

Student Guide: How to Use Wiki in Online@UT

What is a Wiki in Online@UT?

Wiki is an Online@UT tool that allows students to collaboratively build a website while working together on a project or assignment.

A wiki starts as a blank home page. As students collectively create and edit pages, the wiki turns into a website where students present the results of their class or a group work.

The instructor creates and configures a wiki: selects wiki members, sets writing permissions for students, determines whether non-members can view the wiki, sets wiki availability dates, and configures other settings.



A screenshot: a wiki interface

What can students do in a Wiki?

Students with writing permissions can:

- Create new pages.
- Edit wiki pages using the Visual Text Box Editor. Each revision to a page is saved in a page history.
 - Format text.
 - Create a link to a new wiki page.
 - Create a link to an existing wiki page.
 - Create a link to an external web site.
 - Insert an image.
 - Insert a table.
 - Upload and create a link to a file.
 - Embed/insert a YouTube video and other multimedia.
- View the revisions of a wiki page and revert to a previous draft.
- Delete a wiki page. The instructor may disable the option to permanently delete a wiki page.
- View and add comments on a wiki page. The instructor may disable this option.
- Search a wiki.
- Export a wiki as a zip file. The instructor may disable this option.

How to Use Wiki?

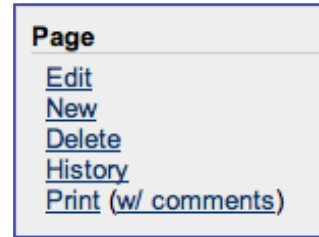
Navigate wiki pages

When an instructor creates wiki, there is only one page - *Home*. As new pages are created, they are listed under *Site Navigation* in the right-hand menu. Select a page title to display a wiki page.

Create a new page


Click on the *New* link under the Page heading in the right-hand menu.

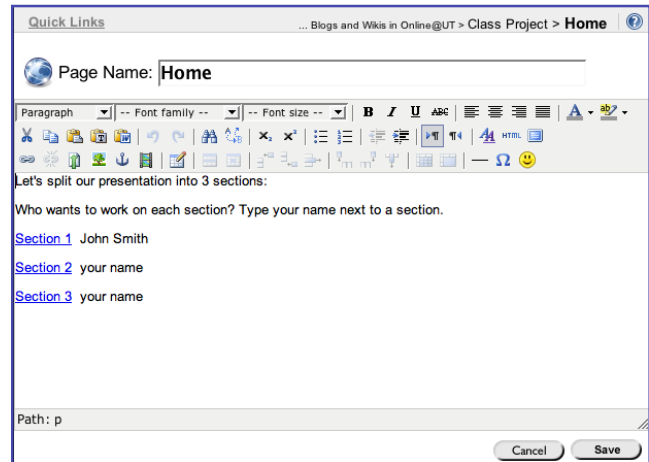
- a. Type the title in the Page Name box.
- b. Create page content in the text box: type text and insert images, hyperlinks and other elements of the content.
- c. Click *Save*.






Edit a page

Click on the *Edit* link under the Page heading in the right-hand menu. The page will be displayed in an editing mode. Use the Visual Text Box Editor (a toolbar above the text box) to create the content.

1. **Type text in the text box and apply formatting** such as fonts, highlights, bold, bullets, etc.
2. **Add an image** to a page
 - a. Click on *Insert Image* button  in the toolbar and browse to a file on your computer.
 - b. Press the *Upload* button.
 - c. Press the *Insert* button.
3. **Upload and create a link to a file** (MS Word, PowerPoint, Excel, PDF, etc.)




A screenshot: a wiki page displayed in the editing mode


- a. Click on the *Upload File*  button icon in the toolbar.
 - b. Click on the *Browse* button to select the file on your computer.
 - c. Press the *Upload* button.
 - d. Press the *Insert* button.
4. **Add a link to a new page**
 - a. Highlight the text that you wish to be linked.
 - b. Click on the *Insert link* button  .
 - c. Select *Link to a new page*.
 - d. Enter the name for the page in the *Page Name* box.
 - e. Click on *Insert*.
 - f. To test the link, click *Save*. The page will switch to the display mode. As a result, you created not only a hyperlink but also a new, empty page. Access that page by selecting the newly created link. The page should also be listed under Site Navigation in the right-hand menu of the wiki.
5. **Add a link to an existing page**
 - a. Highlight the text that you wish to make a link.
 - b. Click on the *Insert link* button  .
 - c. Choose *Link to an existing page*.
 - d. Select a page from the list of pages in the wiki.

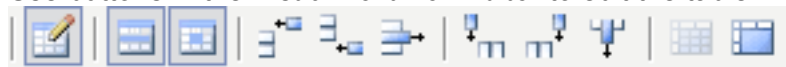
- e. Press *Insert*.
- f. To test the link, click *Save*. The page will switch to the display mode. Select the created link; and it will take you to the linked page.

6. Add a link to an external website

- a. Highlight the text that you wish to make a link.
- b. Click on the *Insert link* button .
- c. Click on the *Link to an external web site* radio button.
- d. Copy the web address of a website and paste it into the URL box.
- e. To test the link, click *Save*. The page will switch to the display mode. Select the hyperlinked text; and the browser will open the website.

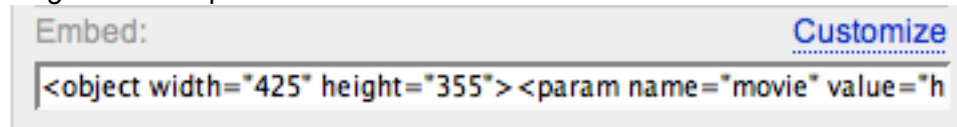
7. Insert a table


- a. Click on the *Insert Table* button .
- b. Type the number of columns and rows in a table.
- c. Click *Insert*.
- d. Click inside a table cell and type the text. Press the tab key to move to the next cell in a table.
- e. Use buttons in the *Visual Text Box Editor* to edit the table.



8. Embed a link to a video from YouTube or another multimedia-sharing website

- a. While on the YouTube website, copy the "embed" code for a video in the right-hand column. The code should read like this: `<object width="425" height="355"><param name="movie" value="...>`



- b. Go back to the wiki page where you want to embed a video and select the *Edit* in the right-hand column. The page should be displayed in the editing mode and have the Visual Text Box Editor buttons.
- c. Click on *Edit HTML Source* button .
- d. Paste the code that you copied from the YouTube site.
- e. Press the *Update* button.
- f. Click *Save*. The embedded video should be displayed on the page.

View the revisions of a wiki page and revert to a previous draft

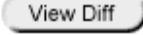
When a wiki page is saved, a record of editing changes is preserved as a set of page revisions. These revisions make it possible to:

- 1. Track changes to the page as the content is being built by different authors.
- 2. Revert the current draft of a page to a previous version.



| History of Home | | | |
|------------------------------|------------------------------|----------------------|---------------------------|
| Modified By | Date of Change | Revision | |
| Good Student | Friday, 08/01/2008 10:10 AM | Latest (version 4) | View Diff |
| Iryna Loboda | Friday, 08/01/2008 10:09 AM | Version 3 | View Diff |
| Iryna Loboda | Tuesday, 07/29/2008 5:51 PM | Version 2 | View Diff |
| Iryna Loboda | Thursday, 07/17/2008 2:06 PM | Original (version 1) | View Diff |

[Go Back](#)

Track changes to a wiki page

- a) Display a page by selecting its title under *Site Navigation* in the right-hand menu.
- b) Select the *History* link under *Page* in the right-hand menu.
- c) Click on the *View Diff* button  to view the changes made to this page.
 - a. Addition – Text that has been added to this version from the previous version is **highlighted in green**.
 - b. Deletion – Text that has been deleted from the previous version is **highlighted in red**.
 - c. Modification – Text that has been modified is **highlighted in yellow**.

Revert a current draft of a page to a previous version

- a. Display a page by selecting its title Under Site Navigation in the right-hand menu.
- b. Select the History link under Page in the right-hand menu.
- c. Locate the version you wish to restore and click on the *View Diff* button  .
- d. Press the Revert button  .

Delete a Wiki Page

A wiki page can be *removed* or *deleted permanently*. A removed page is stored as a revision and can be recovered. A page deleted permanently cannot be recovered. In wiki configurations, the instructor determines whether to allow students to delete pages permanently. Note: A Home page cannot be deleted or removed.

Remove a page:


- a. Display a page you want to remove by selecting the page title under *Site Navigation* in the right-hand menu.
- b. Press the *Delete* button under *Page* in the right-hand menu.
- c. Choose *Remove* on the confirmation page.
- d. Press *OK*.

Recover a removed page:

- a. Select *Page List* under *Toolbox* in the right-hand menu. A new browser window will open.
- b. Select the title of the removed page under *Deleted Pages*.
- c. Select *History* under *Page* in the right-hand menu.
- d. Locate the version you wish to recover and click on the *View Diff* button



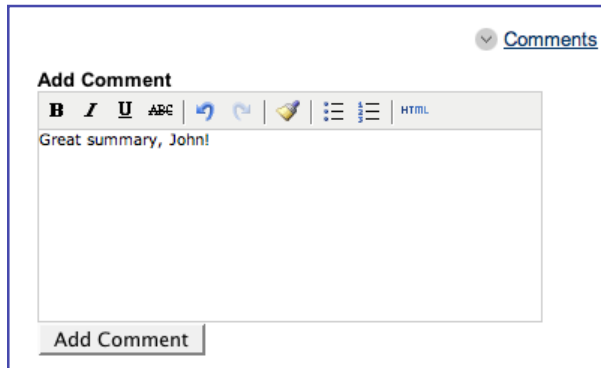
- e. Review changes and click the *Revert*  button.

| |
|--|
| Page |
| Edit |
| New |
| Delete |
| History |
| Print (w/ comments) |
| Page Stats |
| Views: 14 |
| Edits: 4 |
| Contributors: 2 |
| Comments: 0 |
| Page Contributors |
|  Iryna Loboda |
|  Good Student |
| Search |
| Search |
| Site Navigation |
| Chapter 1 |
| Chapter 2 |
| Chapter 3 |
| Home |
| Toolbox |
| Page List |
| Export Site |

Comment on a page

If the instructor enabled commenting on a page, students can view, write, and delete comments based on the wiki configurations. To comment on a page:

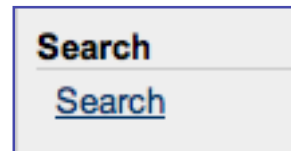
- a. Select the *Comments* link at the bottom of a displayed page.
- b. Type your comments in the *Add Comment* box.
- c. Press the *Add Comment* button.



All added comments can be displayed by selecting the Comments link on a wiki page.

Search a wiki

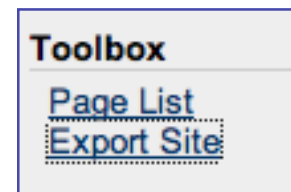
It is possible to search wiki pages. Simply select the Search link in the right-hand menu and enter keywords in the search text box.



Export wiki

If the instructor enabled this option, a wiki should have the *Export Site* link under Toolbox in the right-hand menu.

Exporting a wiki saves a zip file with wiki pages as html files as well as any uploaded linked files.



To export a wiki, click the *Export Site* link under Toolbox in the right-hand menu and save the zip file to your computer.

You can view the content of the exported wiki site in your default browser. Unzip the saved file and double click the index.html file. Note: Comments cannot be exported.

Questions?

If you have any questions about the wiki tool, please submit a request for help at <http://online.utk.edu>.