

Wikis

A wiki is a website of one or more pages that allows people to add and edit content collectively. This wiki has an easy-to-use editor that lets you quickly add content and style your work. Your wiki starts off with one page: the homepage. You can add new pages at any time and link them together.

Finding a Wiki Site

There are two main places that you can access a wiki from within your online course or organization:

- The Central Course Wiki site is found within the Tools area of your course or organization.
- Team Wiki sites can be found in any content area where the instructor has created them.

Each course has one Central Course Wiki but can have many Team Wiki sites.

Accessing the Central Course Wiki

1. Go to your course.
2. Click on the Tools link within the course menu.
3. Click on the **Wiki Tool**.

Accessing Team Wikis

1. Go to your course.
2. Click on the content area (Course Documents, Assignments, etc.) in the course menu.
3. Browse the sub-folders, if any.
4. Click on **View** to open a wiki.

Uses of a Wiki

Teams LX™ is a special wiki designed to give students and instructors tools for collaboratively creating rich media websites within the course management environment. Users sharing a common online workspace author content, assemble research, and present their work.

Collaborating on online projects

Wikis is a great way for instructors to create group assignments. Students work cooperatively to develop, write, and publish their solutions in the form of websites. This process encourages them to think critically and analytically as they evaluate and organize relevant content.

Creating a shared course resource

Wikis allow instructors and students to collaboratively build shared knowledge bases within courses. Users can maintain an up-to-date, online course resource by authoring content, linking to external resources, contributing opinions and analysis, and re-framing existing content.

Assessing group participation

Wikis provide a course tool to help instructors assess the group project work they have assigned. This tool allows an instructor to drill down into the individual contributions of each student and to track the evolution of a group's response during the problem-solving process.

Using a Wiki

Viewing Pages in a Wiki

You can see a list of the most recent pages in this wiki in the "Site Navigation" module in the gray side bar. To see all the pages click **Page List** in the toolbox module in the gray sidebar. Click on an item to jump to that page.

Commenting on an Entry

The comments area displays at the bottom right of each wiki page. Comments are hidden until you click on the comments link. After opening and viewing the comments, you can add new ones via the Add Comment form.

Note: Depending on your permissions in this wiki, you may or may not see the Add Comment form.

Creating a New Page

To add an entry, click **New** in the page section of the gray sidebar.



Once you click New, you will be brought to the editing page where you can create the page for your wiki and specify a title for it. The new entry will be created when you click **Save**.

Editing an Entry

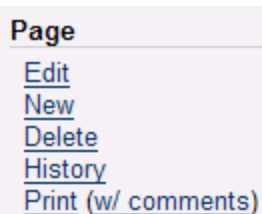
To edit an existing entry in a wiki, click **Edit** in the page section of the gray sidebar.

A screenshot of a sidebar menu titled "Page". It contains five links: "Edit", "New", "Delete", "History", and "Print (w/ comments)".

Page
[Edit](#)
[New](#)
[Delete](#)
[History](#)
[Print \(w/ comments\)](#)

Deleting an Entry

An entry can be deleted at any time by clicking **Delete** in the page section of the gray sidebar.

A screenshot of a sidebar menu titled "Page". It contains five links: "Edit", "New", "Delete", "History", and "Print (w/ comments)".

Page
[Edit](#)
[New](#)
[Delete](#)
[History](#)
[Print \(w/ comments\)](#)

Once you click delete, you will have two options.

- Remove - delete the entry from the blog, but allow it to be restored later from the editing history.
- Delete permanently - destroy all of the data associated with the journal entry. It will be impossible to restore the content.

Remove allows the entry to be recovered, while Delete permanently removes any way of recovering the contents.

When you delete an entry, the existing text is replaced with a message about who deleted it and when. That message will be invisible to users who do not have the ability to edit the journal.

Entry History and Recovering Entries

When a page is saved, a record of those changes is preserved. This stored history makes three important features possible. You can:

- revert the page to a previous version
- track changes to pages as the content is being built
- recover deleted pages.

To access the history of a page, click on the **History** in the page section of the gray sidebar.



You can then click on the **View Diff** button to see earlier versions and revert back to them.

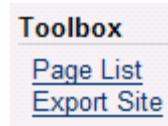
When viewing a diff, you'll see that changes are highlighted. New text is in green, changed text in yellow, and deleted text in stricken-through red.

You can click the **Revert** button to recover any old versions or deleted pages. This recovery will be counted as a new version and the previous version will be available in the View Diff.

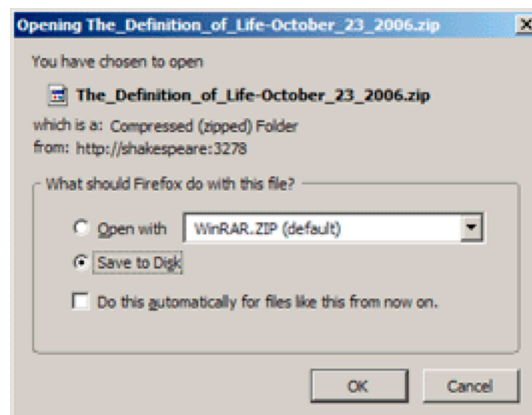
Exporting a Wiki

Wikis can be exported and stored your computer. This allows you to browse the site offline, back up your material, or post the material to another website.

To export a wiki, click **Export Site** in the toolbox module in the gray sidebar.



Then choose **Save to Disk** and select a location.



Exported sites are saved as a .zip file. To view the content, extract the zip and browse it in your web browser. Start browsing by first opening the "index.html" page.