

## How to edit a wiki activity in EduCat - Students

Click on the link to the wiki activity in your EduCat course.

### Collaborative wikis

The wiki activity module enables participants to add and edit a collection of web pages. A wiki can be collaborative, with everyone being able to edit it, or individual, where everyone has their own wiki which only they can edit.

A history of previous versions of each page in the wiki is kept, listing the edits made by each participant.

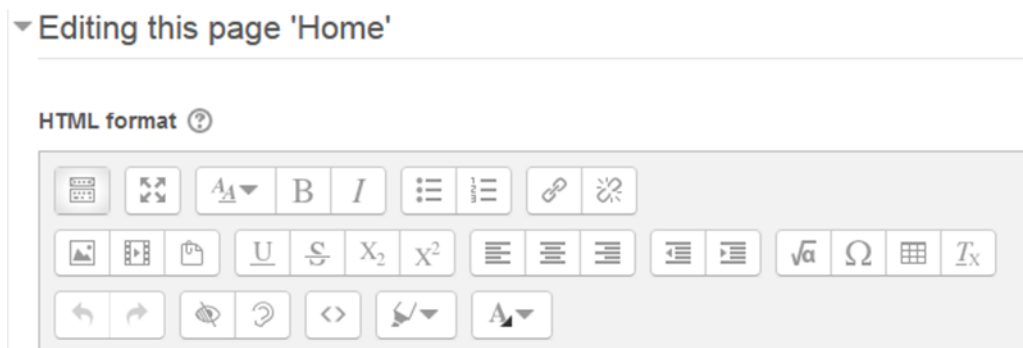
Wikis have many uses, such as

- For group lecture notes or study guides
- For members of a faculty to plan a scheme of work or meeting agenda together
- For students to collaboratively author an online book, creating content on a topic set by their tutor
- For collaborative storytelling or poetry creation, where each participant writes a line or verse
- As a personal journal for examination notes or revision (using an individual wiki)

The number of tabs that you will see depends upon the settings for your wiki. Typically, you will see the following tabs

The **View** tab displays the wiki page with an option to produce a **Printer-friendly version**. It will also display any **Tags** that have been added to the page.

The **Edit** tab displays the editing interface. Please note if more than one person opens the editing tab on the same page only the first person to do so will be able to continue editing. Everyone else will receive an error message saying that they cannot currently edit the page.

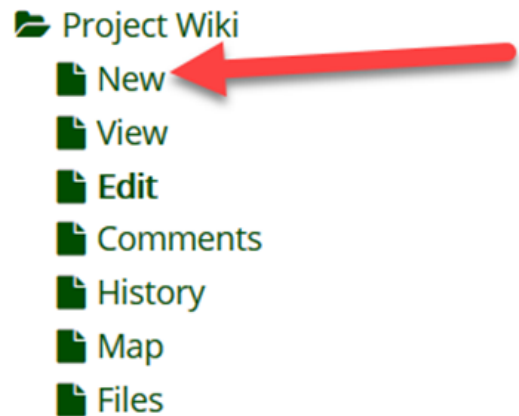


Add your content to the text box at the top of the page. You will be able to format the content using the buttons on the tool bar. You can add text, images, web links and media clips to the wiki page.

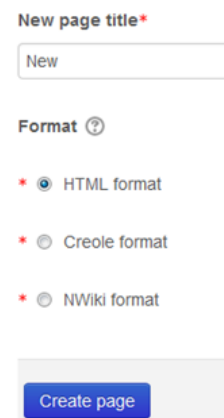
The **Tags** section allows you to tag your page with key words.

The **Preview** button will enable you to preview the changes you have made; click on the **Save** button to complete the process.

**\*\*\*Note\*\*\*** To add a new page you need to click on **New** from Navigation block on the left-hand column. This is sometimes missed. There is no new page button on the toolbar, so you must select it from the menu under your wiki on the Navigation block.



Give your page a **Title**. Select **HTML format**, and click the **Create page** button. You will then be taken to the **Edit** tab where you can add your content to the new page you just created, and save your changes (as described above).



The **Comments** tab allows you to add comments to the wiki page.

Click on the **Add comment** link under the title of the page to add a comment. You will see a text box to add your comment and the same tool bar as you have on the **Edit** tab.

Click on the **Save changes** button to complete the process.

The **History** tab provides a record all of the changes that the users have made to the wiki.

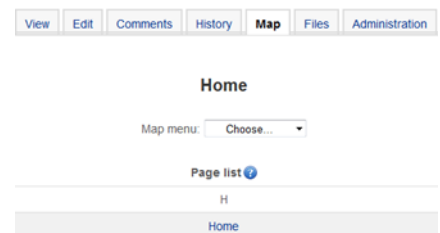
You can compare versions of the wiki by selecting the appropriate checkboxes and then clicking on the **Compare selected** button. The changes are displayed in columns.

The **Map** tab allows you to find different elements on the wiki. The **Map menu** drop down menu displays a number of options:

**Contributions** summarizes the pages that you have edited.

**Links** lists incoming wiki page links and outgoing wiki page links.

**Orphaned pages** lists standalone wiki pages that are not linked to any others.



**Page list** displays an alphabetical list of the wiki pages. If you add extra pages to the wiki this is the option you will need to use to navigate to and from them. The new pages do not appear on the left hand menu and the **View** and **Edit** tabs will only display the current page you are working on.

The **Updated pages** option shows the latest wiki updates.

## Individual wikis

Although individual wikis are largely the same as the collaborative wiki there are some important differences.

When you first click on the link to an individual, you will be presented with the **New page** interface. You will not be able to edit the **New page title** field. Keep the format as **HTML** and then click on the **Create page** button.

You can then edit the page as described above under collaborative wikis.

You will be able to add comments to your individual page (as described above) but you will not be able to see anyone else's comments. Your instructor can access all of the individual pages and comments, edit individual pages and leave their own comments.

The history tab will only display your individual page history.

You can create new pages in individual wikis using the **New** link on the Navigation block in the left-hand column.

Individual Wiki  
Individual reflective wiki

New page

New page title\*

Sample

Format

- HTML format
- Creole format
- NWiki format

Create page