Creating and Editing Wiki's

Wikis are used to create a collaborative space within the Course where all Students can view, contribute, and edit content.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Make sure <strong>Edit Mode</strong> is ON.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Open a <strong>content area</strong> by clicking on it in the course menu</td>
</tr>
<tr>
<td>Step 3</td>
<td>Hover your mouse over the <strong>Add Interactive Tool</strong> menu, and then click <strong>Wiki</strong> from the menu.</td>
</tr>
</tbody>
</table>
| Step 4 | **Create Wiki**  
  - Click **Create New Wiki** to create a New Wiki.  
  
  Note: You can either create a **new Wiki** or **add a link** to existing Wiki |
Step 5 Wiki Information:
- **Name:** Type the name of the Wiki.
- **Instructions:** Type instructions for the wiki.

Step 6 Wiki Date and Time Restrictions
- **Wiki Availability:** Select the Yes option to make the Wiki available to users.
- **Limit Availability:** Click the checkboxes to enable and choose dates and times to Display After and Display Until.

Step 7 Wiki Participation
- **Student Access:** Select the either Closed to Editing or Open to Editing.
  - **Closed to Editing:** Only the Instructor will be the only one contributing pages or to disallow further page editing by users, such as when the Wiki pages are set to be graded. Wikis can still be viewed when Closed to Editing is selected.
  - **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.

Student Access can be changed at any time.
Step 8 | **Wiki Settings**
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**Grade Wiki:** Select **No grading** or the **Grade option** and type the number of **Points possible**. Points possible will apply to one or more pages added and all edits by the user. Once a Wiki is set to be graded, a column is created for it in the Grade Center. It is permanently gradable and cannot be set to No grading. 

Step 2 | Click on the **Wiki link** that was just created.

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### Wiki Page

Each newly created Course or Group Wiki requires a first page, which is the home page. The Instructor or any Course or Group member can create the home page. The home page cannot be deleted, but if the Wiki is open to editing, it can be edited by any Course or Group member.

| Step 1 | Click on the content area by clicking on it in the course menu
| | Click on Wikis.

| Step 3 | Click on **Create Wiki Page**. 

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Step 4 Wiki Page Content:
- **Name**: Type the name of the Wiki page.
- **Instructions**: Type instructions for the wiki page.

![Wiki Page Content](image)

Step 5 Click **Submit**.

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**Editing Wiki Content**

**Step 1** Click on the **content area** by clicking on it in the course menu

Click on **Wikis**.

**Step 2** Click on the **Wiki link** that was just created.

**Step 3** Click **Edit Wiki Content**
Step 4 Make changes. Click **Submit**.

**Link to Other Wiki Pages**

Add a Link to the Wiki listing page or a specific Wiki in a Content Area. A link can connect to an existing Wiki or a new Wiki can be created and linked.

**Step 1**

Click on the **content area** by clicking on it in the course menu

Click on **Wikis**.

**Step 2**

**Link to existing Wiki**

Click **Link to the Wikis Page**

Click **Next**.

**Step 3**

**Link Information:**

- **Link Name:** Type the **title** of the Wiki link.
- **Color:** Choose your preferred color for the title of your audio link.
- **Link:** Defaults to your Wiki.
- **Text:** Type text for the wiki page.
### Step 4 Options:

- **Available**: Click Yes or No to make this link available to users enrolled in the course.

- **Track Number of Views**: Click Yes or No to enable tracking for the wiki.

- **Select Date and time Restrictions**: Click the checkboxes to enable and choose dates to **Display After** and **Display Until**.

<table>
<thead>
<tr>
<th>Options</th>
<th>Available</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track Number of Views</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### Step 5
Click **Submit**.

### Notes:
- When a Wiki page is being edited by one user, it is locked to prevent others from editing the same page. If a user tries to edit a page someone else is editing, he or she is informed that the page is currently being edited by another user.
- Students do not have the ability to delete Wiki pages.