

EDITING AND MANAGING WIKIS

Any course member can edit a course wiki page and any group member can edit a group wiki page, unless you have disabled this function. You might choose to disable editing when it is time to grade the wiki pages. However, you can still edit student pages. All course members, including instructors, 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. Users are informed that another user is currently editing the page. The lock will expire in 120 seconds regardless of a user's activity/inactivity. After 120 seconds, another user can start editing the page and a new 120 seconds lock is placed on the page.

You may not edit the lock or amount of time.

HOW TO EDIT WIKI CONTENT

You can select **History** from a page's contextual menu to see how a page was modified, view any version, and compare two versions side by side.

1. Access the wiki. The wiki topic page appears.
2. Select the page to review and edit. The wiki page opens in the content frame.
3. In the side panel, access the page's and select **Edit Properties**.

-OR-

Click **Edit Wiki Content** next to the page's title in the content frame.

1. On the **Edit Wiki Page**, you can make changes to the name and content of the page. Optionally, use the functions in the content editor to format existing text or include links, images, multimedia, mashups, link to other wiki pages, and attachments.
2. Click **Submit**.

HOW TO DELETE A WIKI

If you no longer need a wiki, you can delete it. Deleting a wiki is permanent. On the **Wikis** listing page, select **Delete** from the wiki's contextual menu.

NOTE: If a wiki is gradable, the Delete Confirmation page appears. You need to perform extra steps to remove a gradable wiki.

1. Change **Edit Mode** to ON.
2. On the **Wikis** listing page, access a wiki's contextual menu.
3. Select **Delete**.
4. Click **OK** in the warning pop-up. The **Delete Confirmation** page appears. You have two options:

- Do not select check boxes: The wiki is deleted, but the Grade Center column and scores you have assigned are retained. For example, all student contributions are graded and you want to keep the Grade Center column for the final grade calculations. If you delete a wiki, yet retain the Grade Center column, you can delete that column from the Grade Center at any time.
- Select the check boxes: The grade column in the Grade Center **and** the wiki are deleted. For example, if you do not want to include the grade column for the wiki contributions in the final grade, you can safely delete all.

Delete Confirmation

Cancel Remove

1. Delete Grade Column

Warning: The following contents are gradable. To delete the Grade Center item for the content, select the check box below. This action cannot be undone. To prevent content from being deleted, click Cancel.

Grade Center Column

Resources Repository

HOW TO ADD A WIKIS LINK TO THE COURSE MENU

If you want students to access the wikis tool often, you can add a link to the course menu for one-click access to the tool. You can customize the name of the link as needed.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. From the **Type** drop-down list, select **Wikis**.
5. Select the **Available to Users** check box.
6. Click **Submit**.

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Content Area

Module Page

Blank Page

Tool Link

Web Link

Course Link

Subheader

Divider

Add Tool Link

* Name: Course Wiki

Type: Wikis

Available to Users

Cancel Submit