



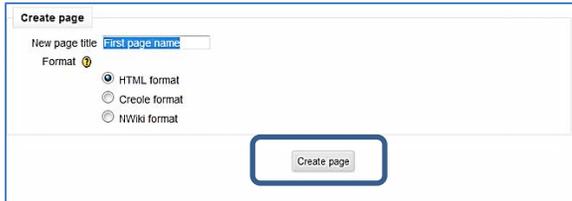
CC 2.0 Using Wikis

Wiki - Overview

Wikis are a simple, flexible tool for collaboration. Basically, a Wiki page is a web page that individuals, groups or everyone in your class can create and edit together, right in the browser. A Wiki starts with one front page, but authors can create additional pages.

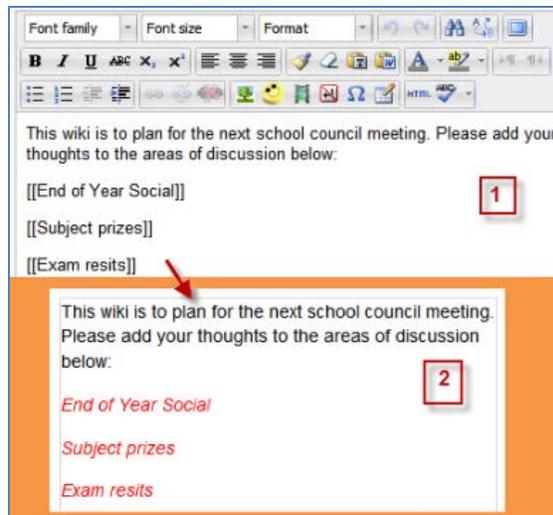
Once your instructor has created the Wiki, you will click on the Wiki link from the course homepage. If you are the first student to enter the Wiki, you will need to create the first page of your Wiki. The name of the first page has been determined by your Instructor, but you will be able to name any additional pages you create in your Wiki.

1. Click the Create page to start the first page. Do not change the format from HTML!



Adding more pages

1. Type the name of your new page(s) inside double brackets. (1 in screenshot below)
2. Press the "save" button.



- Now click the (red) link for one of the pages (2 in screenshot above) and you will be prompted to create the actual page.
- On your new page, create a return links to your home page if desired. You can use the Map tab to access all the pages in your Wiki.

Hint:

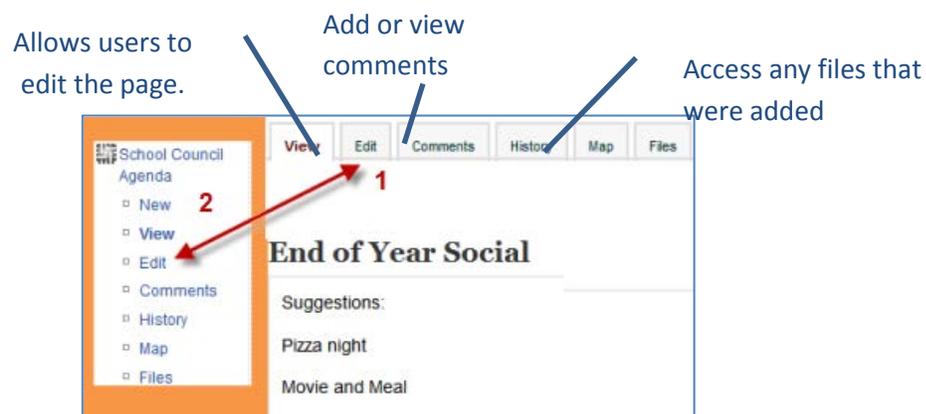
You can access all the Wiki functions (view, edit, etc.) from the course Navigation block, below the course section heading where the Wiki is located. If you use the **New** option from the navigation block you will still need to copy and paste the name of the new page onto the immediate parent page and surround it with double brackets. This creates a link to your new page and makes it accessible from the main Wiki page. Otherwise nobody will recognize the so called lost new page.

Adding Content

- Start adding your content in the content area. You can format the text, add images, links, tables, and just about anything you can add to a webpage. See the Student Resources tab> CC Resources> Using the Text and Page Editor Tools for help with this.
- To see a full screen view of your Wiki page, click the full screen toggle icon (top row, far right). You must toggle back to the small view in order to save your page.
- Click **Save** when you are done adding content to a page.

Wiki editing

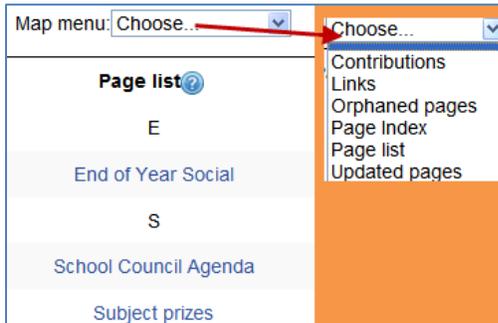
The best thing about a Wiki is that nothing is ever lost. Older versions will always be there and can be compared to the current version and restored to current version. Depending on the type of the Wiki, there are several ways to edit your page. The options for editing, commenting viewing history, map and files may all be accessed both from tabs at the top (1 in screenshot below) and links in the navigation block (2 in screenshot below):



Map Tab

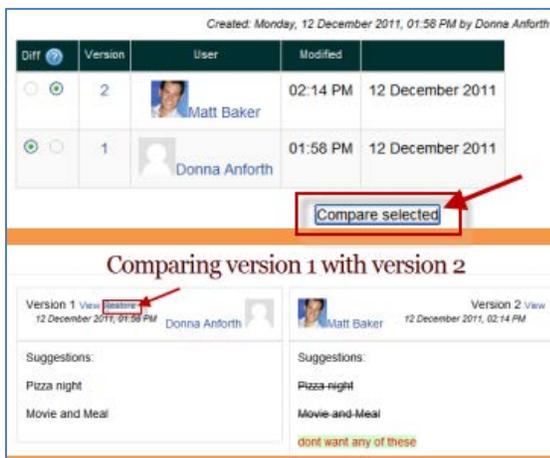
- The **Map** tab allows you to view a list of pages updated or orphaned pages etc. (Orphaned pages are pages not linked to anywhere.)

- To select what you want to see, click the Map menu dropdown box.



History Tab

- The **History** tab at the top or link in the navigation block allows users to see what has been altered in the Wiki.
- Compare edits by clicking the "Compare Selected" button.
- Click the "Restore" button of the version you wish to restore if the latest edit is unsuitable:



Files Tab

- The Files tab at the top or link in the navigation block allows you to access any files which your Instructor has added to the Wiki.
- Your Instructor can make it possible for you to add files to the Wiki by changing the permissions.