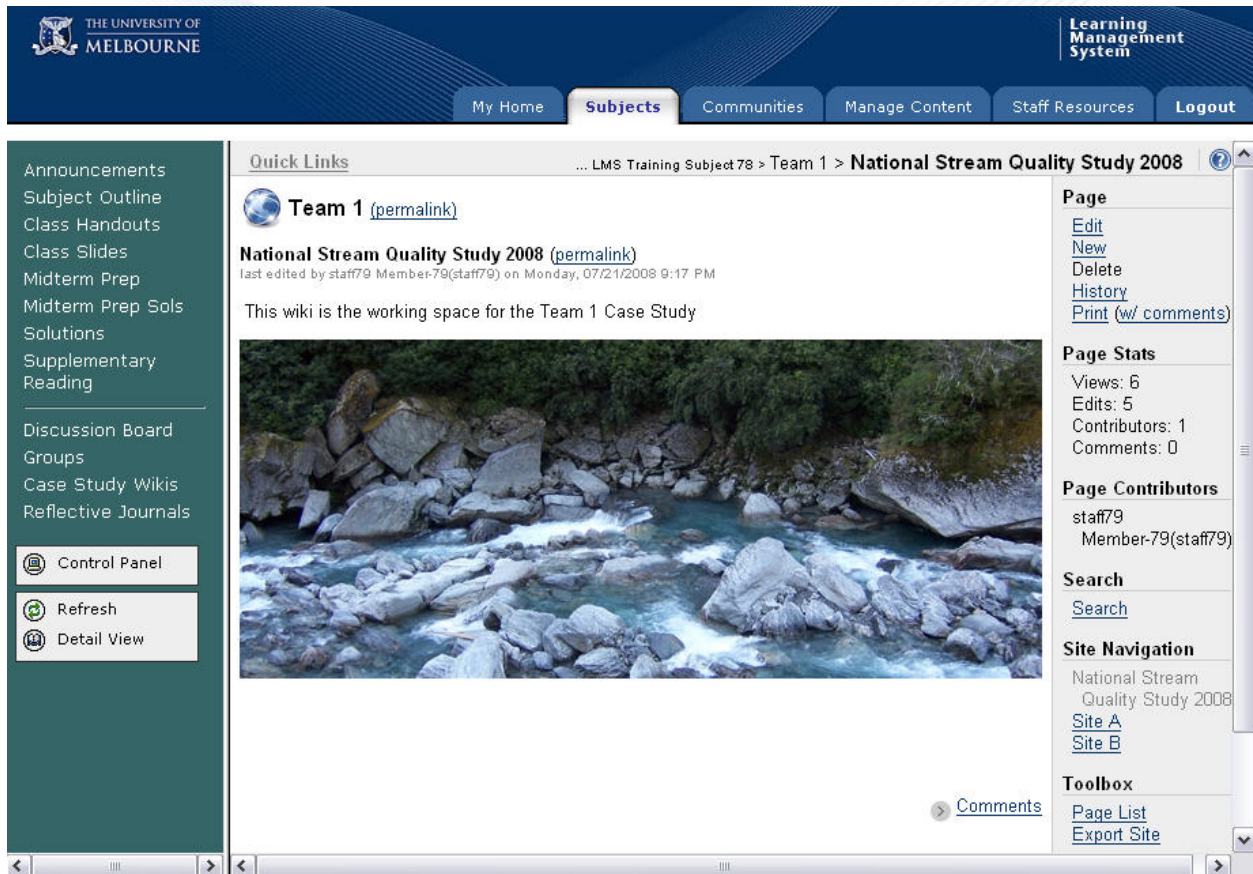


# Learning Management System user guide: Wikis

The wiki tool provides an online workspace that can be used for collaborative work within a subject. A wiki is an editable web site consisting of one or more web pages. Contributors to a wiki are able to edit and publish content, upload files and link to other resources within the wiki and other web sites. Wikis can be made available for all users, or individual users, or groups of selected users within a subject. The subject coordinator chooses the level of access and editing rights for users.

A wiki can be added to a content area of a subject or through a menu link to a subject-level wiki. A content area wiki offers more control over viewing and editing options.



The screenshot shows the Learning Management System interface. At the top, there is a navigation bar with links for 'My Home', 'Subjects', 'Communities', 'Manage Content', 'Staff Resources', and 'Logout'. The main content area displays a wiki page titled 'National Stream Quality Study 2008' under the 'Team 1' group. The page content includes a description: 'This wiki is the working space for the Team 1 Case Study' and a photograph of a rocky river. On the right side, there are several utility boxes: 'Page' (with links for Edit, New, Delete, History, and Print), 'Page Stats' (showing Views: 6, Edits: 5, Contributors: 1, Comments: 0), 'Page Contributors' (listing staff79 and Member-79), 'Search' (with a search box), 'Site Navigation' (with links for Site A and Site B), and 'Toolbox' (with links for Page List and Export Site). A left-hand menu contains various subject-related links such as 'Announcements', 'Subject Outline', 'Class Handouts', 'Class Slides', 'Midterm Prep', 'Midterm Prep Sols', 'Solutions', 'Supplementary Reading', 'Discussion Board', 'Groups', 'Case Study Wikis', and 'Reflective Journals'. At the bottom of the page, there is a 'Comments' link.

## ADDING A WIKI TO A SUBJECT

1. Navigate to the area in your subject site where you wish to create a link to a wiki.
2. Click **Edit View**.
3. Select **Wiki** from the drop-down menu and click **Go**.
4. Enter a name and description for the wiki, then select from the *Wiki Information* options.
5. Select the users who will have access to the wiki. If the *Specific groups and course members* option is selected, select the groups or individual users from the left column and click the > arrow to add them to the right column.
6. Select from the *Member and Non-Member Settings*.
7. If you wish to record a grade for the wiki select *Create a Grade Book Entry for this wiki*.
8. Click **OK** and then **OK** on the following receipt page.

## EDITING A WIKI

1. Navigate to the wiki.
2. To edit an existing page in the wiki, click **Edit** on the right hand menu.
3. Enter your changes into the HTML editor box, and click **Save**.
4. To create a new page, click **New** on the right hand menu.
5. Enter a title for the page, then use the HTML editor box to create your text.
6. Click **Save**.
7. The editing history of each page can be viewed by clicking **History** on the right hand menu.

## MONITORING PARTICIPANTS IN A WIKI

Participation in wikis can be used as a form of assessment. The Assess Wikis tool allows subject coordinators to view participation statistics and view changes made by individuals. Marks can then be allocated to students via the associated column for the wiki in the Grade Centre.

1. In the *Control Panel* of your subject, select **Assess Wikis** from the *Subject Tools* module.
2. Click the **View Participation** button associated with the wiki you wish to monitor.
3. To view an individual's participation, click on the **View Detail** button associated with the individual.
4. To view the individual's change history on a particular page, click on the **See Change History** button associated with the page.
5. Click the **View Diff** button to see changes made (these will be highlighted).

## CONFIGURING A SUBJECT-LEVEL WIKI

1. In the *Control Panel* of your subject, select **Configure Wiki Tool** from the *Subject Tools* module.
2. Select from the *Course Wiki Tool Options*.
3. Click **OK** and then **OK** on the following receipt page.

## ADDING A SUBJECT-LEVEL WIKI TO THE SUBJECT MENU

1. In the *Control Panel* of your subject, select **Manage Subject Menu** from the *Subject Options* module.
2. Click **+Tool Link** on the top menu.
3. Select **Wiki Tool** from the drop-down menu, then provide a name for the link to the wiki.
4. Click **Submit** and then **OK** on the following receipt page.

## CLEARING CONTENT FROM A WIKI

5. In the *Control Panel* of your subject, select **Recycle Wikis** from the *Subject Tools* module.
6. Check the box next to each wiki to be cleared of content.
7. Click **Submit** and then **OK** on the following receipt page.

NOTE: This option will clear all content including associated linked pages, but will retain the overall settings and title of the wiki.

## REMOVING A WIKI

8. If the wiki is presented as a link from a page click **Edit View** to see the objects on the page.
9. Click **Remove** and then **OK** on the following receipt page.

NOTE: Some subjects have subject-level wikis that may be displayed directly from the menu or via a tool link. These cannot be removed but content can be cleared using the **Recycle Wikis** tool.

Report any errors or omissions in this user guide to:

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