


Student Tutorial: Wikis

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Locate a Wiki

1. Open your course.
2. The wiki will be located in Assignments or Course Documents.
3. Locate the wiki .
4. Open the wiki as you would any other assignment.
5. Click on the [View](#) link.

The Editing Menu

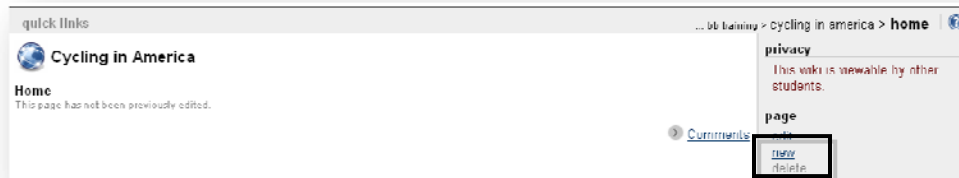
When the wiki page opens, there is a menu offering various items that increase the functionality of the wiki:

<p>Privacy Explains whether or not the wiki is readable or readable and editable by students outside the wiki group.</p>	
<p>Page This area has 5 links:</p> <ul style="list-style-type: none"> • Edit: Edits a page. • New: Adds a new page. • Delete: Removes a page (if available). • History: Illustrates what users have contributed to the page and when the contribution was made. • Print: Prints the wiki. 	
<p>Page Statistics: Shows views, edits, contributions, and contributors at a glance.</p>	
<p>Page Contributions: Shows list of contributors by name.</p>	
<p>Search Ability to search the wiki.</p>	
<p>Site navigation: Shows a list of all of the pages in a wiki at a glance.</p>	
<p>Toolbox: Two items available</p> <ul style="list-style-type: none"> • Page list- a listing of each page, the last contributor, the date of contribution, and he number of contributions to the page. • Export Site lets users in the wiki group export the wiki to their own computer. 	

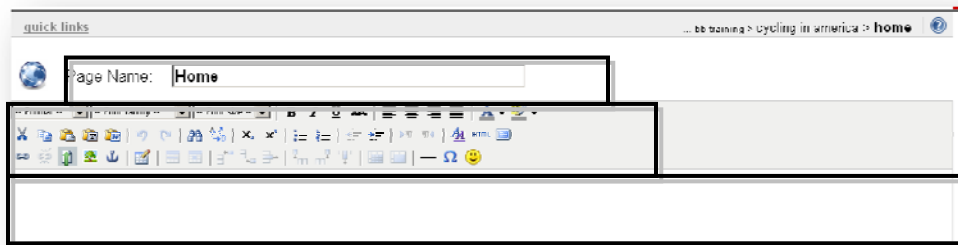
Add Wiki Content

Your Instructor may build the first page of the wiki, called the homepage. If not, you will create the homepage. From this page, all of the other wiki pages will be launched. The process for creating wiki pages is simple and intuitive.

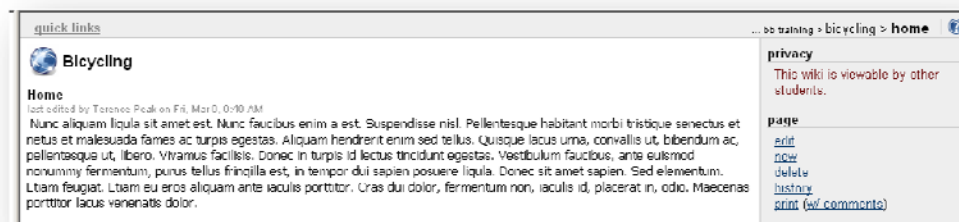
1. Click **New** to begin a new page. This will be the **wiki Homepage**.



2. A wiki page and editor opens. The wiki features a **WySiWyG editor** This feature allows users to type and edit text, as it will appear when published in the wiki.



3. Type **Home** in the Page Name box.
4. In the **Text Area**, begin writing the wiki.
5. Click **Save**.
6. This will re-open the wiki shell.



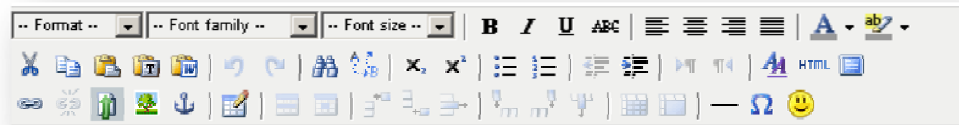
7. To add additional pages.
 - a. Click **New**, this will open a new wiki page and the WySiWyG editor.
 - b. Follow the instructions in steps 5 and 6 for each new page.
 - c. Give each new page a distinctive name.

Best Practices Create an Index page so that readers will know all of the topics in the wiki. An introduction page is also helpful.

8. Adding items to a page requires the page to be **edited**.
 - a. Choose a page.
 - b. Click **Edit** to return to the wiki page and the **WySiWyG editor**.
 - c. Make any necessary changes.
 - d. Click **Save**.

The WySiWyG Menu

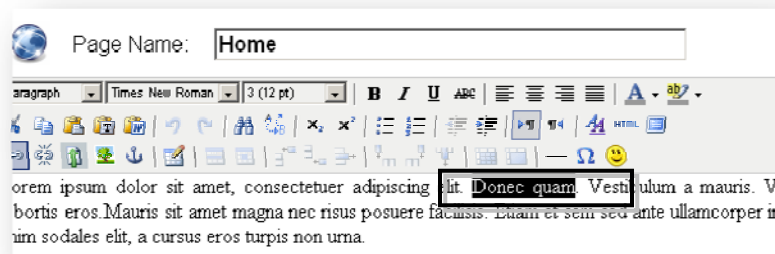
There are many options on the **WySiWyG menu**. The editor looks similar to the toolbar on any word processor, and the buttons function similarly. There are **5** buttons that are important, insert link, insert image, paste from Word, and Upload Document.



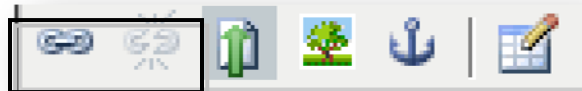
1. **Paste from Word** Allows you to copy and paste text from a word document and keep any special formatting, such as special characters, bullets, or numbering.
 - a. The txt you want to paste from Word.
 - b. Click New or Edit on the wiki menu.
 - c. Click the **paste from Word** icon, (or **CTL + V**).
 - d. It is also possible to paste from a text document by clicking the **T icon**.



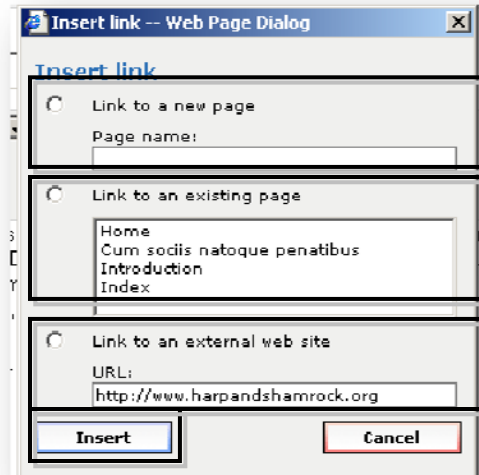
2. **Insert Link** Insert Link allows you to insert a link to a website another page in the wiki
 - a. Click **Edit**.
 - b. **Highlight the text** where you want to place the link.



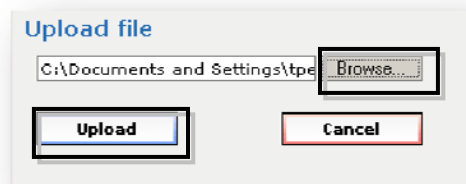
- c. Click **insert link** (chain).



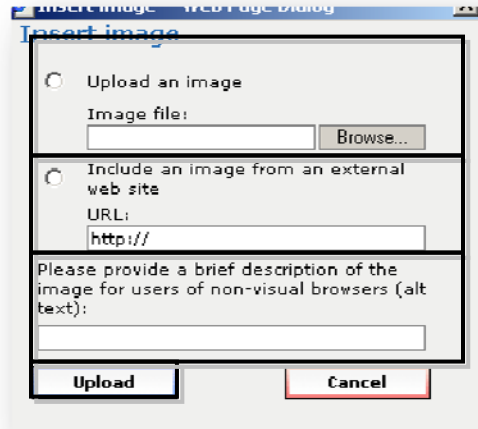
- d. Click the circle and fill out the **page name** to link to a new page in the wiki.
 - e. Click the circle and **highlight a page** to link to an existing page in the wiki.
 - f. Click the circle next to Link to an existing website to go to a webpage outside the wiki. **YOU MUST** include you must include **http://** in the address.



- g. Click **insert**.
- h. Click **Submit** Be sure to check the link when the editor closes.
- 3. **Upload Document:** This allows you to upload a Word, PowerPoint or other Document to the wiki.
 - a. Click **Edit**.
 - b. Click **upload document** button.
 - c. **Browse** to the document and click **Upload**.



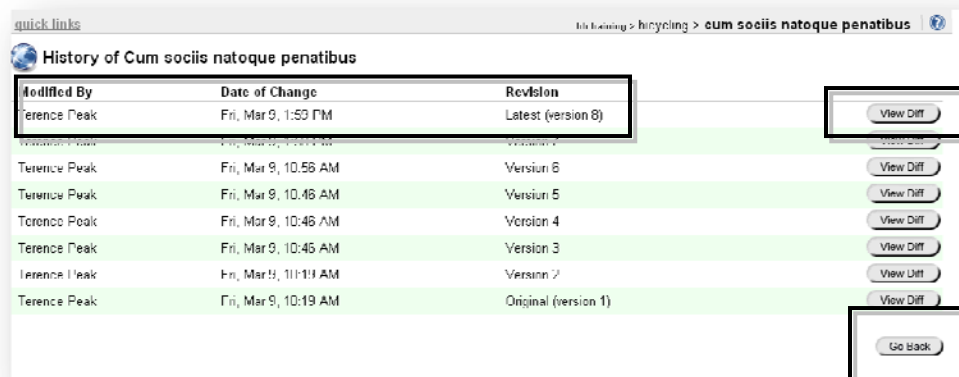
- d. Click **Submit** to return to the page and check the link.
- 4. **Insert Image** This feature allows you to add an image to the wiki. It may be necessary to edit the image with image editing software prior to submitting the image. *Image size limit is a maximum of 5mb.*
 - a. Click **Edit**.
 - b. Select a place in the wiki where you want to add the image.
 - c. Click the **insert image** button.
 - d. Click the circle next to **Upload an image** and browse to the image.
 - e. Click the circle next to **external website** for an online image.
 - f. Add a **description**.



g. Click **Upload**.

Wiki History

When the history link is clicked on any page, a new page opens that lists what users have contributed to the page and when the contribution was made.



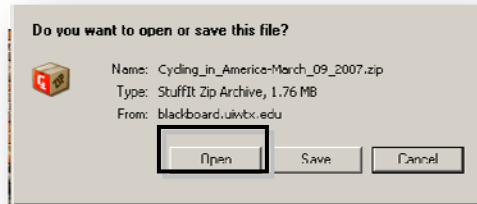
- Each line tracks revisions.
 - The **user who modifies** the page.
 - The **time and date** of the change.
 - The **version** of the page.
- Click on the **View/Diff button** and you will see the changes made to the text. The changes are color-coded.
 - Red is deleted text.
 - Green is the original text.
 - Yellow is edited text.
- Click **Go Back** to return to the original page.

Wiki Toolbox

There are two items of interest in the wiki Toolbox, export site and page list.

Export Site You can export the completed wiki to your computer.

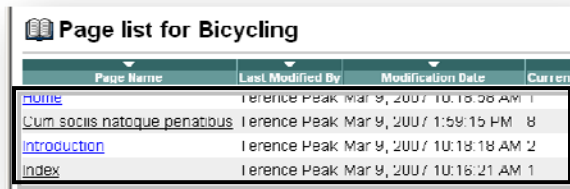
1. Click on **export site**. The site will be compressed into a .zip file.



2. Choose **save** on the dialogue box and browse to where you want the wiki saved.
3. Click **save** again.

Page List

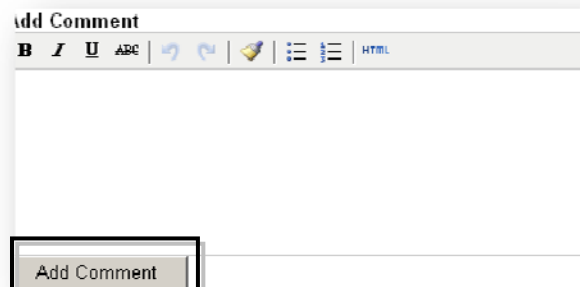
- The wiki page name.
- Last page modifier (by user).
- Last modification date.
- Number of modifications.



Page Name	Last Modified By	Modification Date	Current
Home	Terence Peak	Mar 9, 2007 10:16:06 AM	1
Cum sociis natoque penatibus	Terence Peak	Mar 9, 2007 1:59:15 PM	8
Introduction	Terence Peak	Mar 9, 2007 10:18:18 AM	2
Index	Terence Peak	Mar 9, 2007 10:16:21 AM	1

Comments If available, comments can be mad to a wiki contribution.

1. Click **comments** at the bottom of the page.
2. The **add comment** dialogue box opens.



3. Add a comment in the space provided.
4. Click **Add Comment**.