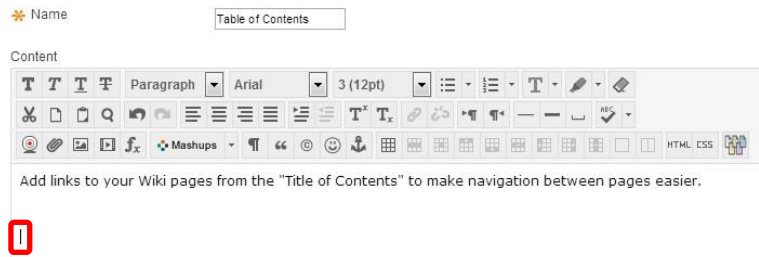
When creating or editing a Wiki page, users can use the Link to Wiki page function in the Text Editor to link to another Wiki page within the current Wiki.

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

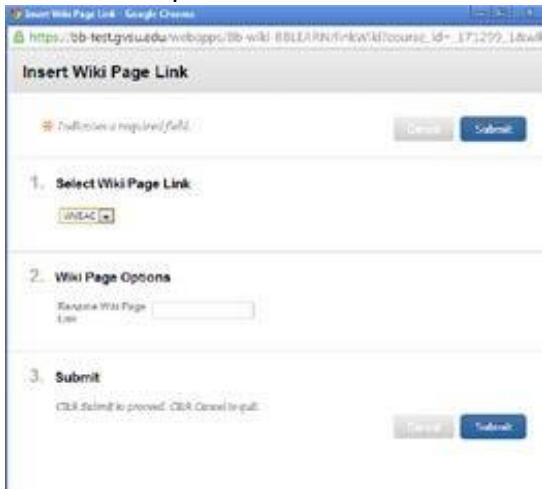
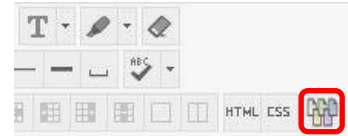
1. Access the Wiki. On the Wiki topic page, click Create Wiki Page.
2. On the Create Wiki Page, type a Wiki Name and Content.

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 the drop-down list.

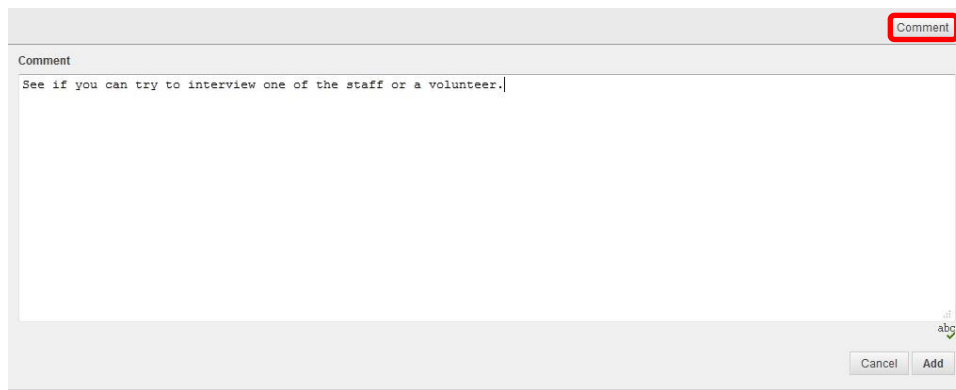
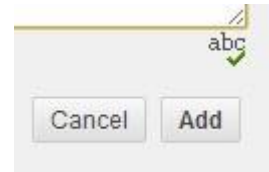


6. Optionally, type a name for the link in the Rename Wiki Page Link text box. If the link is not renamed, the original page title is used as the link. Click Submit. The link appears in as the Text Editor.
7. Click Submit. The new page with the link to the other page is added to the Wiki.

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.

A screenshot of a 'Comment' dialog box. The title bar says 'Comment'. Inside, there is a text area with the text 'See if you can try to interview one of the staff or a volunteer.' Below the text area are 'Cancel' and 'Add' buttons. A small 'abc' icon with a green checkmark is visible in the bottom right corner of the text area.

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 clicking the My Contribution button.

My Contribution

My Contribution

*All pages and versions that you have modified are listed. To see your specific changes, choose to compare versions under **User's Modifications**, if available. Click a link in the **Page Version** column to view the version without annotated changes. [More Help](#)*

Display Pages: Go

Page Version	User's Modifications	Created On	Words Modified
Table of Contents (2)	Compare to Version 1	12/10/13 1:47 PM	2
WMEAC (2)	Compare to Version 1	12/13/13 4:32 PM	235
WMEAC (1)		12/10/13 1:30 PM	170

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

About This Wiki

< Vince-Student St. Germain >

PARTICIPATION SUMMARY

Modified By: Vince-Student St. Germain

Words Modified: 408 (95%)

Total Page Saves: 3 (75%)

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.