Working in a Wiki

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How to Create Wiki Pages

Each newly created course or group wiki requires a first page, which is the home page. When you access a new wiki for the first time, a message appears at the top of the page prompting you to create a home page. The home page always appears first in the wiki page list, making it an ideal page for instructions.

You or any course or group member can create the home page. No one can delete the home page, but if the wiki is open to editing, any course or group member may edit it.

The home page and all subsequent pages are created following the same steps.

Use the following steps to create a wiki page.

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.
3. On the Create Wiki Page, type a name.
4. Type a description or instructions in the Content box. Optionally, format the text and add images, links, multimedia, mashups, and attachments using the functions in the content editor. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.
5. Click Submit.

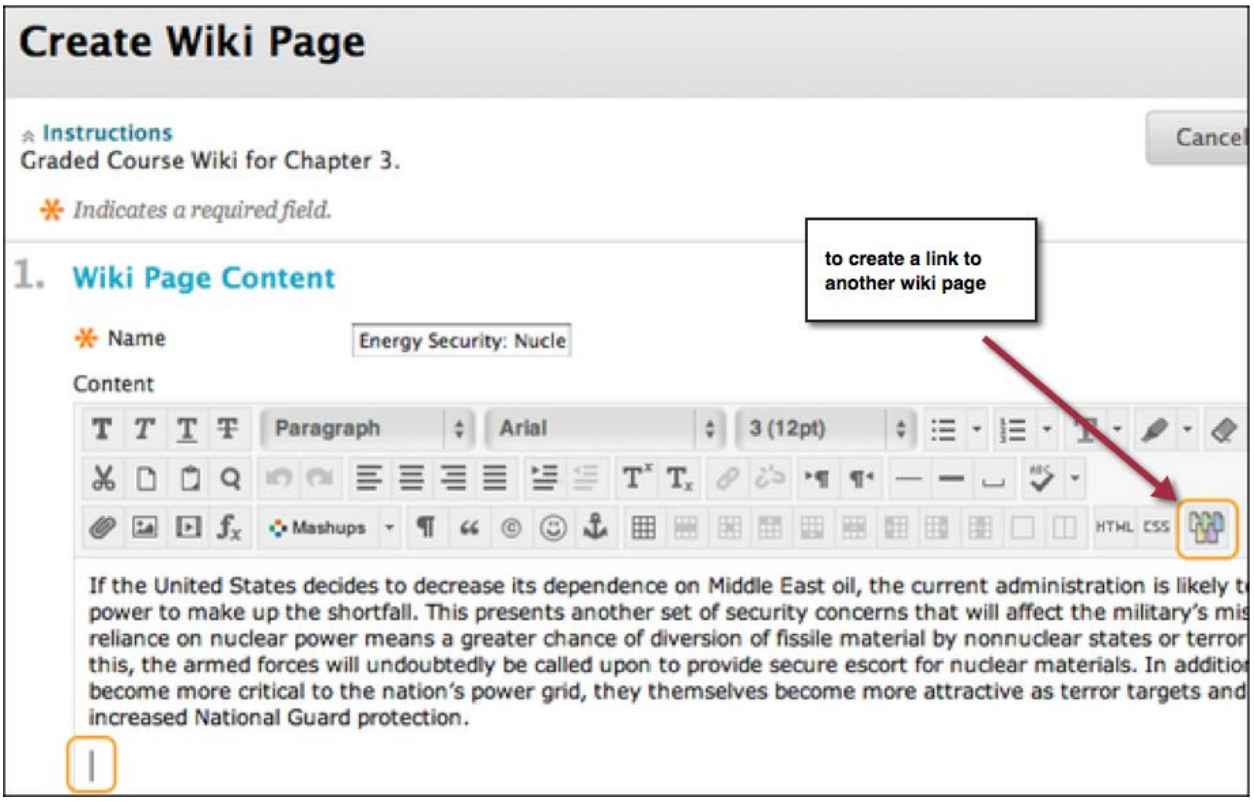
You can delete an entire wiki or pages within a wiki, but you cannot delete the wiki home page by itself. Students do not have the ability to delete wiki pages.

How to Link to Other Wiki Pages

When course members create or edit wiki pages, they may need to reference another page in the wiki. If the wiki consists of many pages, you can insert a link to that page right on the page you are currently viewing. You can use the Link to Wiki page function in the content editor to link to another wiki page within the current wiki. You will need to have already created the page you are going to "link to".

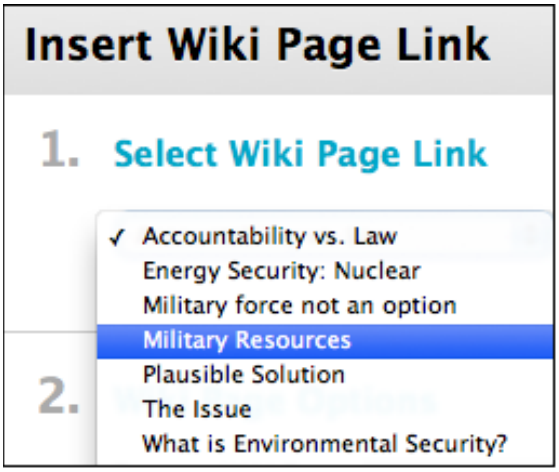
On the wiki page you are editing, in the Content box, position the mouse pointer where you want to include a link to another wiki page.

1. Click the Link to Wiki page function in the content editor, represented by several sheets of paper. If only one wiki page exists, this function is disabled.

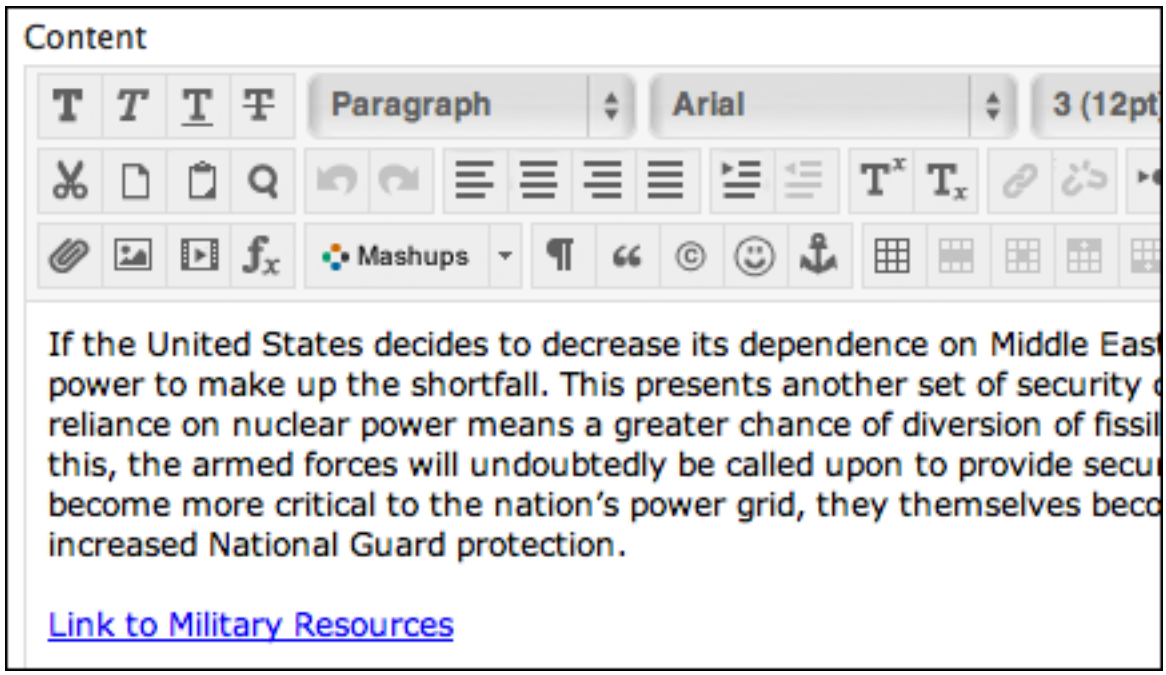


2. In the pop-up window, select the wiki page to link to from the drop-down list.

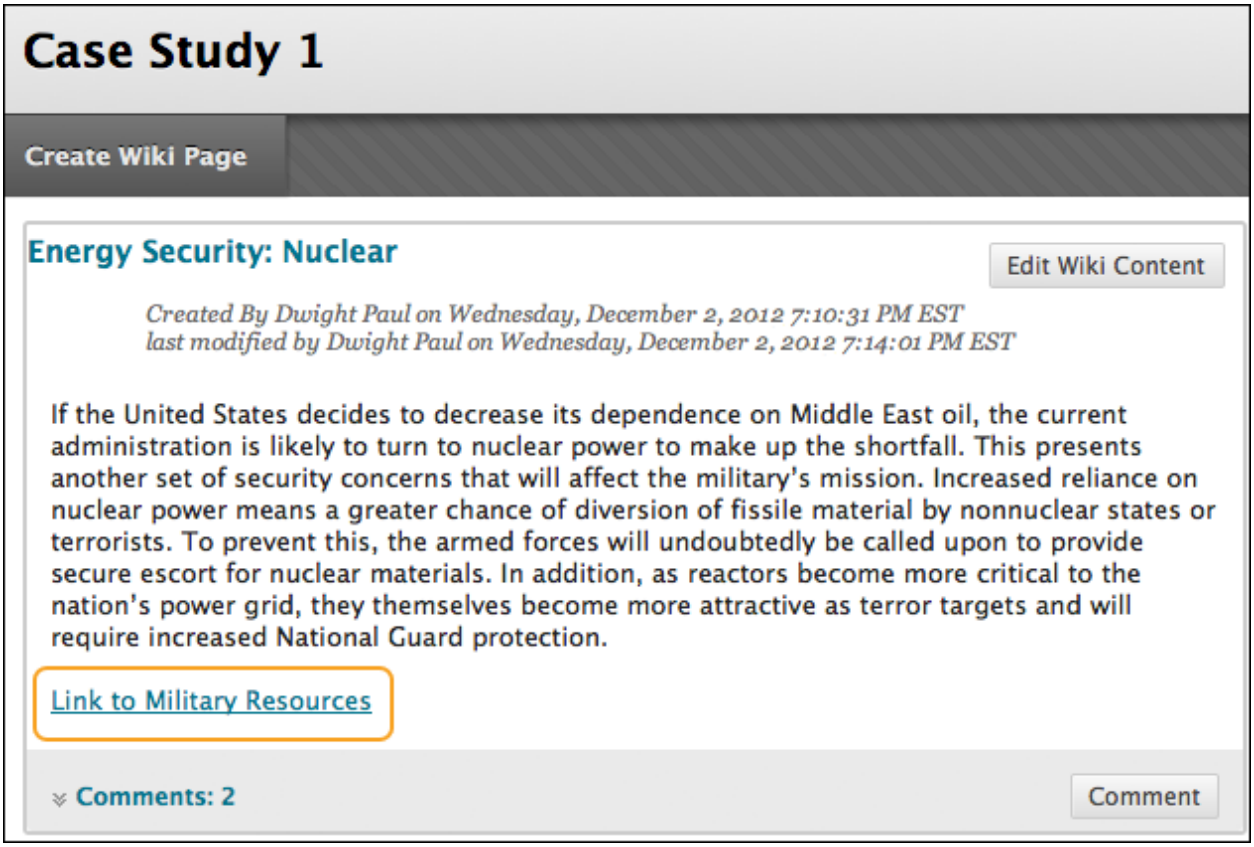
3. Optionally, type a name for the link in the Rename Wiki Page Link box. If the link is not renamed, the original page title is used as the link.



4. Click Submit. The link appears in the content editor.



5. Click Submit. The new page with the link to the other page is added to the wiki.



How to Comment on Wiki Pages

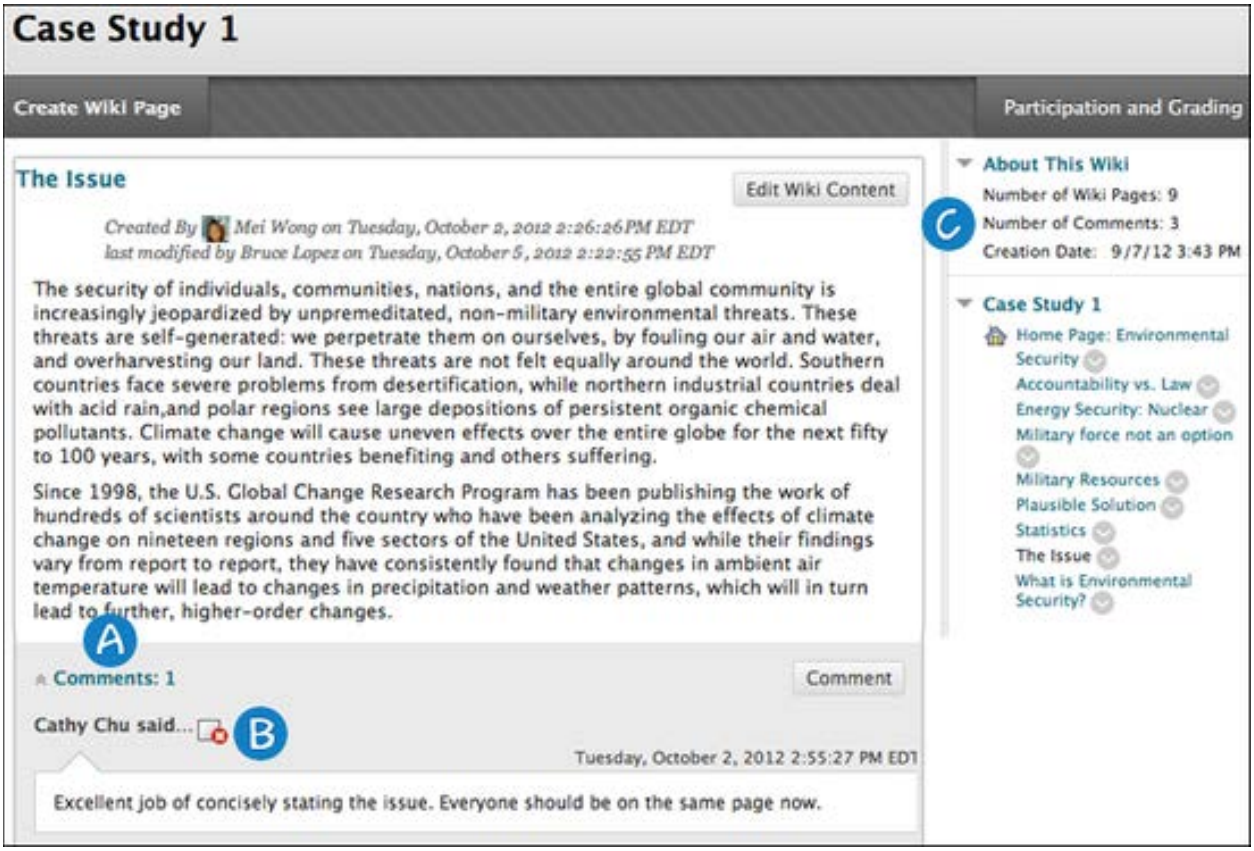
Course members can comment on wiki pages rather than contribute to or edit a page. Comments are visible to all course members.

For group wikis, the default setting allows all course members to read them, but you must be a member of the group to make a comment. You can change the default setting to allow only group members to view a group wiki.

1. Access a 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 box appears.
4. Type a comment in the Comment box.

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

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 contribution to view the comment.



Reviewing Comments

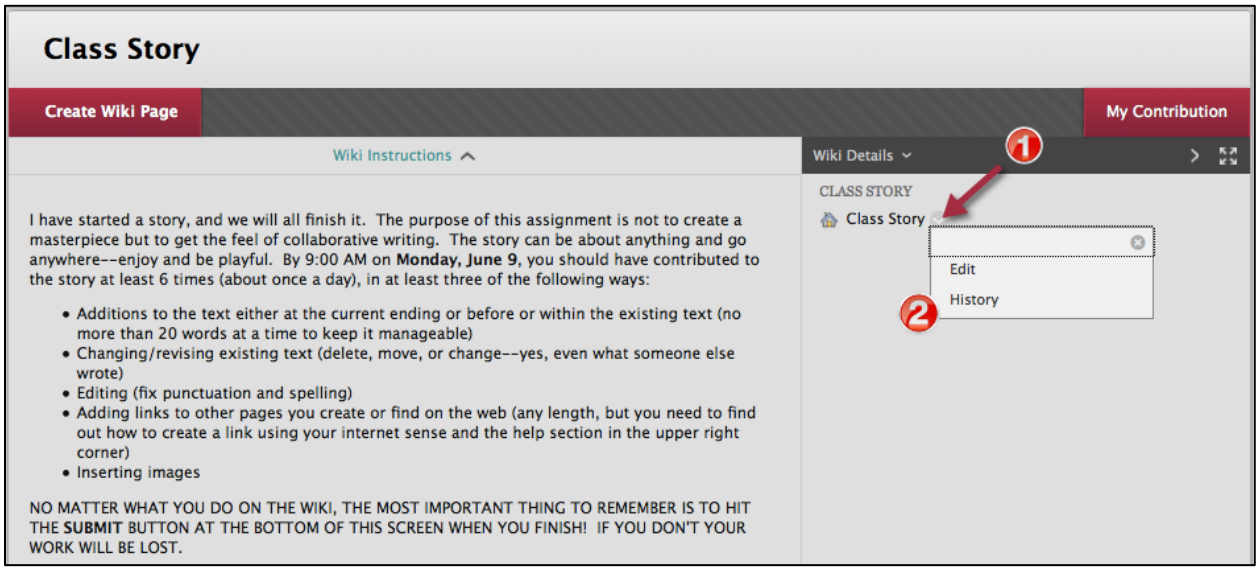
1. The Comments link displays how many comments were made about the wiki page. Click the link to view the comments.
2. The comments appear in the content frame following the wiki page. You can delete any comment you have authored.
3. All comments for all wiki pages are counted in the About This Wiki section.

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 your instructor has disabled this function.

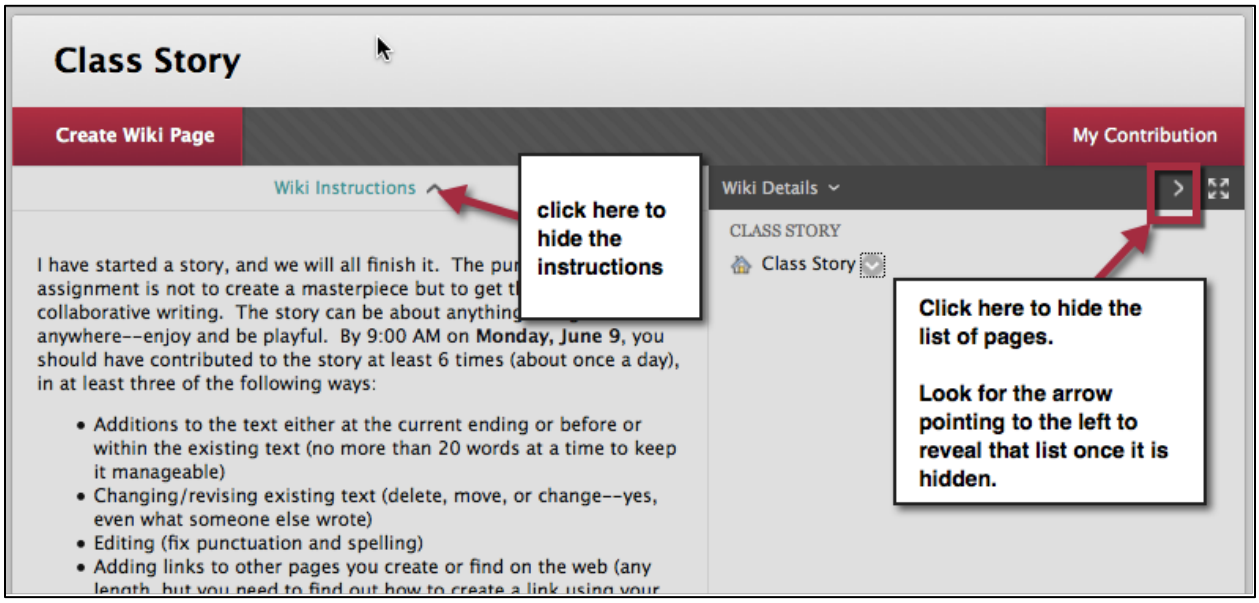
When you are editing a wiki page, it is locked for a duration of 120 seconds to prevent others from editing the same page. Users are informed that another user is currently editing the page. The lock will expire in 120 seconds regardless of a user's activity/inactivity. After 120 seconds, another user can start editing the page and a new 120 seconds lock is placed on the page.

You can view the History of any wiki page to see how a page was modified, view any version, and compare two versions side by side. Look for the Page link under "Wiki Details" on the right. Use the Options menu to select "History."



Use the following steps to edit wiki content.

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. Click Edit Wiki Content next to the page's title in the content frame.
4. On the Edit Wiki Page, you can make changes to the name and content of the page. Optionally, use the functions in the content editor to format existing text or include links, images, multimedia, mashups, link to other wiki pages, and attachments.
5. Click Submit.

How to See More of the Wiki Page

You can adjust your view of the wiki to see more of the editing area.