



Student Reference Guide: Wikis

The wiki tool in your LMS subject provides an effective way to communicate with others. The wiki tool allows you to create online content with others in your subject and to share this content with them. Put simply, a wiki is an editable website consisting of one or more pages, with contributors to the wiki able to edit and publish content, upload files and link to other resources within the wiki.

Depending on how the learning task has been designed, you may have access to either a subject-level wiki or a group wiki:

- Subject-level wiki: By default the wiki tool is available to everyone in a subject.
- Group wiki: Only group members may view and edit the wiki.

(Note: Student view and edit permissions may be modified by your tutor.)

Subject level wikis function like common wikis or public wikis in which all subject members can view, author, edit and comment on all content on the wiki page.

In **group wikis**, only the assigned group members can author/create and edit content. However, depending on how the wiki has been set up by the tutor, either all subject members can view and comment on the content *or* only the group members can view and comment on the content. The tutor will advise of the wiki settings (group private or group public) when the learning task is assigned.

For group based learning tasks, the tutor will assign students to work in pairs or groups (depending on the task) to produce a wiki. The tutor will make available a wiki space for you within the LMS subject to create your wiki page.

You can refer to this guide for instructions on how to use the wiki tool. Alternatively, click any of the following links for instructions on using a specific function within the tool.

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Access the wiki tool

You can access the wiki tool from your subject's navigation menu. Your tutor can also include links for the wiki tool in the content area for your learning materials such as your subject's interactive schedule and activity section in the topics.

Here's how you can access the wiki tool:

1. To access the wiki page, on your subject's navigation menu, click the **Wikis** link.



2. On the main wiki page is a list of the wiki pages, click the subject wiki link or the group wiki to which you have been assigned. This will display the wiki page in which you can author and edit content.

Create wiki content

A wiki page can include a combination of text, images, videos, links and attachments. To create wiki content:

1. Open the wiki where you want to create the new page.
2. From the top left of screen select **Create Wiki Page**.
(Note: If there are no other pages in the wiki, this step is not required as you will be automatically prompted to create a page when you open the wiki.)
3. Enter a name for the page and create content as desired.
4. Click **Submit** when you have finished creating your content.

Note: The first page created in a wiki is the home page and will appear at the top of the list of pages. All other pages within the wiki are ordered alphabetically. Add numbers to the front of your wiki pages if you want to force wiki pages to be displayed in the number order you give.

Edit a wiki page

1. Open the wiki that contains the page you want to edit.
2. All pages will be listed on the right of screen, each page with a down pointing arrow.
3. Click the down pointing arrow next to the page you want and click **Edit**.
4. Alternatively, if the page you want to edit is the current page click the **Edit Wiki Content** button (top right of the page).
5. Edit the content as desired. (Note: Changing the name of the page may change its position in the list of pages.)
6. Click **Submit** when finished.

Comment on a wiki page

When the wiki setting is 'open for commenting' students will be able to comment on other wiki pages. Your tutor can always comment on any of the wiki pages.

Where the wiki page that you are viewing is open for comments, you will be given the option to add a comment (bottom right corner of the entry).

Note: Your tutor will advise you whether you have the ability to / are required to comment on other students' wiki pages.

View the history of a wiki page

Each time a wiki page is submitted it receives a new version number. To view the history of the wiki page:

1. Open the wiki link.
2. Click the down pointing arrow next to the page where you want to view the history and click **History**.
3. A table listing each of the versions of this page will be displayed.
4. You may view a version by clicking the name of the version.

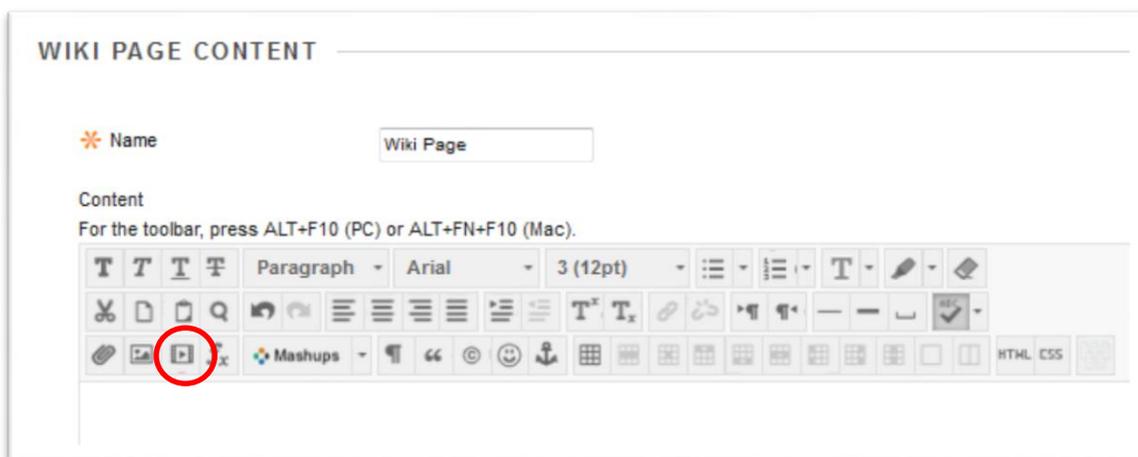
5. You can compare two versions by clicking the check box to the left of the version names and clicking **Compare Versions**. Differences are highlighted.

Embed a video into the wiki page

The content editor in the LMS includes the **HTML Code View** function, which allows you to insert videos into your wiki page. The content editor is the default editing tool and is available across all your LMS tools such as discussion boards, journals and blogs.

Let's look at how you can embed a video in your wiki page:

1. To access your wiki page on your subject's navigation menu, click the **Wiki** link. If you are using a group wiki, select your wiki page from the wikis listed.
2. Click **Edit wiki content** to edit the wiki page.
3. Specify the title of your video and provide a brief description on the content page.
4. Make sure you are able to view all the content editor functions available to you – there should be three rows of editor functions. If you cannot see all three rows, click **Show More** in the upper right corner of the content box (represented by a chevron symbol). This will make the **Insert/Edit Embedded Media** function that is positioned in the third row available to you.



5. To access the site where you have recorded and saved your video, in your browser, open a new tab, and then in the browser's address bar, type the URL, e.g. <http://www.screencast-o-matic.com>.
6. Log in to your account on the video hosting site and access the videos you have saved to that site. Select and open the relevant video that you want to embed in your blog entry. Follow the instructions available on the site to gain access to embed code for the video. Select all of the embed code and press ctrl+c, or right-click and select 'copy' from the menu that appears, to copy the embed code to your device's clipboard.
7. To embed the video in your blog entry, in your browser, click the **Create Blog Entry** tab, in the **Entry Message** box, in the third row of the content editor functions, click the **HTML** button. This will open the **HTML code view** window.
8. To paste the embed code for your video, click within the **HTML code view window**, then press ctrl+v or right-click and select **Paste** from the menu that appears. If the embed code is copied

successfully, click, **Update** in the bottom-right corner of the **HTML code review** window. The window will then disappear, and you should see a yellow box representing the embedded video appear in the content editor (the video will not load or play within the editor interface).

View wiki grades

Depending on how your tutor defines the wiki settings, you may be able to view your grades for the wiki activity on the My Grades page of your subject LMS. To access your My Grades page, on the home page of your LMS, in the Tools module, click **My Grades**.

Further information

Blackboard Inc. (2013, 28 October) How to Create and Edit Wikis Pages [Video file]. Retrieved from https://www.youtube.com/watch?feature=player_embedded&v=vv7LgC4MXA

Blackboard Help (n.d.). [Wikis](#).