



Wikis

Note: Your instructor and institution control which tools are available. If this tool is not available, your instructor or institution may have disabled it.

A wiki is a collaborative tool that allows you to contribute and modify one or more pages of course related materials. A wiki provides an area where users can collaborate on content. Users within a course can create and edit wiki pages that pertain to the course or a course group.

Instructors and students can offer comments, and your instructor can grade individual work.

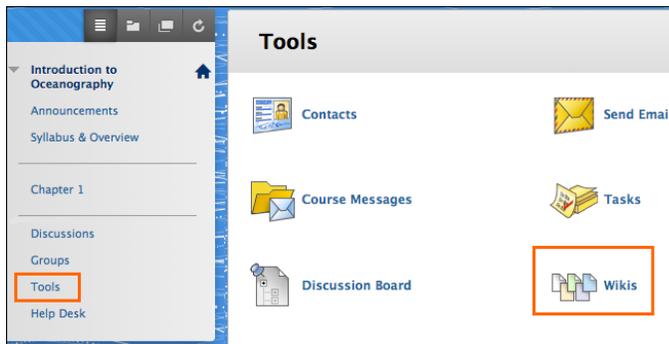
Watch a Tutorial

Double-click the video to enlarge the viewing area.

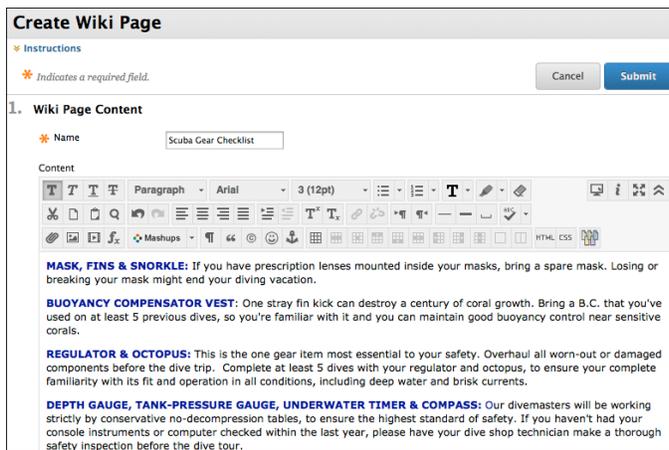


How to Create a Wiki Page

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Wikis**.



3. On the **Wikis** listing page, select a wiki title.
4. On the wiki topic page, click **Create Wiki Page** on the action bar.
5. On the **Create Wiki Page**, type a **Name** for the wiki page.
6. Type information in the **Content** text box. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups.
7. Click **Submit**.



Rubrics

If your instructor associated a rubric with the wiki and made it available to students, you can access it on the **My Contribution** page. Click **View Rubric** in the **Grade** section to display the grading criteria.



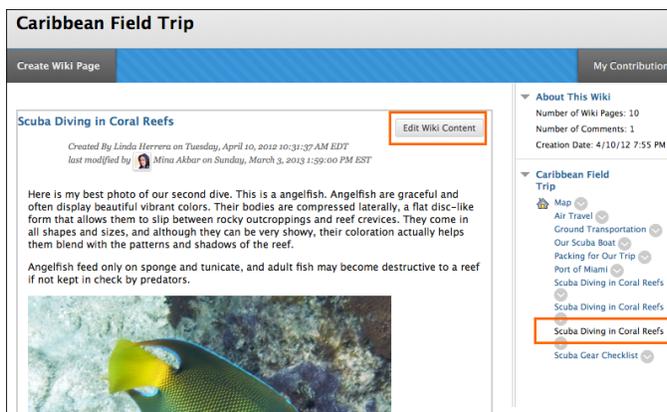
If no associated rubric exists or your instructor made none available, you will not see the **View Rubric** function.

How to Edit Wiki Content

Any course member can edit a course wiki page and any group member can edit a group wiki page. All course members, including your instructor, edit in the same way.

When a user is editing a wiki page, it is locked for a duration of 120 seconds to prevent others from editing the same page. If you try to edit a page someone else is editing, you are informed that another user is currently editing the page.

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Wikis**.
3. On the **Wikis** listing page, select a wiki title.
4. On the wiki topic page, select the wiki page to edit.
5. Click **Edit Wiki Content**.

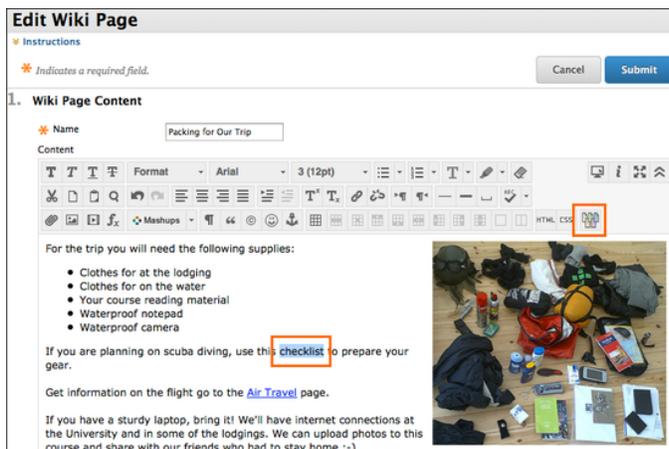


6. On the **Edit Wiki Page**, make the necessary changes.
7. Click **Submit** to save your work.

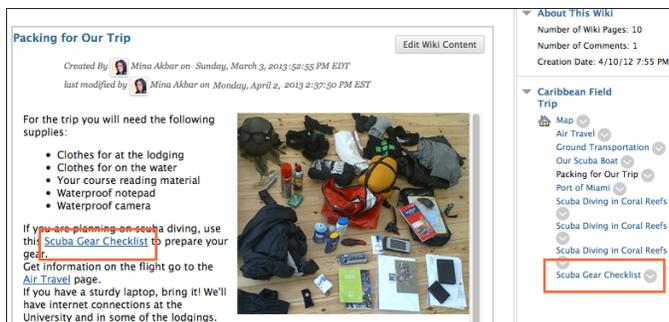
How to Link to Other Wiki Pages

If a wiki consists of many pages, you can insert a link to another page to help organize information for easy access. You can only create links to other wiki pages when at least two pages exist. In the content editor of the page you are working on, you will see the link icon in the third row of functions.

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Wikis**.
3. On the **Wiki** listing page, select a wiki title.
4. On the wiki topic page, select the wiki page where you want to place the link. The wiki page opens in the content frame.
5. Click **Edit Wiki Content**.
6. On the **Edit Wiki Page**, position your mouse pointer where you want to add a link to another wiki page.
7. Click the **Link to Wiki page** function in the content editor, represented by several sheets of paper. If only one page exists in the wiki, this function is disabled.



8. In the **Insert Wiki Page Link** pop-up window, select the wiki page to link to from the drop-down list.
9. Optionally, type a name for the link in the **Rename Wiki Page Link** text box. If you do not rename the link, the original page title is used as the link.
10. Click **Submit**. The link appears in the content editor.
11. On **Edit Wiki Page**, click **Submit**. The link appears in the wiki page.



How to Comment on a Wiki Entry

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Wikis**.
3. On the **Wikis** listing page, select a wiki title.
4. On the wiki topic page, select the wiki page you want to comment on. The wiki page opens in the content frame.
5. Click **Comment** following the user's entry.
6. Type your comments in the **Comment** text box.
7. Click **Add**. To view all the comments, expand the **Comments** link.

How to View Your Contributions

You can view a list of all the pages and versions you contributed or modified, and determine if you need to make edits.

1. On the course menu, click **Tools**.
2. On the **Tools** page, select **Wikis**.
3. On the **Wikis** listing page, select a wiki title.
4. On the wiki topic page, click **My Contribution** on the action bar. On the **My Contribution** page, you can view information about your contribution to the wiki in the content frame and the side panel.

The My Contribution Page

The screenshot shows the 'My Contribution' page for a wiki titled 'Caribbean Field Trip'. At the top, there is a 'Display Pages' dropdown menu (labeled A) set to 'All'. Below this is a table with four columns: 'Page Version', 'User's Modifications', 'Created On', and 'Words Modified'. The table lists 11 entries, with 'Packing for Our Trip (8)' highlighted. To the right of the table is a sidebar with sections: 'About This Wiki' (labeled D), 'Participation Summary' (labeled E), and 'Grade' (labeled F). The 'Participation Summary' shows 505 words modified and 11 page saves. The 'Grade' section shows a grade of '-- out of 15'.

Page Version	User's Modifications	Created On	Words Modified
Map (2)	Compare to Version 1	4/2/12 2:44 PM	22
Air Travel (2)	Compare to Version 1	4/2/12 2:51 PM	32
Air Travel (1)	Compare to Version 5	4/2/12 2:48 PM	41
Ground Transportation (1)	Compare to Version 6	4/2/12 2:52 PM	0
Our Ship (1)	Compare to Version 8	4/2/12 2:52 PM	0
Packing for Our Trip (8)	Compare to Version 7	4/3/12 2:37 PM	4
Packing for Our Trip (7)	Compare to Version 6	4/3/12 2:36 PM	17
What to pack (1)	Compare to Version 2	4/2/12 2:52 PM	0
Port of Miami (1)	Compare to Version 3	4/2/12 2:52 PM	0
Scuba Diving in Coral Reefs (2)	Compare to Version 1	4/3/12 1:59 PM	0
Scuba Gear Checklist (1)		4/3/12 2:15 PM	389

1. **Display Pages:** On the action bar, use the **Display Pages** drop-down list to narrow what appears on the **My Contribution** page.
2. **Page Version:** In the **Page Version** column, page titles appear with their corresponding version numbers. Click a title to view the page without annotated changes. The page opens in a new window. By default, the most recent page version is listed first.
3. **User's Modification:** In the **User's Modifications** column, click a link to compare a page to its previous version. The page opens in a new window. Click the **Legend** tab to view the comparison with a legend or explanation of the formatting used to communicate version differences.
4. **About This Wiki:** In the **About This Wiki** section, you can view wiki information, how many pages you contributed and edited, and how many comments you added to the wiki.
5. **Participation Summary:** In the **Participation Summary** section, you can view **Words Modified**—which tallies any word added, deleted, or edited in all pages and each page's versions—available in number count and percentage. **Total Page Saves** includes any time **Submit** is clicked on any **Edit Wiki Page** in the wiki—regardless of content being changed—available in number count and percentage.
6. **Grade:** The **Grade** section appears if your instructor enabled wiki grading.

How to View Grades for Wiki Contributions

After your instructor grades wiki contributions, you can view your grade in two places. The grading information appears on the **My Contribution** page and in **My Grades**.

1. On the course menu, click **Tools**.

2. On the **Tools** page, select **Wikis**.
3. On the **Wikis** listing page, select a wiki title.
4. On the wiki topic page, click **My Contribution** on the action bar. On the **My Contribution** page, you can view the assigned grade for the contributions in the **Grade** section. You can also view your instructor's feedback and the date the grade was assigned.

Note: If your instructor associated a rubric with the wiki and made it available to students, you can access it on the **My Contribution** page. Click **View Rubric** in the **Grade** section to display the grading criteria. If no associated rubric exists or your instructor made none available, you will not see the **View Rubric** function.

