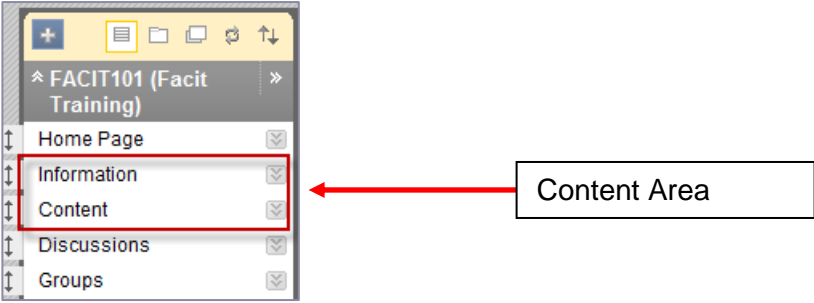


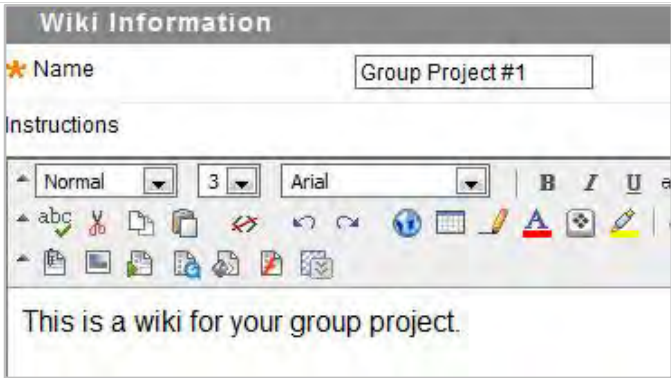


 [View the video tutorial](#)

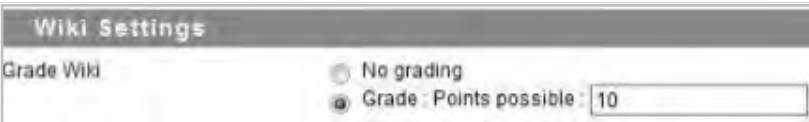



## Creating and Editing Wiki's

Wikis are used to create a collaborative space within the Course where all Students can view, contribute, and edit content.




Step 1	Make sure <b>Edit Mode</b> is <b>ON</b> .	
Step 2	Open a <b>content area</b> by clicking on it in the course menu	
Step 3	Hover your mouse over the <b>Add Interactive Tool</b> menu, and then click <b>Wiki</b> from the menu.	
Step 4	<p><b>Create Wiki</b></p> <ul style="list-style-type: none"> <li>Click <b>Create New Wiki</b> to create a New Wiki.</li> </ul> <p>Note: You can either create a <b>new Wiki</b> or <a href="#">add a link</a> to existing Wiki</p>	

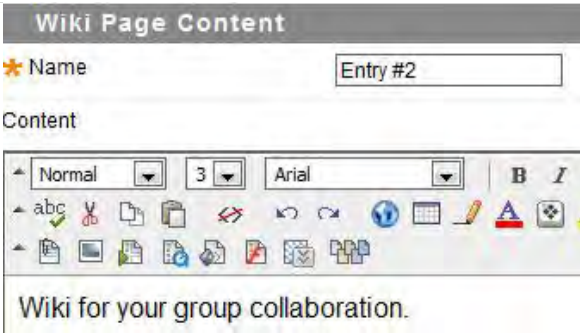

<p>Step 5</p>	<p><b>Wiki Information:</b></p> <ul style="list-style-type: none"> <li>• <b>Name:</b> Type the name of the Wiki.</li> <li>• <b>Instructions:</b> Type instructions for the wiki.</li> </ul>	 <p>The screenshot shows the 'Wiki Information' form. The 'Name' field contains 'Group Project #1'. Below it is an 'Instructions' field with a rich text editor toolbar. The toolbar includes options for text color, font size (set to 3), font face (Arial), bold, italic, underline, bulleted list, numbered list, link, unlink, insert table, insert image, insert video, insert audio, insert code, and insert source. The text area contains the instruction: 'This is a wiki for your group project.'</p>
<p>Step 6</p>	<p><b>Wiki Date and Time Restrictions</b></p> <ul style="list-style-type: none"> <li>• <b>Wiki Availability:</b> Select the Yes option to make the Wiki available to users.</li> <li>• <b>Limit Availability:</b> Click the checkboxes to enable and choose dates and times to <b>Display After</b> and <b>Display Until</b>.</li> </ul>	 <p>The screenshot shows the 'Wiki Date and Time Restrictions' form. Under 'Wiki Availability', the 'Yes' radio button is selected. Under 'Limit Availability', both 'Display After' and 'Display Until' checkboxes are checked. The 'Display After' date is set to 03/21/2011 and the 'Display Until' date is set to 04/30/2011. Both date fields include a calendar icon and a note: 'Enter dates as mm/dd/yyyy'.</p>
<p>Step 7</p>	<p><b>Wiki Participation</b></p> <ul style="list-style-type: none"> <li>• <b>Student Access:</b> Select the either Closed to Editing or Open to Editing.</li> <li>• <b>Closed to Editing:</b> Only the Instructor will be the only one contributing pages or to disallow further page editing by users, such as when the Wiki pages are set to be graded. Wikis can still be viewed when Closed to Editing is selected.</li> <li>• <b>Open to Editing:</b> Allows users to modify any Wiki page. In a Group Wiki, a user must be a member of the Group to edit a Wiki page.</li> </ul> <p>Student Access can be changed at any time.</p>	 <p>The screenshot shows the 'Wiki Participation' form. Under 'Student Access', the 'Open to Editing' radio button is selected.</p>

Step 8	<b>Wiki Settings</b>  <b>Grade Wiki: Select No grading</b> or the <b>Grade option</b> and type the number of <b>Points possible</b> . Points possible will apply to one or more pages added and all edits by the user. Once a Wiki is set to be graded, a column is created for it in the Grade Center. It is permanently gradable and cannot be set to No grading.	
Step	Click <b>Submit</b> .	



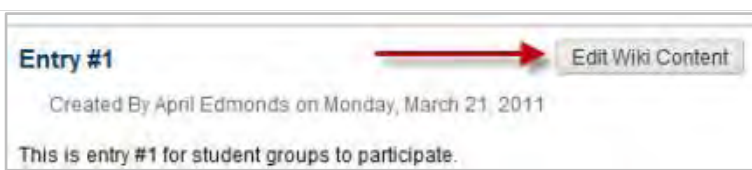
## Wiki Page

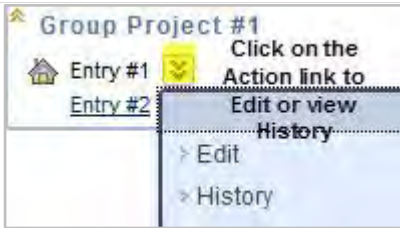
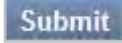
Each newly created Course or Group Wiki requires a first page, which is the home page. The Instructor or any Course or Group member can create the home page. The home page cannot be deleted, but if the Wiki is open to editing, it can be edited by any Course or Group member.

Step 1	Click on the <b>content area</b> by clicking on it in the course menu  Click on <b>Wikis</b> .	
Step 2	Click on the <b>Wiki link</b> that was just created.	
Step 3	Click on <b>Create Wiki Page</b> .	

Step 4	<b>Wiki Page Content:</b> <ul style="list-style-type: none"> <li><b>Name:</b> Type the name of the Wiki page.</li> <li><b>Instructions:</b> Type instructions for the wiki page.</li> </ul>	 <p>The screenshot shows a form titled "Wiki Page Content". It has a field for "Name" with "Entry #2" entered. Below is a rich text editor with a toolbar containing options for text formatting (bold, italic, underline, link, unlink, list, indent, outdent) and a text area containing the text "Wiki for your group collaboration."</p>
Step 5	Click <b>Submit</b> .	



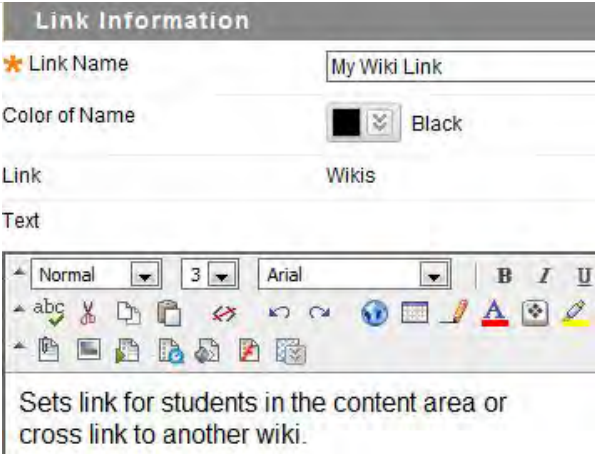
## Editing Wiki Content

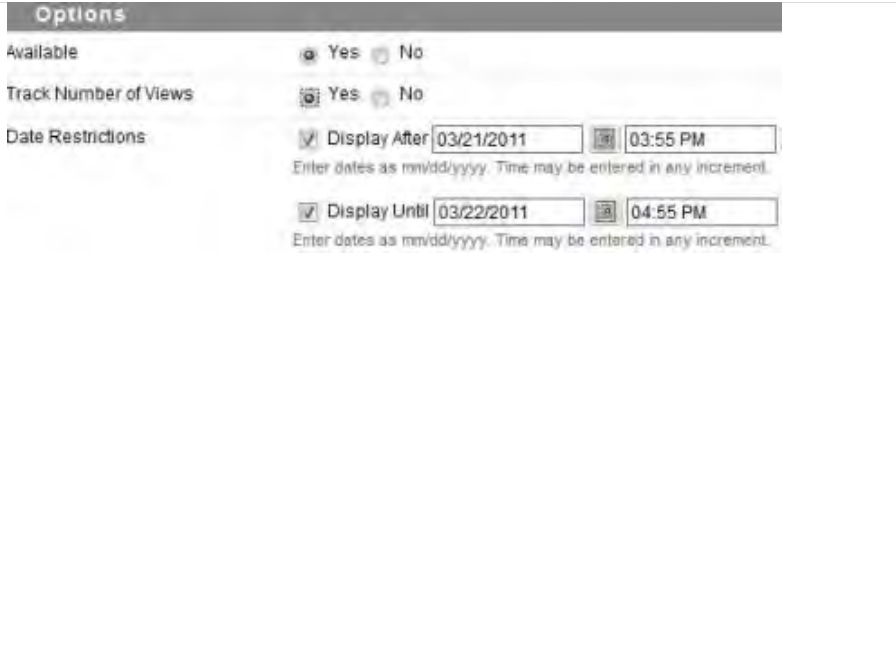


Step 1	Click on the <b>content area</b> by clicking on it in the course menu  Click on <b>Wikis</b> .	 <p>The screenshot shows a "Content" menu with a "Build Content" dropdown. Underneath, there is a "Wikis" link with a red arrow pointing to it.</p>									
Step 2	Click on the <b>Wiki link</b> that was just created.	 <p>The screenshot shows the "Wikis" page. It has a "Create Wiki" button and a table of existing wikis. A red arrow points to the "Group Project #1" entry in the table.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%;">Name</th> <th style="width: 25%;">Type</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Group Project #1</td> <td>Course</td> </tr> <tr> <td><input type="checkbox"/></td> <td>groups i</td> <td>Group</td> </tr> </tbody> </table>		Name	Type	<input checked="" type="checkbox"/>	Group Project #1	Course	<input type="checkbox"/>	groups i	Group
	Name	Type									
<input checked="" type="checkbox"/>	Group Project #1	Course									
<input type="checkbox"/>	groups i	Group									
Step 3	Click <b>Edit Wiki Content</b>	 <p>The screenshot shows a specific wiki entry titled "Entry #1" with the text "This is entry #1 for student groups to participate." A red arrow points to the "Edit Wiki Content" button.</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Or</p>									

		
Step 4	Make changes.  Click <b>Submit</b> .	

## Link to Other Wiki Pages

Add a Link to the Wiki listing page or a specific Wiki in a Content Area. A link can connect to an existing Wiki or a new Wiki can be created and linked.

Step 1	Click on the <b>content area</b> by clicking on it in the course menu  Click on <b>Wikis</b> .	
Step 2	<b>Link to existing Wiki</b>  Click <b>Link to the Wikis Page</b>  Click <b>Next</b> .	
Step 3	<b>Link Information:</b> <ul style="list-style-type: none"> <li>• <b>Link Name:</b> Type the <b>title</b> of the Wiki link.</li> <li>• <b>Color:</b> Choose your preferred color for the title of your audio link.</li> <li>• <b>Link:</b> Defaults to your Wiki.</li> <li>• <b>Text:</b> Type text for the wiki page.</li> </ul>	

Step 4	<p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Available:</b> Click <b>Yes</b> or <b>No</b> to make this link available to users enrolled in the course.</li> <li>• <b>Track Number of Views:</b> Click <b>Yes</b> or <b>No</b> to enable tracking for the wiki.</li> <li>• <b>Select Date and time Restrictions:</b> Click the checkboxes to enable and choose dates to <b>Display After</b> and <b>Display Until</b>.</li> </ul>	
Step 5	Click <b>Submit</b> .	
	<p>Notes:</p> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Students do not have the ability to delete Wiki pages.</li> </ul>	