

Oncourse: Wiki, Using the Wiki Tool

Wiki is a tool for collaborative authoring within a course or project site.

Adding and Editing Wiki Pages

The Wiki tool has a single page titled Home. You will want to edit this Home page to create the content you want. Additional Wiki pages are created by creating links to them from existing wiki pages. Editing and page creation are the same process. Participants with permissions to update can edit existing pages or create new ones.

1. In the list of tools on the left, **Click Wiki**.

Note: You may have to add the Wiki tool, as it does not appear in the list by default. You see the default page titled Home.

2. **To edit this page, on the tool function link at the top, Click Edit.**

You will see the following screen:

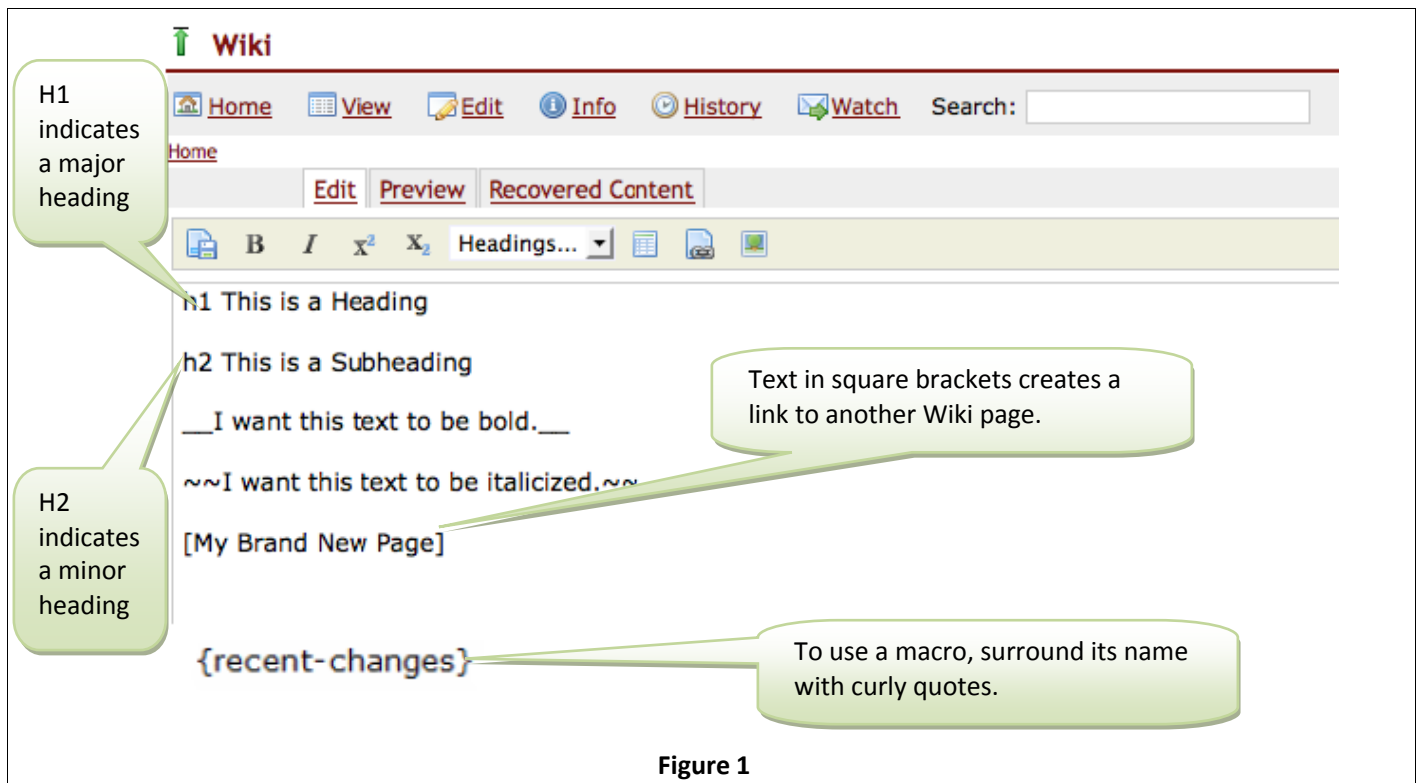


Figure 1

3. Where you want to insert the link to the new page, **Click in the editing field.**
4. **Type the title of the new page and surround the title to be linked with square brackets in the form of [NewPageTitle].**
Note: The name must be unique, or you will simply be creating a link to an existing page.
5. To save your changes, **Click Save.**
You will see that your page name has become a link with a question mark (?) after it. The question mark indicates that the page to which the link leads does not yet exist.
6. **Click the link with the question mark.**
A new page has been created for you to edit. Once you add content to the new page, the question mark will disappear.
7. To edit this page, from the tool function links, **Click Edit.**
8. **Delete the text that you see, and add your own text.**
9. **Click Save.**

Note: Be aware that the Wiki tool uses Macromedia Flash to automatically save pages you are actively editing. If you do not have Flash enabled or use a browser add-on such as Flashblock for Mozilla Firefox, the auto-save feature will not work.

Understanding Wiki Permissions

Because of the collaborative intent of the Wiki tool, there is a different permissions structure for this tool than others in Oncourse. Therefore, it may be better to create HTML pages in Resources and then post them using the Web Content tool.

1. To access permission, **Click Info.**

You should see a link to edit site permissions:

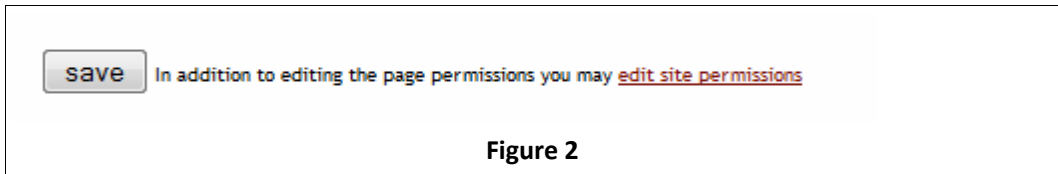


Figure 2

Note: Do not change any of the page permissions or you could lock yourself out and have to have permissions reset by an Oncourse administrator; a better option is to edit site permissions according to the roles of participants.

2. To edit site permissions, **Click edit site permissions.**
3. **Click Save.**

Understanding the Wiki History Tool

Because there may be many site participants involved in the creation and modification of wiki pages, site owners may like to see the evolution of a particular page – when it was created and when and by whom subsequent modifications were made. On occasion, it may also be desirable to roll back a wiki page to a previous version, much like having multiple undo's in a word processing application.

1. To access the History view, in the tool function links, **Click History.**
You see the History page:

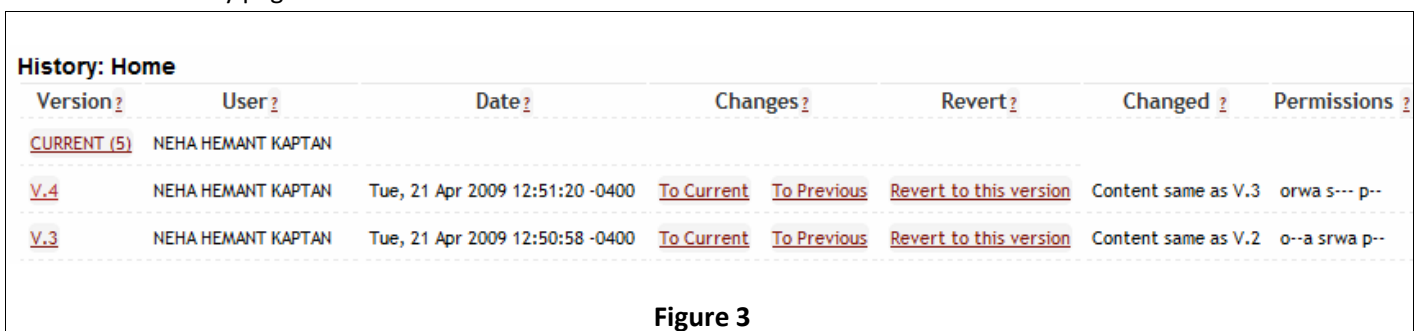
A screenshot of the 'History: Home' page. It features a table with columns: Version, User, Date, Changes, Revert, Changed, and Permissions. The current version is highlighted in yellow. Below the table is the caption 'Figure 3'.

Figure 3

2. To see a side-by-side comparison of two versions, next to any version, **Click To Current** to compare this version to a current version.
Note: Changes to the older version are highlighted in yellow, new content is highlighted in green, and deleted content is highlighted in red. By using this History tool, you can see exactly who made what changes to a particular page and when they made the changes.
3. To delete any modifications made to the page and restore to this version, **Click Revert to this version.**

Adding an External Link

Wiki pages allow you to create links to web pages.

1. To add an external link from a Wiki page, **Click Edit.**
2. At the point you want to insert a link, **Click in the editing field.**
3. Type a description followed by the URL, for example:
Visit the Indiana University Website, <http://www.iu.edu>
4. **Click Save.**

Adding a link to a File in Resources

You can also add links to files located in your files in the Resources tool.

1. To add a link from a Wiki page to site Resources, **Click Edit.**
2. At the point you want to insert the link, **Click in the editing field.**
3. In the tool bar above the editing field, **Click the Link icon.**
You see your worksite Resources.
4. To the right of the chosen file name, **Click the Select link.**
You will see the file name near the top of the page, under *Items to attach.*
5. **Scroll to the bottom → Click the Continue button.**
You will see the name of your file within some Wiki markup, for example:
{link:filename.doc|worksite:/filename.doc}.
6. **Click Save.**