

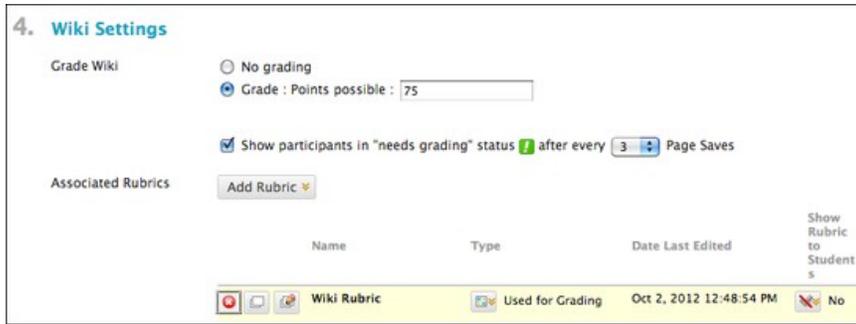
## CREATING WIKI TOPICS

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Instructors create course wikis. Any course member can create pages, unless you intend to be the sole author and use the wiki as course content. Groups can also use wikis.

### HOW TO CREATE A WIKI TOPIC

1. Change **Edit Mode** to **ON**.
2. On the **Control Panel**, expand the **Course Tools** section and select **Wikis**.
3. On the **Wikis** listing page, click **Create Wiki** on the action bar.
4. On the **Create Wiki** page, type a name.
5. Type optional **Instructions**. 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.
6. Select the **Yes** option to make the wiki available to users.
7. For **Wiki Date and Time Restrictions**, you can set a wiki to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times or type dates and times in the boxes. Display restrictions do not affect the wiki availability, only when it appears.
8. Select the **Student Access** option. You can change the student access at any time.
  - a. **Closed to Editing**: Select this option when you are the only one contributing pages or to disallow further page editing by users when you are ready to start grading the wikis contributions. All course members are allowed to view wikis that are closed to editing.
  - b. **Open to Editing**: Allows users to modify any wiki page. In a group wiki, a user must be a member of the group to edit a wiki page.
9. In the **Wiki Settings** section, make a grading selection. If you select **Grade: Points possible**, type a grade to make the wiki a graded item. After you enable grading, a column is created automatically for it in the Grade Center. It is permanently gradable, and you cannot change it to **No grading**.



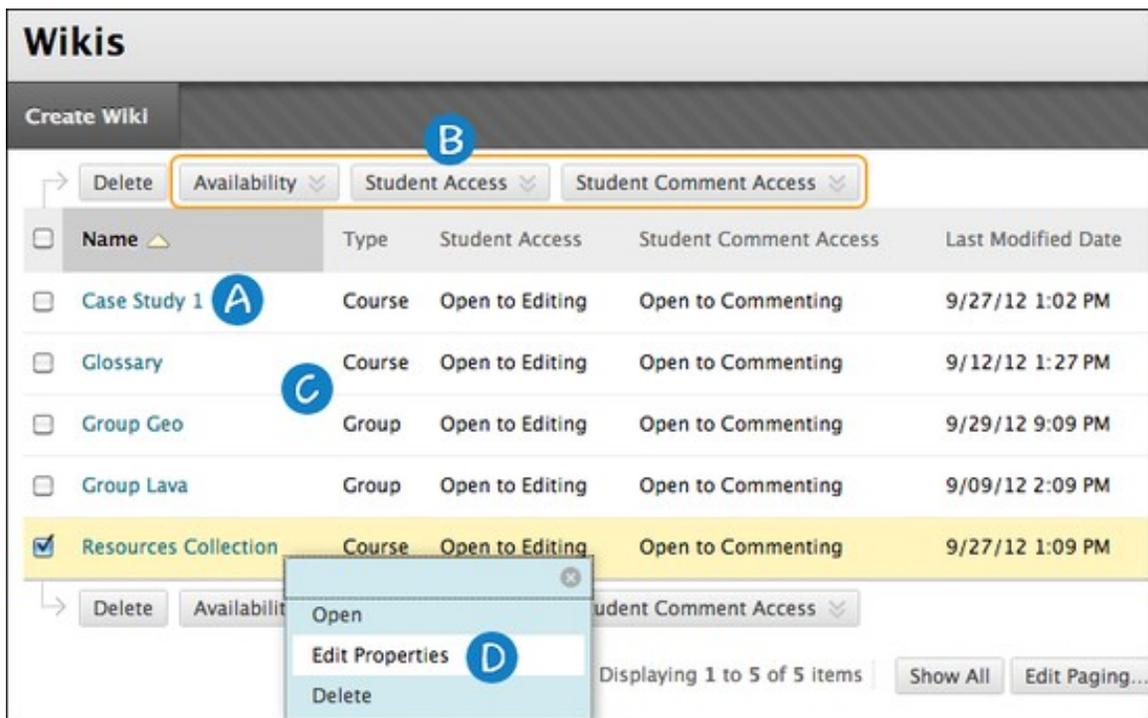
- Optionally, select the check box and the number of page saves required to show participants in needs grading status. Applying this setting will show the needs grading icon—the exclamation mark—in the Grade Center and place the entries in the queue on the **Needs Grading** page after the specified number of page saves have been made.

*NOTE:* If you choose three page saves from the drop-down list and a user submits two, the in progress icon appears in the Grade Center cell and within the tool until the specified number is met.

- Optionally, associate a rubric by pointing to **Add Rubric**.
- Click **Submit**.

## ABOUT THE WIKIS LISTING PAGE

The wiki topics appear in alphabetical order on the **Wikis** listing page. You can sort columns by clicking the column title or caret.



- A. On the **Wikis** listing page, click the title to access a wiki -OR- access a wiki's contextual menu and select **Open**.
- B. To change a wiki's availability or student access, select one or more check boxes and use the **Availability** and **Student Access** drop-down lists on the action bar.
- C. The **Type** column lists whether a wiki is for the course or for a group.
- D. Access a wiki's contextual menu and select **Edit Properties** to change a wiki's name, instructions, and settings.

## CREATING WIKI PAGES

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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.

### HOW TO CREATE WIKI PAGES

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**.

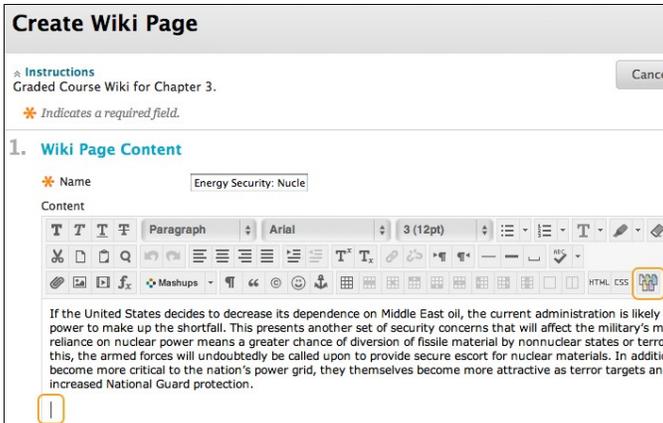
*NOTE:* You can delete an entire wiki or pages within a wiki, but you cannot delete the wiki home page by itself. Students do not have the ability to delete wiki pages.

### 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.

In our example, we create a new wiki page and a link to another page.

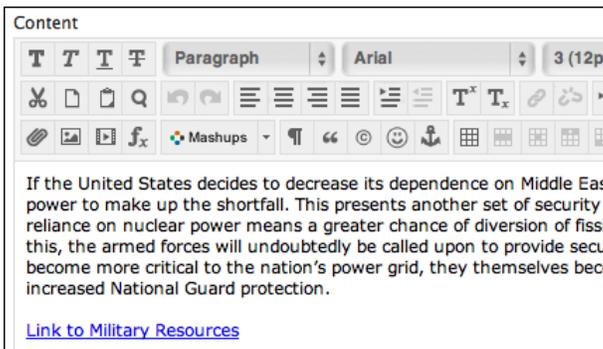
1. Access a wiki.
2. On the wiki topic page, click **Create Wiki Page** on the action bar.
3. On the **Create Wiki Page**, type a **Wiki Name** and **Content**.
4. In the **Content** box, position the mouse pointer where you want to include a link to another wiki page.
5. Click the **Link to Wiki page** function in the content editor, represented by several sheets of paper. If only one wiki page exists, this function is disabled.



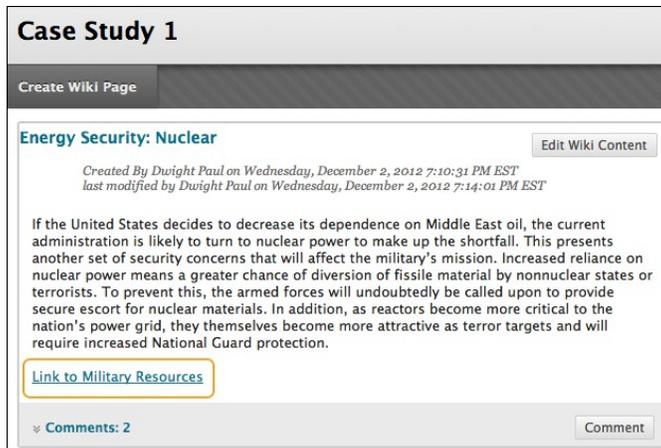
6. In the pop-up window, select the wiki page to link to from the drop-down list.
7. Optionally, type a name for the link in the **Rename Wiki Page Link** box. If the link is not renamed, the original page title is used as the link.



8. Click **Submit**. The link appears in the content editor.



9. 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 provide a way for you and your students to offer feedback and suggestions. 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.

*NOTE:* 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.

## COMMENT ACTIONS

The screenshot displays a Wiki page titled "Case Study 1". At the top, there are two tabs: "Create Wiki Page" and "Participation and Grading". The main content area is titled "The Issue" and contains two paragraphs of text. The first paragraph discusses environmental threats and their global impact, while the second paragraph mentions the U.S. Global Change Research Program. To the right of the content is an "Edit Wiki Content" button. Below the content, there is a "Comments" section with a link that says "Comments: 1" and a "Comment" button. A comment by Cathy Chu is visible, dated Tuesday, October 2, 2012 2:55:27 PM EDT, with the text "Excellent job of concisely stating the issue. Everyone should be on the same page now." On the right side, there is a sidebar titled "About This Wiki" which shows statistics: "Number of Wiki Pages: 9", "Number of Comments: 3", and "Creation Date: 9/7/12 3:43 PM". Below this is a "Case Study 1" section with a list of links: "Home Page: Environmental Security", "Accountability vs. Law", "Energy Security: Nuclear", "Military force not an option", "Military Resources", "Plausible Solution", "Statistics", "The Issue", and "What is Environmental Security?".

1. The **Comments** link displays how many comments were made about the wiki page by you and your students. Click the link to view the comments.
2. The comments appear in the content frame following the wiki page. You can delete any user's comment by clicking the **X**. No one can edit comments after they are posted. Users can delete the comments they authored.
3. All comments for all wiki pages are counted in the **About This Wiki** section.