

Managing Wikis

A **wiki** is a course web page that students can create together. There are wiki tasks provided in the LINC 4 to 7 courseware.

Wikis start with one simple front page that students can edit. They can also add new pages and create links to them. This powerful tool enables students to construct the content of webpages collaboratively, while completing tasks assigned by their instructor. Students can construct these pages very quickly because they do not need approval from the instructor to add pages or content. The instructor can, however, remove what has been posted if needed. In fact, by using a wiki's history function, it is possible to check all of the changes made to a wiki page, and even revert back to an earlier version if needed.

Wikis are used in the courseware, especially at the LINC 5 to 7 levels, for web-based collaborative research. They are also used to prepare for group presentations, and also to brainstorm collaboratively.

Note that, although wikis are group activities, when using them, only one user can edit a page at any one time. This can make it challenging to do a wiki activity during computer lab time without some advanced planning. This planning could entail adding multiple pages to the wiki before the class begins. Using this more advanced feature of the courseware, wiki pages can be accessed by members divided into groups, and not the entire class in the same wiki. This feature will be covered in the Stage 3 training.

Exemplar

There are three wiki activities in the **Stage 2/3 Exemplar Course**. They are called Job Interviews Wiki, Job Search Wiki and Skills Assessment Wiki.

Students Creating a Wiki Page

1. Navigate to a **wiki** from the course home page.



The first time a new wiki is opened, users are prompted to create the first page.

2. Read the **Wiki** task instructions.
3. Choose the **HTML format**.
4. Click on the **Create page** button.

A screenshot of the "Environment Wiki" "New page" creation interface. The page title is "Environment Wiki". The format options are "HTML format" (selected), "Creole format", and "NWiki format". A blue "Create page" button is at the bottom. Red callout boxes highlight the "Wiki task and instructions" text and the "HTML format" option.

Environment Wiki

Work together to create an information sheet about recycling in your neighbourhood. Your page should contain information on at least ten ways to recycle. Example: Recycle used batteries at The Source electronics store on Main Street.

▼ **New page**

New page title ⓘ Environment Wiki

Format ⓘ

HTML format ⓘ

Creole format ⓘ

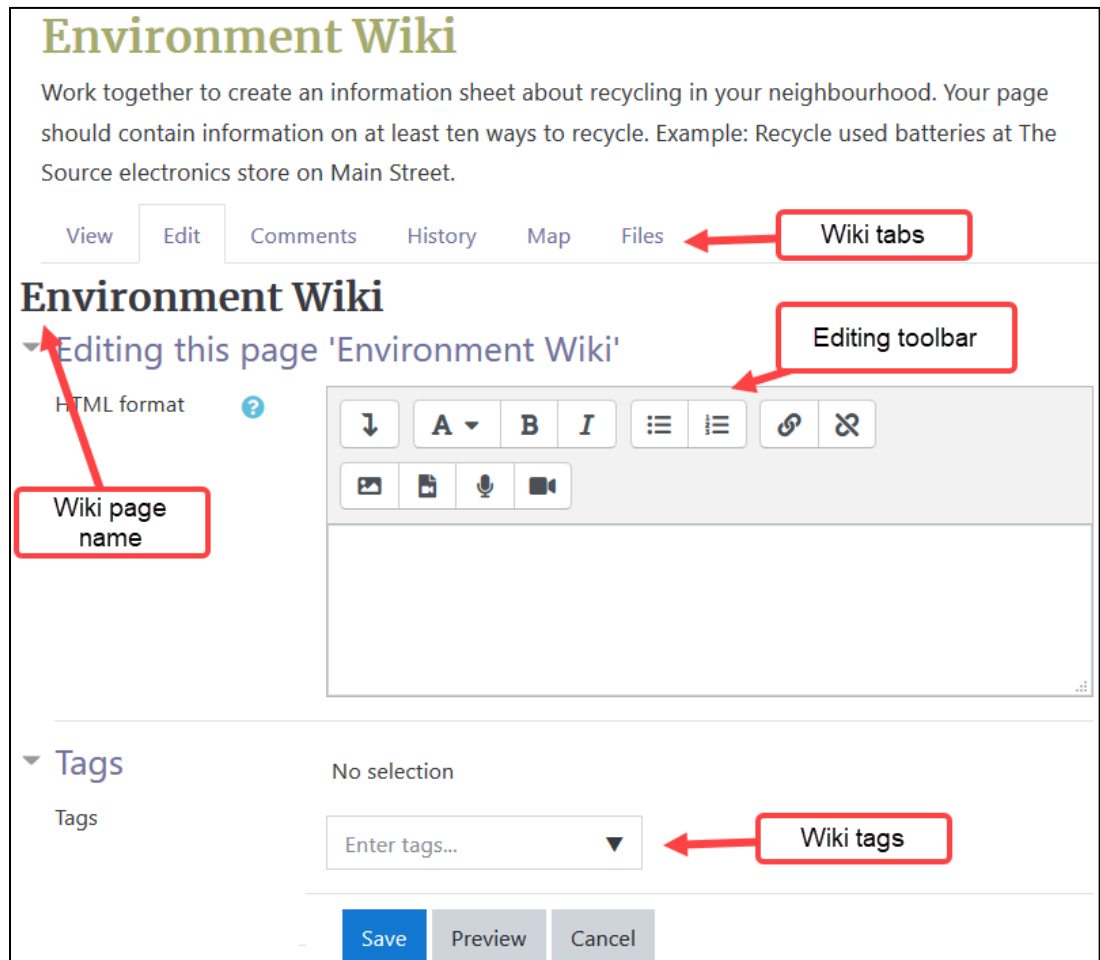
NWiki format ⓘ

Create page

Wiki task and instructions

Wki format, leave as HTML

Parts of a Wiki



Editing a Wiki Page/ Adding a Table of Contents

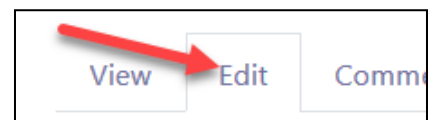
1. Navigate to a **wiki** from the course home page.



The **first page** of the wiki is displayed.

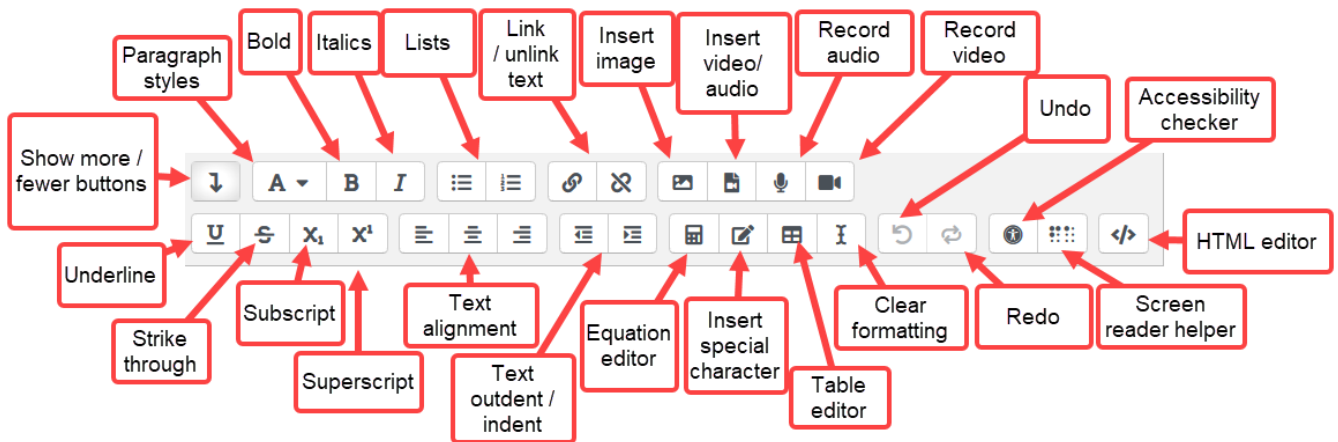
2. Click on the **Edit** tab

The **wiki editing page** is displayed.

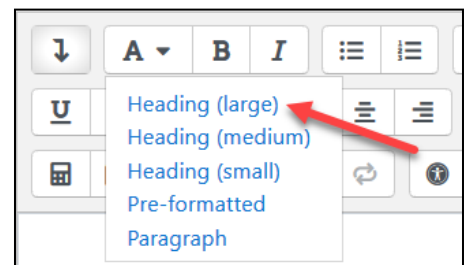




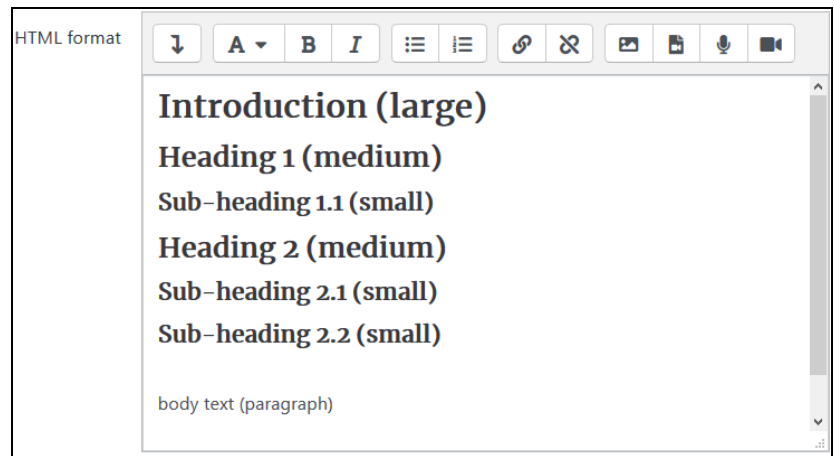
3. Selecting the **Show / hide advanced buttons** icon reveals more editing icons.
4. Edit the wiki page.
 - Use the **tool bar** to edit a wiki page.



5. Type a **title** for this page, e.g. Introduction.
6. Select the **title** you typed.
7. Select **Heading (large)** in the Paragraph styles drop-down menu.

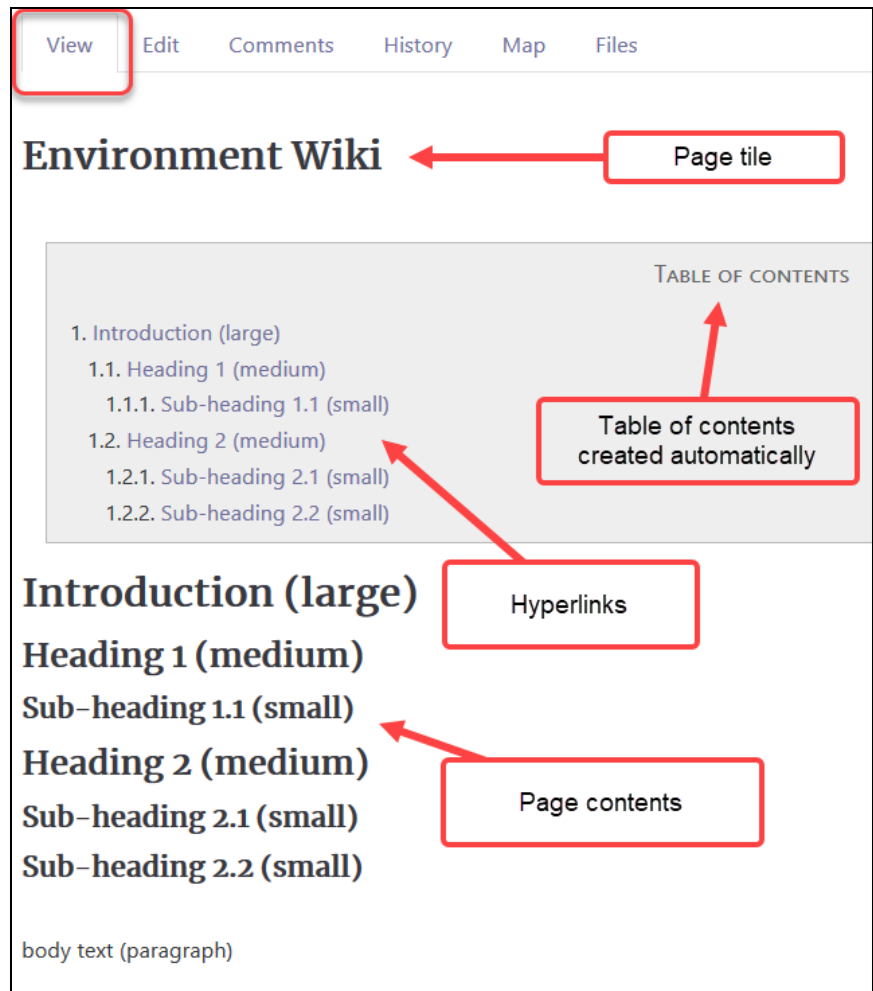


If you use these heading styles in a wiki, it will automatically create a **Table of Contents** page.



8. Click on the **Save** button.

The **View** tab appears.



Adding a wiki page

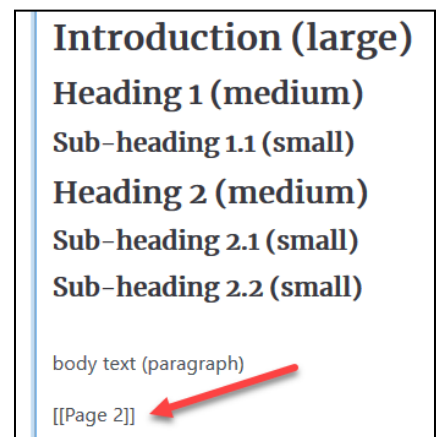
New **wiki** pages are added by inserting text inside double square brackets, i.e. `[[XXXX]]`

1. Click the **Edit** tab on a wiki page.



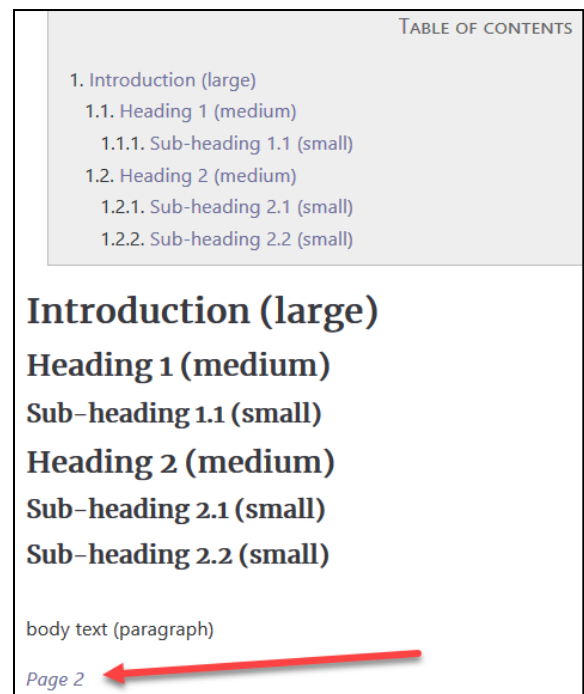
2. Type the **new page name** inside double square brackets.

3. Click the **Save** button.

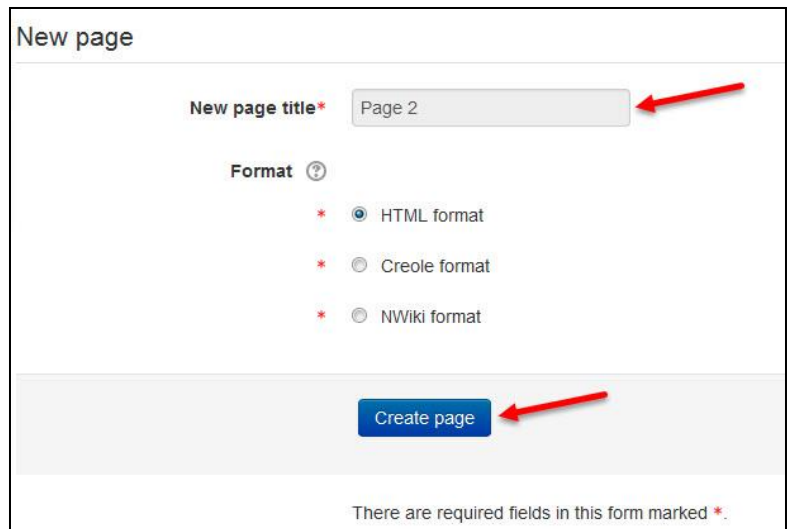


The updated page is displayed in the **View** tab. The new link, Page 2, is red because it links to a page that does not yet exist.

4. Click the **link** to the newly added page.



The options for adding the **New page** appear. Enter the name in the **New page title** if needed. Use the default **Format**, HTML.



New page

New page title* Page 2

Format ?

- * HTML format
- * Creole format
- * NWiki format

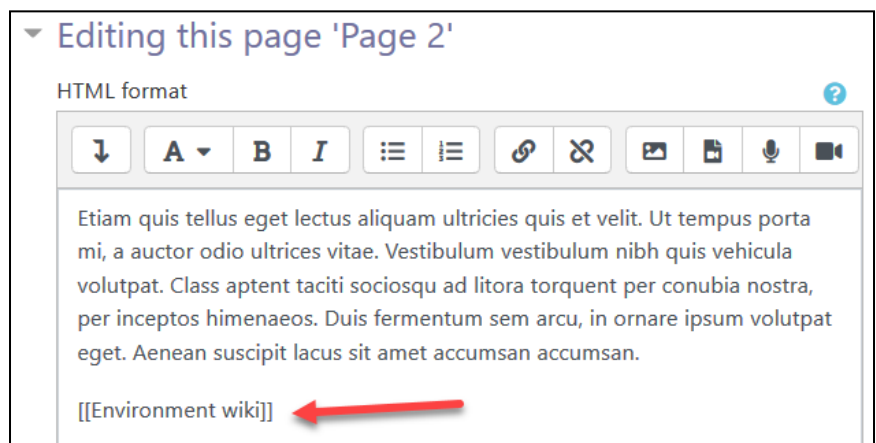
Create page

There are required fields in this form marked *.

5. Click the **Create page** button.

The page editor appears for this new page, **Page 2**.

6. Edit the new page. Avoid using the **Heading styles** on pages unless you want a separate Table of Contents for each page. Use the double brackets to create a link back to first page. Put the name of the page you want to link to in the brackets.



Editing this page 'Page 2'

HTML format ?

↓ A B I ☰ ☷ 🔗 🔗 📷 📹 🎤 🎥

Etiam quis tellus eget lectus aliquam ultricies quis et velit. Ut tempus porta mi, a auctor odio ultrices vitae. Vestibulum vestibulum nibh quis vehicula volutpat. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Duis fermentum sem arcu, in ornare ipsum volutpat eget. Aenean suscipit lacus sit amet accumsan accumsan.

[[Environment wiki]]

7. Click on the **Save** button.

8. The **View** tab becomes active. Note that the new link is NOT red. This indicates it is a working link. If it is red and you entered the page name, go back and make sure it is named/spelled correctly.

Page 2

Etiam quis tellus eget lectus aliquam ultricies quis et velit. Ut tempus porta mi, a auctor odio ultrices vitae. Vestibulum vestibulum nibh quis vehicula volutpat. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Duis fermentum sem arcu, in ornare ipsum volutpat eget. Aenean suscipit lacus sit amet accumsan accumsan.

[Environment wiki](#)



9. Click the (blue) **hyperlink** to return to the front page (named “Environment Wiki”).
 - The **front page** appears.

Commenting on wiki pages



1. Navigate to a **wiki** page.
2. Click the **Comments** tab. The Comments page is displayed. Comments previously added by course participants are displayed.

View Edit **Comments** History Map Files

Environment Wiki

Add comment

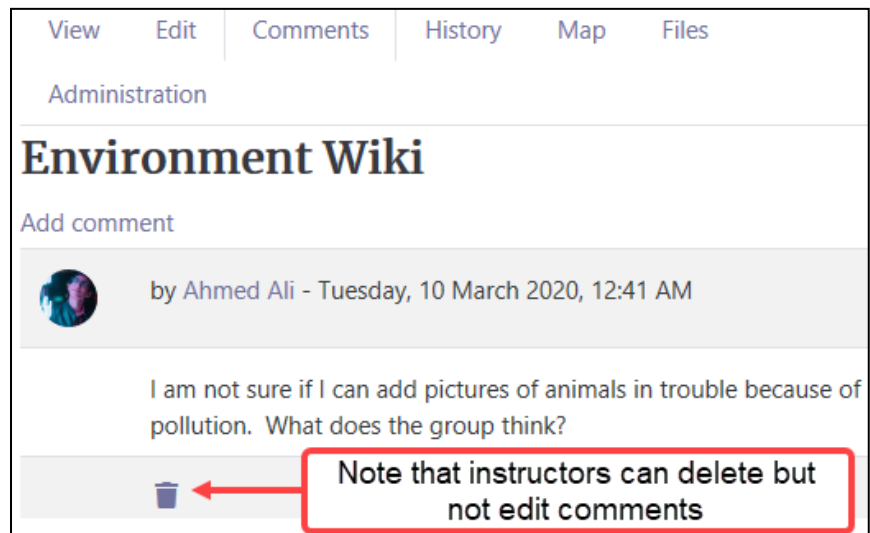
 by Ahmed Ali - Tuesday, 10 March 2020, 12:41 AM

I am not sure if I can add pictures of animals in trouble because of pollution. What does the group think?

Note that students (authors) can edit their posts.

- Instructors cannot change student **comments**. They can only delete them.



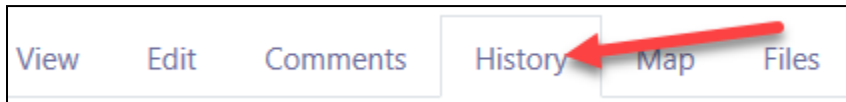
- If an instructor wants to comment on a **comment**, they should click on the **Add comment** link.



- Type the comment and click **Save changes** to post it.

Using the wiki's History tab

1. Navigate to a **wiki** page.
2. Click the **History** tab.



A list of the history of the wiki **Versions** or changes to that wiki page appears, including when the version was added and by whom. The **Version numbers** are hyperlinks to previous versions of the wiki.

A screenshot of the "Environment Wiki" history page. The table shows five versions of the page, with version 5 selected. A red box highlights the version numbers. The "Compare selected" button is visible at the bottom.

| Diff ? | Version | User | Modified |
|----------------------------------|----------|--------------|-----------------------|
| <input type="radio"/> | 5 | Maria Guptez | 1:56 AM 10 March 2020 |
| <input checked="" type="radio"/> | 4 | Ahmed Ali | 10:32 PM 8 March 2020 |
| <input type="radio"/> | 3 | Ahmed Ali | 2:19 PM 8 March 2020 |
| <input type="radio"/> | 2 | Ahmed Ali | 2:19 PM 8 March 2020 |
| <input type="radio"/> | 1 | Ahmed Ali | 2:18 PM 8 March 2020 |

Compare selected

- Click a **version** to display it, e.g. version 2.
The page displays the **version** and **who** edited it. The **(Restore this version)** link changes the wiki back to this version.



We can compare version #5 with version #2 (or any two **versions**).

- Click the **History** tab.
- Use the **radio buttons** in the **Diff** (difference) column to select the two versions of the wiki page.

The screenshot shows the history page for "Environment Wiki". At the top, it says "Created: Sunday, 8 March 2020, 6:57 AM by Ahmed Ali". Below this is a table with three columns: "Diff", "Version", and "User".

| Diff | Version | User |
|----------------------------------|---------|--------------|
| <input checked="" type="radio"/> | 5 | Maria Guptez |
| <input type="radio"/> | 4 | Ahmed Ali |
| <input type="radio"/> | 3 | Ahmed Ali |
| <input checked="" type="radio"/> | 2 | Ahmed Ali |
| <input type="radio"/> | 1 | Ahmed Ali |

Red arrows in the original image point to the radio button for version 5 and the radio button for version 2.

6. Click the **Compare selected** button.

Compare selected

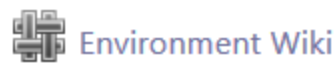
The two versions appear side-by-side.

The screenshot shows a side-by-side comparison of two versions of a wiki page titled "Introduction to Pollution". The left side shows "Version 2" by Ahmed Ali, dated 8 March 2020, 2:19 PM. The right side shows "Version 5" by Maria Gupte, dated 10 March 2020, 1:56 AM. The content is structured with various heading levels: Introduction (large), Heading 1 (medium), Sub-heading 1.1 (small), Heading 2 (medium), Sub-heading 2.1 (small), and Sub-heading 2.2 (small). The right side shows changes in red and green, including "Introduction to Pollution", "Causes of Pollution", "Man-made Pollution", "Effects of Pollution", "Forests", and "Oceans". A "Compare more versions" button is highlighted with a red box and an arrow pointing to the version navigation links at the bottom: "Version: (Previous) 3 4 5".

The changes made in version #5 (right side) are shown in red and a green. **Navigation links** at the bottom can be used to display different versions.

The Map tab

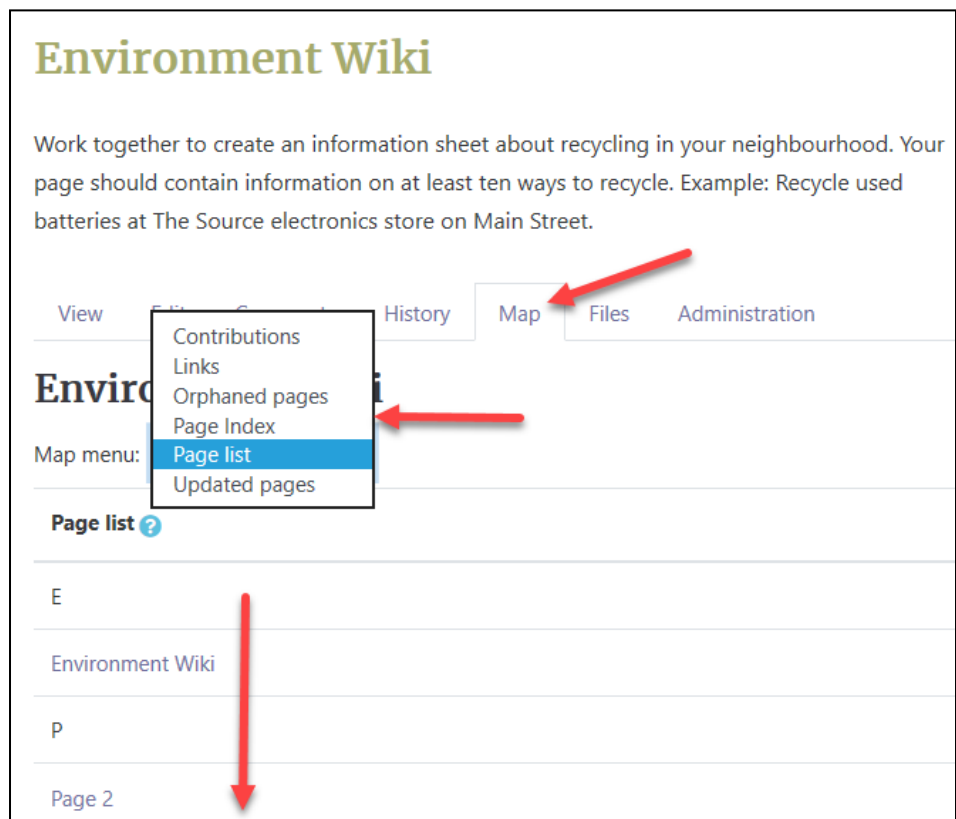
1. Navigate to a **wiki** page.
2. Click the **Map** tab.



The **Map** page appears.

The **Map menu drop-down** can be used to filter/modify the Map page view.

All of the pages in this wiki appear in alphabetical order in the **Page list**.

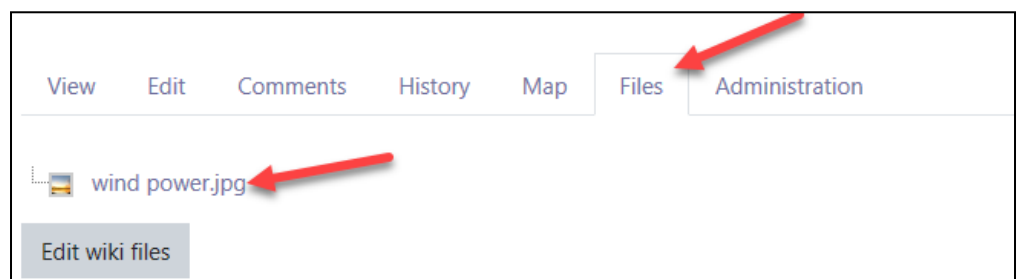


The Files tab

1. Navigate to a **wiki** page
2. Click the **Files** tab.



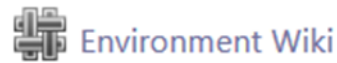
The Files page appears. It is used to display any files uploaded into a wiki.



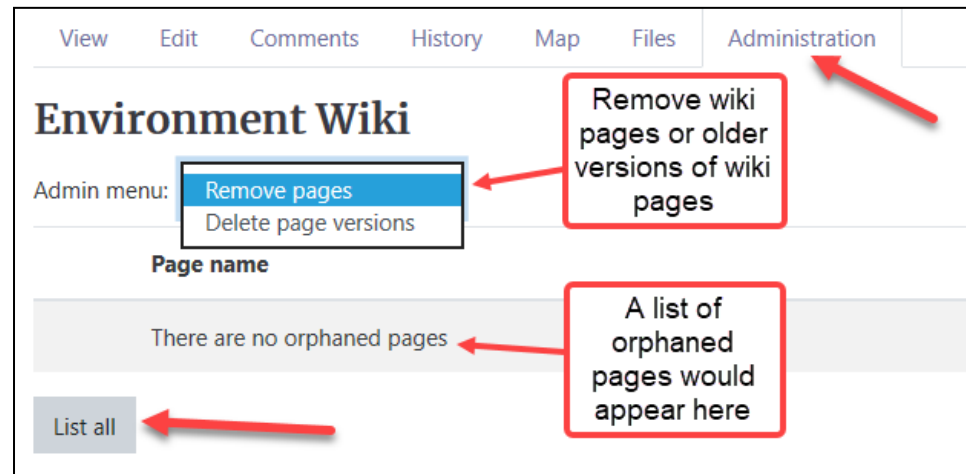
One **file** has been uploaded to this wiki.

The Administration tab

1. Navigate to a **wiki** page.
2. Click the **Administration** tab.



The Administration page appears. It is used to **delete** wiki pages and **older** versions of pages.



Wiki Help links

[Moodle Documents: Using Wiki](https://docs.moodle.org/39/en/Using_Wiki)

<https://docs.moodle.org/39/en/Using_Wiki>

[Moodle Documents: Wiki FAQ](https://docs.moodle.org/39/en/Wiki_FAQ)

<https://docs.moodle.org/39/en/Wiki_FAQ>