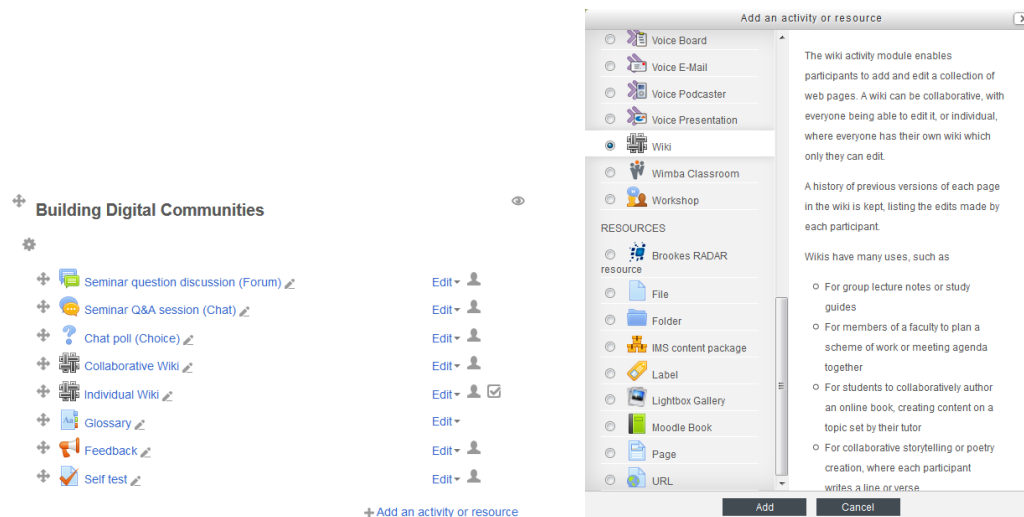


How to add a wiki activity to a Moodle course

The wiki activity 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.

Firstly turn editing on and then scroll down to the section you want to add your wiki activity to. Click on the **Add an activity or resource** link and then choose **Wiki** from the activity or resource picker menu. Click on the **Add** button to complete the process.



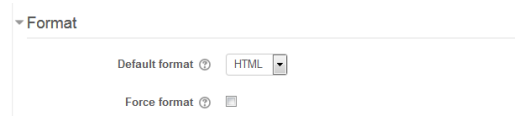
Give your wiki a **Name** and add a **Description** (such as the purpose of the wiki or your wiki etiquette). Choose whether you want to display this text on the course page under the link to the wiki by ticking the **Display description on course page check box**.

The image shows the 'Adding a new Wiki' form in Moodle. The title is 'Adding a new Wiki to Building Digital Communities'. There is a 'Collapse all' link. The form has a 'General' section with the following fields: 'Wiki name*' (text input), 'Description*' (rich text editor with icons for bold, italic, list, link, etc.), 'Display description on course page' (checkbox), 'Wiki mode' (dropdown menu set to 'Collaborative wiki'), and 'First page name*' (text input).

Wiki mode is where you choose to have one wiki page that all of your students can edit (**Collaborative wiki**) or individual wiki pages that only each individual student can edit (**Individual wiki**). If you want your students to use the wiki for personal reflection (for example) then you should choose the individual option. If you want them to work in groups

then choose the collaborative option. Be warned you cannot change this field (or the first page name field) once the students have started editing the wiki.

The **First page name** is the name you want the first page of your wiki to be called. Most people tend to use something like index or home but it is entirely up to you.

A screenshot of the Moodle Wiki settings interface. The section is titled 'Format' with a dropdown arrow. Below the title, there are two settings: 'Default format' with a dropdown menu currently set to 'HTML', and 'Force format' with an unchecked checkbox.

Leave the **Default format** field as HTML and do not check the **Force format** check box.

The **Common Module Settings**, **Restrict Access** and **Activity Completion** (if you have chosen to enable this) sections can be completed in the usual way or you can ignore them and just click on either of the **Save** buttons.

To access the wiki activity, staff and students just click on the link from their Moodle course page.