## Using Moodle activities: Wiki

What is the Wiki activity and how can I use it?

A wiki page is a web page that everyone in a module can create together directly in the browser. A wiki starts with one front page. Each author can add other pages to the wiki by simply creating a link to a page that doesn't exist yet. You can also use Wiki's with Moodle groups – to create closed activities for students. These activities could include a collaborative research project or a scrapbook.

How to add a Wiki activity to your study module

▶ First you need to log into Learning Space and navigate to your study module.

▶ Next click the **Turn editing on** button at the top right of the page.

▶ In the topic that you want to add the Wiki activity to, simply select 'Wiki' from the 'Add an activity or resource' pop up menu;
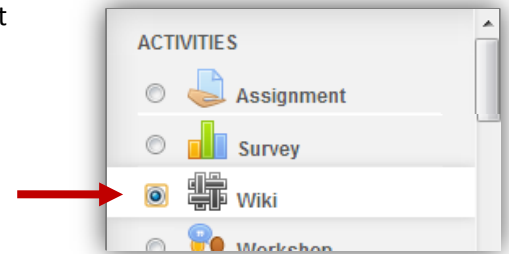
▶ Now you need to give your Wiki a title and a description;

▶ Now edit the 'Wiki Settings' accordingly;

Enter a name for the first page

Select a mode:
Collaborative: everyone can edit
Individual: only 1 person can edit

Tick the force format

Note: You will not be able to edit the 'First page name' of a Wiki once you have created it.

▶ Scroll down and click the `Save and return to course` button.

▶ Your Wiki is set up and is now ready to use,
click on the name of your wiki to start adding pages;

▶ Add your first entry;
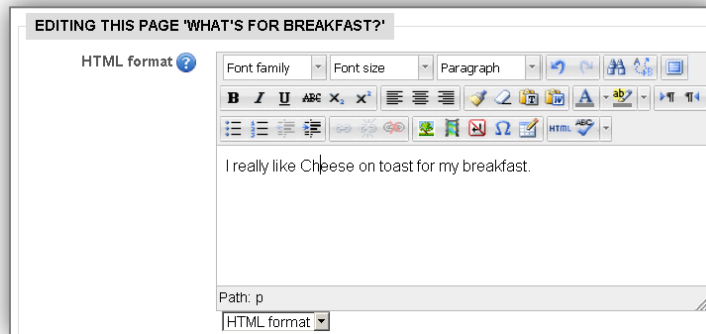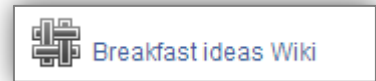
▶ Click on the `Save` button.

Adding additional pages to a Wiki

Interlinking of pages needs to be made manually, this is not obvious to begin with but can be done by editing a Wiki page and adding the following square brackets around a new page title; **[[   ]]**

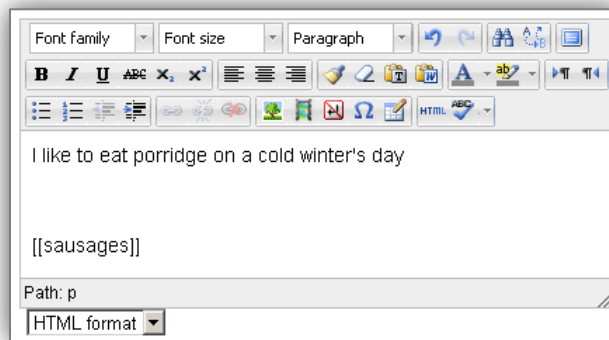▶ Add your text to a Wiki page and add the page title at the bottom;

Title of new page
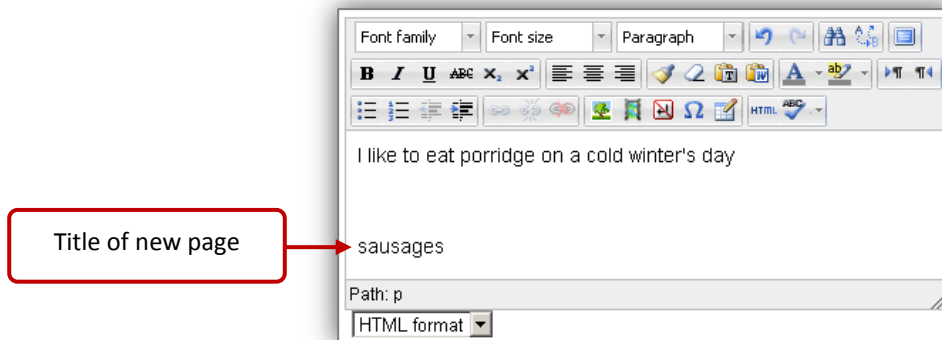
▶ Now add two sets of square brackets around your page title;

Title of new page
with square brackets
added
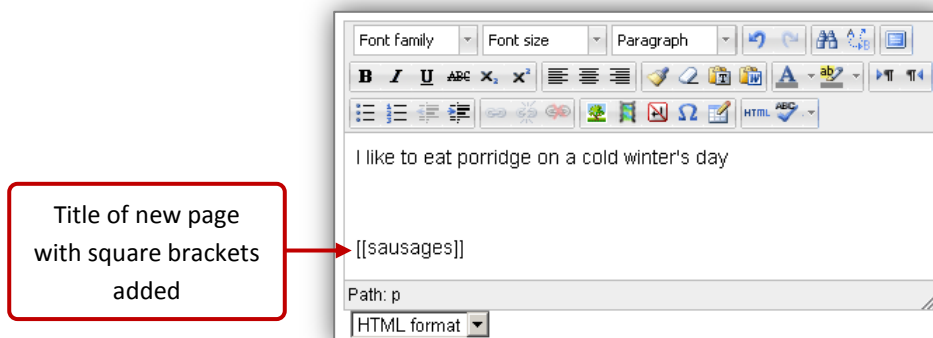
▶ Click on the `Save` button.

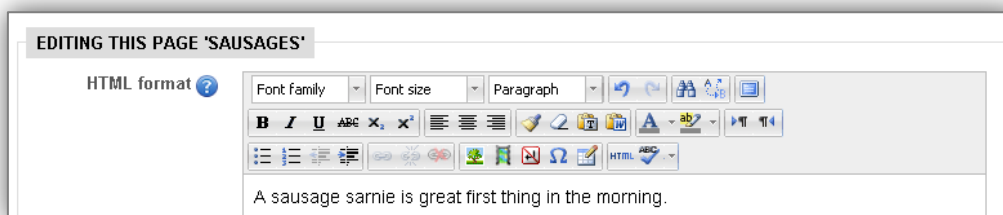This is how a Wiki page would look in editing mode;

This is how a Wiki page would look after the page has been saved;

Note: The link to a new Wiki page has been made and will now be red – this means that the link has been created but there is no page yet.
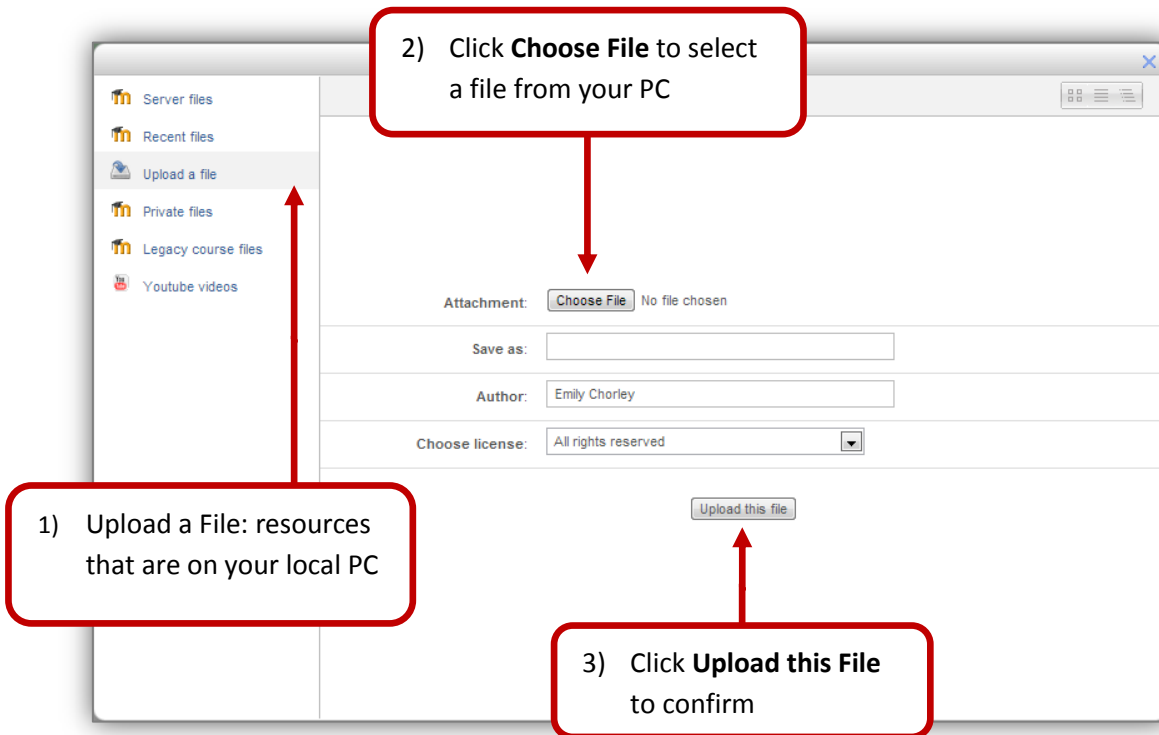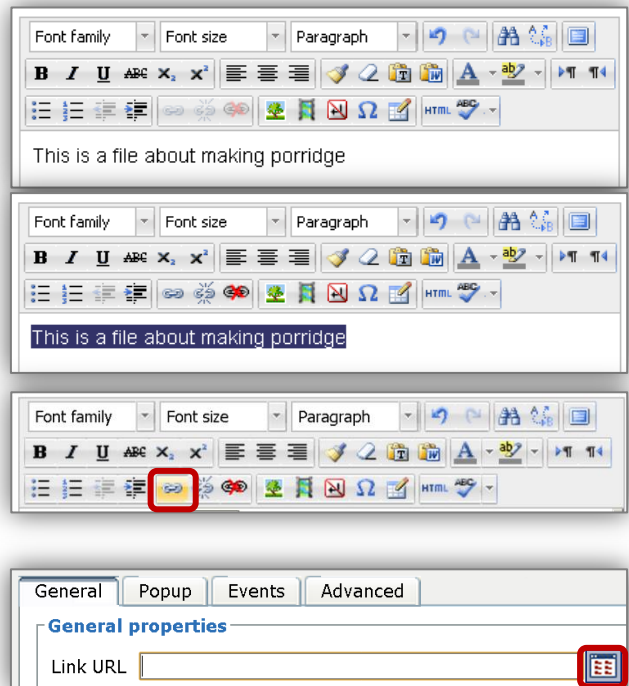
▶ Click on the red link to create the page and add content;

▶ Click on the Save button.

▶ Repeat this process for any extra pages you want to add.

Adding a file to a Wiki page

▶ To add a file to a Wiki page you will first need to add text to the page that will be turned into a link (e.g. the name of the file)

▶ Now highlight the text that you want to turn into a file link;

▶ Now click on the add link button;

▶ And select the files icon;

▶ This is where you will need to locate the file that you wish to upload;

2) Click **Choose File** to select a file from your PC

1) Upload a File: resources that are on your local PC

3) Click **Upload this File** to confirm

▶ Click on the **Save** button.

▶ The link that you have just made will now appear blue;

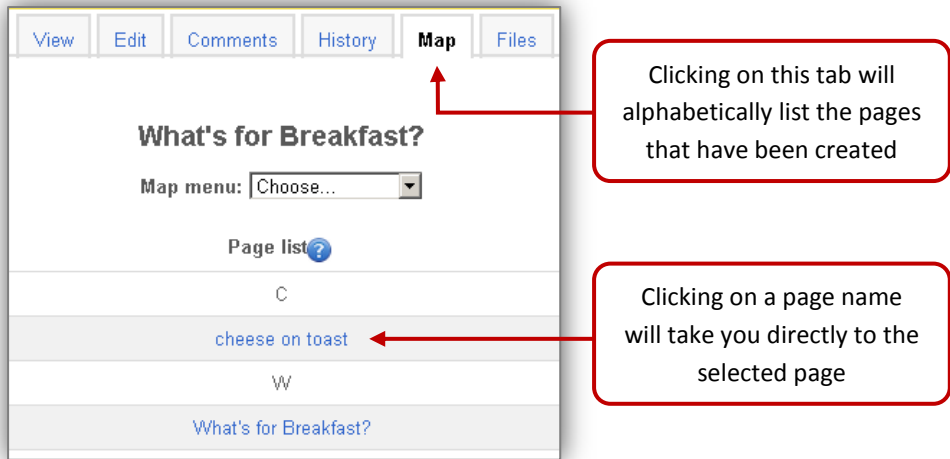I like to eat porridge on a cold winter's day

This file is about making porridge
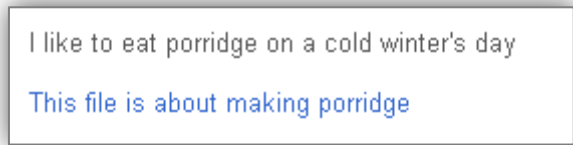
Navigating and Linking Wiki pages

▶ The easiest way to navigate between pages is to use the MAP tab;

What's for Breakfast?

Map menu: Choose...

Page list

C

cheese on toast

W

What's for Breakfast?

> Clicking on this tab will alphabetically list the pages that have been created

> Clicking on a page name will take you directly to the selected page

▶ If you didn't want to use the Map tab you can also add links to other pages within a page. To do this open up a page and select the EDIT tab;

EDITING THIS PAGE 'CHEESE ON TOAST'

You can also add Lea and Perrins to make it taste better!

[[What's for Breakfast?]]

> Add the page name that you want to link to here
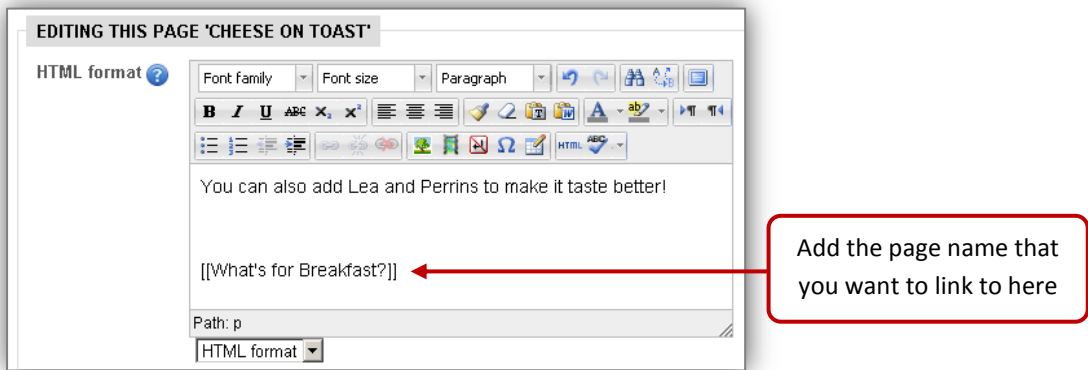
▶ Just as before when creating a new wiki page you need to add the following square brackets around an existing page title; **[[   ]]**

▶ After saving the page the link that you have just added should appear in blue;
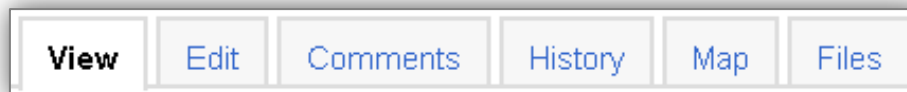
cheese on toast

You can also add Lea and Perrins to make it taste better!

What's for Breakfast?

Tags:

Note: When adding a link back to a page you <u>MUST</u> make sure that it appears exactly as it was originally written as the smallest discrepancy will create another page and not link to the one you intended.

Using the tabs

View | Edit | Comments | History | Map | Files

Edit
Clicking this tab on a Wiki page will allow you to make changes to it.

Comments
Add a comment on a page that someone else has edited or created. It is also useful for discussing ideas or suggesting changes.

History
Shows previous versions of a page that have been created and edited, you can also roll-back to a previous version of a page by going to this tab.

Map
Much like a table of contents, this will list all of the pages that have been created in alphabetical order.

Files
Any files that have been added to the Wiki will be displayed in this tab.