Wikis

Wikis is a collaborative tool that allows students to contribute and modify one or more pages of course related materials, providing a means of sharing and collaboration. Pages can be created and edited quickly, while tracking changes and additions, allowing for effective collaboration between multiple writers. The instructor can create one or more Wikis for all course members to contribute to and Wikis for specific Groups to use to collaborate.

Creating a Wiki

QUICK STEPS: creating a wiki

1. In the Course Menu, under Collaboration Tools, select Wikis
2. On the Wiki page, click Create Wiki.
3. On the Create Wiki page, type a Wiki Name.
4. Optionally add a description for the Wiki.
5. Select Wiki Availability settings.
6. Optionally, select date and time restrictions.
7. Select Wiki Participation settings to Closed to Editing or Open to Editing.
8. Set the grade for the Wiki.

Creating a Wiki Page

QUICK STEPS: creating a Wiki page

1. On the Wiki listing page, select a Wiki title.
2. On the Create Wiki Page, type a name for the Wiki Page Content.
3. Type text in the Content text box. Add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor.
4. Click the Submit button.
Editing Wiki Pages

QUICK STEPS: editing Wiki pages

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 - OR - click Edit Wiki Content next to the page’s title in the content frame.
4. On the Edit Wiki Page, changes can be made to the name and content of the page. Additional content can be added also.
5. Click Submit.

Commenting on Wiki Pages

QUICK STEPS: commenting on Wiki pages

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 entry. The Comment text box appears.
4. Type your comments in the Comment text box.
5. Click Spell Check at the bottom of the Comment box to check the spelling of the content before continuing.
6. Click Add. Click the Comments link below the entry to view your comment.

NOTE: Comments have a 2,000 character limit. A pop-up message will advise that a comment over 2,000 characters must be edited and resubmitted.