# Using the wiki activity in Moodle
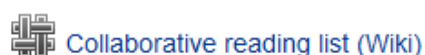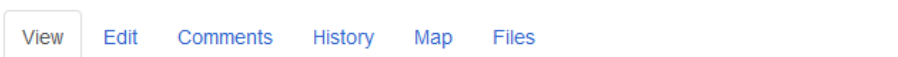
Click on the link to the wiki activity in your Moodle course.

## Collaborative wikis

The number of tabs that you will see depends upon the permissions in your particular Moodle space.

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 this will be able to continue editing. Everyone else will receive an error message saying that they cannot currently edit the page.
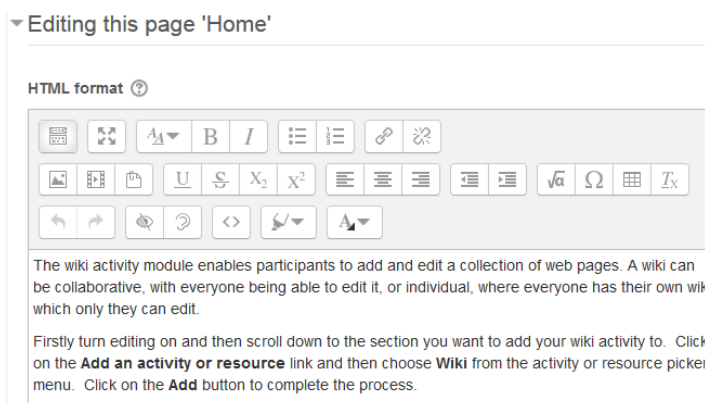
Add your content to the text box at the top of the page. You will be able to format the content using the buttons on the tool bar. You can add text, images, web links and media clips to the wiki page.

Abigail Ball, Digital Services

OXFORD
BROOKES
UNIVERSITY

The **Tags** section allows you to tag your page with key words. **Official tags** are those that have been added to our Moodle installation by a Moodle administrator and cannot be edited or removed.

The **Other tags** section allows you to add your own tags to the page. The **Preview** button will enable you to preview the changes you have made; click on the **Save** button to complete the process.

To add a new page you need to click on **New** from the left hand menu. I've no idea why this is not a tabbed option like all the other wiki features but users need to be aware of this as it is easy to overlook.

Give your page a **Title**, make sure that **HTML format** is chosen and then click on the **Create page** button. You will then be taken to the **Edit** tab where you can add your content 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 be presented with a text box to add your comment and the same tool bar functionality as you have on the **Edit** tab.

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

Staff can delete any comments (using the **cross** icon). Students can only delete their own comments. All users can re-edit their own comments using the **cog** icon (staff can also edit student comments). Comments are displayed in reverse chronological order with the newest comment at the bottom of the list.

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

Abigail Ball, Digital Services

OXFORD
BROOKES
UNIVERSITY

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** summarises 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.

Please ignore the **Page index** option as this does not display a page tree as the support information suggests. It just seems to show the wiki home page.

**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.

The **Files** tab allows staff to attach files to the wiki. Students can only view the attachments. Clicking on the **Edit wiki files** button opens the **Files** interface.
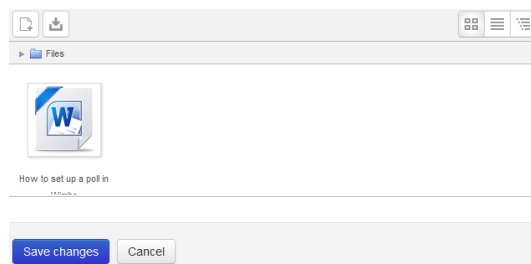
**Collaborative Wiki**

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.

View   Edit   Comments   History   Map   Files   Administration

How to set up a poll in Wimba Classroom.docx

Edit wiki files

Click on the **Add** link at the top left of the **Files** interface (you can also drag and drop files from your desktop but this is browser dependent).  Click on **Upload a file** from the left hand menu and then click on the **Browse** button.
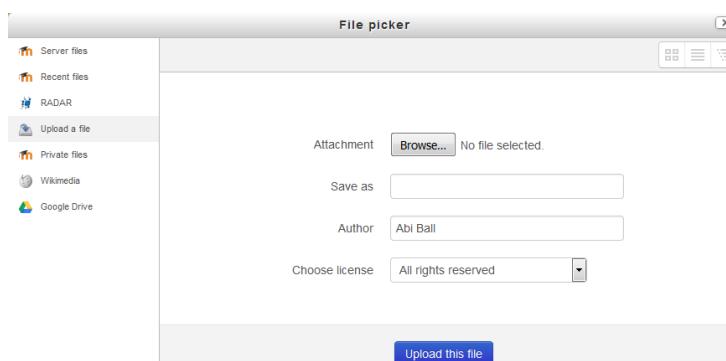


Select your file and then click on **Open** to return to the **File Picker** dialogue box and click on the **Upload this file** button.
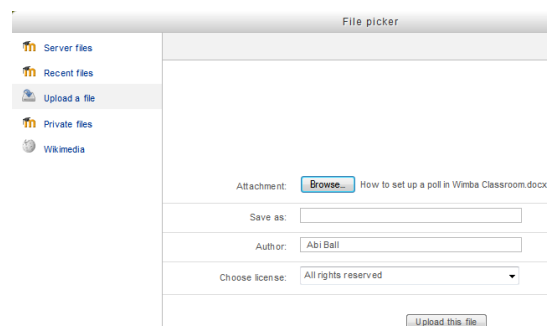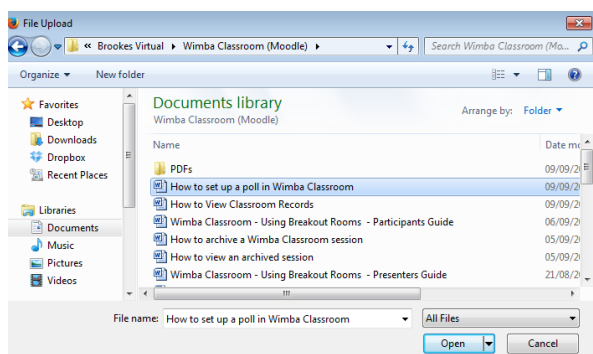


Your file will appear in the **Files** interface.  Click on the **Save changes** button to complete the process.



Abigail Ball, Digital Services

OXFORD
BROOKES
UNIVERSITY

4
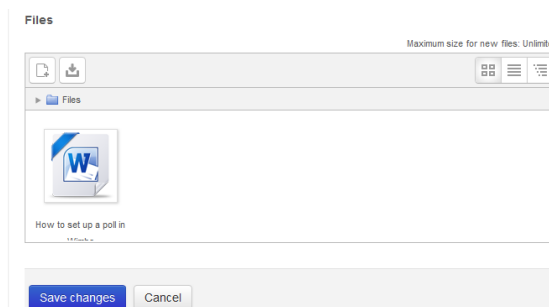
The **Administration** tab is only available for staff.  From here you can *remove pages* or *delete page versions* using the **Admin menu** and **List all** pages using the button at the bottom of the screen.

Home

Admin menu:

Remove pages ▾

| | Page name |
|---|---|
| ⚙ ✕ | Febby9 |
| ⚙ ✕ | What is Creole format, we wonder? |

List all

## Individual wikis

Although these work in broadly the same way as the collaborative wiki there are some important differences.

**Individual Wiki**

Individual reflective wiki

▾ New page
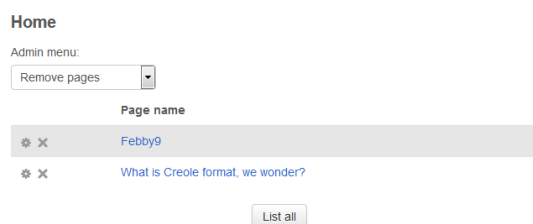
New page title*

Sample

Format ⑦

* ⦿ HTML format

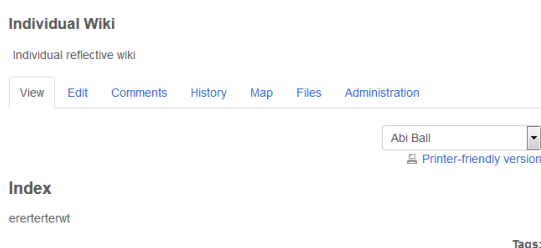* ○ Creole format

* ○ NWiki format

Create page

When a student first clicks on the link to an individual wiki they will be presented with the **New page** interface.  They will not be able to edit the **New page title** field but this does not seem to affect the functionality of the page.  Keep the format as **HTML** and then click on the **Create page** button.

Students can then edit their page as previously described.

Students will be able to add comments to their individual page (as described above) but they will not be able to see anyone else's comments.  The module leader can access all of the individual pages and comments, edit individual pages and leave their own comments.

The history tab will only display the student's individual page history.  Staff will be able to see all of the page histories.

To navigate between the different individual pages, the module leader can use the drop down menu on the **View** tab.

**Individual Wiki**

Individual reflective wiki

View  Edit  Comments  History  Map  Files  Administration

Abi Ball ▾

🖴 Printer-friendly version

**Index**

ererterterwt

Tags:

If that person has not yet created their own wiki page then staff will be presented with the **New page** interface (as described above).

Students can still create new pages in individual wikis using the **New** link on the left hand menu.

Abigail Ball, Digital Services

OXFORD
BROOKES
UNIVERSITY