Adding a Wiki

A wiki is similar to a blog (web log or journal), except everyone can contribute, edit, comment, etc. In general, wiki posts are not approved by a central administrator, so the content can be built very quickly (don’t worry – the teacher can always edit any wiki page!).

**Before adding a wiki, you must:**
- Login to your Moodle course.
- Turn Editing On (upper right hand side of page).

1. To add a wiki, select “Wiki” from the “Add an Activity” dropdown menu. This will take you to the “Add a Wiki” screen (Fig. 2).

2. In the Summary field, describe the purpose of the wiki and what you hope students will contribute. You can format text in the Summary field using the formatting bar above the text box.

3. Set up your wiki by selecting the appropriate options as described below.

![Figure 1. Add an Activity Dropdown menu](image)

![Figure 2. Adding a new Wiki page](image)
(5) **Type** – This sets the type of wiki. There are three types: Teacher, Groups, and Student. These types interact with the Groups setting for your course, resulting in nine options, as shown in Table 1, and each type sets access rules that also depends on whether or not classroom Groups are used.

The left-hand column is the “Wiki Type” setting (Teacher, Groups, or Student), and the top row is the classroom Group setting (No Groups, Separate Groups, or Visible Groups).

**NOTE:** The “Wiki Type” setting “Groups” is not related to the classroom group setting – it is just called the same name. So, for example, if you set the wiki type to “Groups,” and you may have no classroom Groups set for the class or for the wiki.

### Wiki types

There are three wiki types: Teacher, Groups, and Student. In addition, like any activity, the wiki has the Moodle group modes: "No Groups," "Separate Groups," and "Visible Groups". This leads to the following matrix of nine possibilities:

<table>
<thead>
<tr>
<th></th>
<th>No Groups</th>
<th>Separate Groups</th>
<th>Visible Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teacher</strong></td>
<td>Creates a single wiki that only the teacher can edit. Students can view the wiki, but not make changes.</td>
<td>There is one wiki for each group which only the teacher can edit. Students can view the wiki of their group only.</td>
<td>Each group has one wiki which just the teacher can edit. Students can view the wikis for all groups.</td>
</tr>
<tr>
<td><strong>Groups</strong></td>
<td>There is only one wiki for the class. The teacher and all students can view and edit this wiki.</td>
<td>There is one wiki per group. Students in that group can view and edit the wiki of their own group only. Other students can’t view the page.</td>
<td>There is one wiki per group that group members can edit. Students can change the wiki of their own group only. They can view the wikis for all groups.</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td>Every student has their own wiki which only they and their teacher can view and edit.</td>
<td>Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of other students in their group.</td>
<td>Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of all other students in the course.</td>
</tr>
</tbody>
</table>

**NOTE:** Unless the group mode has been forced by the course settings, it can be set with the groups icons on the course home page after the wiki has been created. A teacher can always edit every wiki in the course (remember that classroom groups can be set on a per-activity basis), then the wiki will be viewable and editable by the teacher and by all the students.

(6) **Print wiki name on every page** – this sets if the name is displayed or not. If you select this option, the top of each page will have the name of the Wiki.

(7) **HTML Mode** – this sets how the wiki is authored. It has three settings.

| No HTML | Will display all HTML tags as tags (a bold tag will look like <b> instead of making the word bold. Formatting is done with WikiWords instead. This mode ignores all HTML commands and the authors cannot use the formatting bar (which is based on HTML). |
Safe HTML | Allows some tags to be displayed. This mode allows the use of hand-coded HTML, but does not allow use of the formatting bar.

HTML Only | Uses HTML, not WikiWords, but you can use the HTML editor. This allows full use of standard HTML and the formatting bar, but WikiWords are not used. If you and your students are new to Wikis, this is probably the mode you want to start with.

<table>
<thead>
<tr>
<th><strong>Table 2. HTML Mode Choices</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(8) <strong>Allow binary files</strong> – this sets if the wiki will allow binary attachments. Binary files are graphics, audio, video, and other non-text resources. If you want students to be able to attach pictures to the wiki, be sure to set this to Yes. Note that this only applies to attachments – even if this is set to “No,” students can still link to images if HTML is allowed.</td>
</tr>
<tr>
<td>(9) <strong>Wiki auto-linking options</strong> – By default, the wiki can auto-link certain words used in the wiki. When someone wants to create a new page to a wiki, they type in a word using CamelCase. CamelCase combines all the words for the link into one word. Each word in the link is capitalized. You can turn the feature off by checking the “Disable CamelCase linking” box. If in doubt, leave linking on. As an aside, CamelCase is any single word that has multiple capitals in it (like CamelCase or like ThiS).</td>
</tr>
</tbody>
</table>
| (10) **Student admin options** – these set what students can do to any wiki they administer (if you allow students to have their own wikis). When students can edit a page, you can allow them certain administrative privileges in the wiki. There are four options:
- **Allow 'set page flags’** – page flags define what a wiki page is (text, data, read only, etc.). If this is checked, students can set page flags.
- **Allow 'strip pages’** – strip pages cleans up the wiki by removing old versions of pages and only keeping the most recent ones.
- **Allow 'remove pages’** – this allows the student-administrator to remove individual pages from the wiki. This feature should be used with caution.
- **Allow 'revert mass changes’** – this allows the removal of changes made by an author. |
| (11) **Page name** (optional) – you can fill in the name of the first page of the wiki here. Seed the wiki with a page name for the first page or upload an initial page. If you leave it blank, the first page of the wiki will be the wiki’s name (set at the top of the edit page).

**OR**
- **Choose an Initial Page** – this lets you upload a text file that will become the content of the first page of the wiki. If you created a first page in another HTML editor, you can use this option to upload it to seed the wiki. If there are multiple text pages in a directory in the Files section of your classroom, all the text files will become content for the wiki, but the page specified here will be the first page. |
| (12) **Group Mode** – Allows you to separate students into groups within the class:
- **No groups** - there are no sub groups, everyone is part of one big community
- **Separate groups** - each group can only see their own group; others are invisible
- **Visible groups** - each group works in their own group but can also see other groups |
| (13) **Visible to Students** – Allows you to show or hide the wiki from the students’ view. |

When you have all of the options set, click on “Save changes.” You will then go to a screen where you can edit and manage the actual content of your Wiki.
Editing Wiki Content

After creating your wiki, it is available for editing. You and your students can create wiki pages, link them together, and collaboratively create a collection of web pages.

(1) Once you create the wiki, you will be taken to the screen in Fig. 3 below. If it is your first time editing, you will brought to the View tab. If you come back later to edit the Wiki you created, click on the “Edit” tab.

In the center of the screen, you’ll see the editing area for your wiki page. You can use the HTML editor as you would for any other document. You can add images, tables, and any formatting you need using the upload button. See the “Managing Wiki Content” section below for descriptions of Search, Choose Wiki Links, and Administration features.

If you are using WikiWord formatting, click on the “?” help button in the upper right for a great discussion on how to format WikiWords. If you are using HTML, simply use the formatting tool-bar. To add other pages to your wiki, simply type a word with capital letter at the beginning and a capital letter somewhere else in the word. This is called CamelCase, as the two capital letters resemble a two-humped camel. Whenever you type a CamelCase word, Moodle will recognize it and look in the database for a page with that name. If you haven’t created a page with that name, Moodle will put a question mark next to the word. When you click on the question mark, you will be taken to another editing screen for the new page. When finished click the “SAVE” button at the bottom.

For example, if you create a new wiki and type the word “CamelCase” on the page, Moodle will look to see if a page with the name “CamelCase” exists. If it does not, you will see a question mark next to the words when you preview the page, as in Figure 4.

Once you click on the question mark, you will see an editing screen for the page about CamelCase words. Once you add some content and save the page, it becomes active. Whenever you type the word “CamelCase” using the same capitalization, Moodle will automatically link to the CamelCase page and highlight it.
There are five tabs above the editing area: view, edit, links, history, and attachment (if you turned on binary files during creation). When you browse a wiki, every page is displayed in view mode. If you want to edit a page, click the “EDIT” tab and you’ll see the editing area for that page. The “LINKS” tab will display the pages that have links pointing to the page you are viewing. You can use this to backtrack and see where this page is referenced elsewhere in the wiki. The “HISTORY” tab gives you access to the version history of the page. In the HISTORY section, each version posting has three options you can exercise.

- **Browse:** you can view every version of a page.
- **Fetch-back:** Brings back an old version of the page for editing. Once you save your changes, it becomes the newest version of the page.
- **Diff:** Highlights the differences between two consecutive versions of a page. Additions have a + symbol next to them. Deletions have a- symbol next to them.

Whenever someone clicks the SAVE button, they create a new version of the wiki page. Moodle tracks all these versions until you “strip” them out (administration menu setting).

Summary of the 5 tabs:
- **View** – this is the default tab. It lets you see the wiki page. You can edit the wiki tab if you are creating new content.
- **Edit** – this tab allows you to edit existing content on the wiki page.
- **Links** – this shows you what pages link to this page in the wiki.
- **History** – this shows you the history of the wiki page (date of creation, modified date, etc.).
- **Attachments** - allows file uploads and shows the attachments that have been uploaded.

**Figure 4. CamelCase example**

*Managing Wiki Content*

Under the Moodle navigation bar there are three tools: search, links, and administration. See top of Fig. 3.

The SEARCH Wiki button provides you with tools to view your existing wiki pages in a different way and search for terms using this field.

If you have pages in your wiki, this menu will jump you to the pages that fit the categories in the menu. The CHOOSE WIKI LINKS dropdown menu includes the following tools:

- **SiteMap:** A hierarchical view of the pages and links in the wiki, starting with the first page
- **Page Index:** An alphabetical list of all the pages in the wiki.
- **Newest pages:** a list of the most recently created pages.
- **Most Visited Pages:** A list of the pages that have been viewed most often.
- **Most Often Changed Pages:** A list of the most frequently edited pages.
- **Updated Pages:** Lists all the pages in the wiki by date and time of last edit.
- **Orphaned Pages:** A list of pages that were created and had all the links to them deleted.
- **Wanted pages:** A wiki page where people can list pages they want to see in the collection.
The ADMINISTRATION MENU allows you to do administrative functions that keep your wiki running smoothly. As you and your students generate the wiki, the pages may become orphaned or you may need to manage a student’s contributions. The tools from this dropdown menu include: (Fig 5)

**Figure 5** Wiki Administration drop-down menu.

### Set Page Flags:
Page flags are properties you can set on a per-page basis. Every page can be set with different permissions.
- **TXT**: Indicates whether the page can contain text.
- **BIN**: Flag for allowing binary (graphics) content.
- **OFF**: Stands for “offline”. The page is still there; it just just cannot be read by someone how doesn’t have the editing permissions.
- **HTM**: Allows HTML content instead of wiki text.
- **RO**: Stands for “Read-Only.” You and your students can only read the file, not make changes.
- **WR**: The Writable flag allows anyone in the course to make changes to the document.

### Remove Pages:
The wiki engine automatically tracks pages that are not linked from anywhere else. This tool allows you to remove these orphaned pages, which cannot be reached throughout the ordinary wiki interface.

### Strip Pages:
While the wiki engine tracks changes, it stores old versions in the database. To declutter the data, you may occasionally want to delete all the old versions and just keep the new one.

### Revert Mass Changes:
Use the tool to roll back changes to all pages if a particular author makes a mess of many pages in the wiki.

## WIKI PRACTICES

Moodle’s wiki is based on ErfurtWiki, which is an implementation of the WikiWikiWeb hypertext system. It allows simple collaborative editing and creation of web pages.

### Creating Pages using Wiki Words.
You create a page by naming it in the text of an existing page. A wiki page is named using CamelCase or by enclosing it in square brackets ([ ]).

For example:

- **MyWikiPage** (typed as Camel Case)
- **[My Wiki Page]** (enclosed in square brackets)

Text that has been given a wiki page name will have a ‘?’ after it. Clicking on the ‘?’ will enter edit mode for that page. Enter your text, save and you have a new wiki page.

### What is Camel Case?
CamelCase describes what WikiWords look like. Multiple words, joined together without spaces, separated by changes in case are CamelCase. The uppercase and lowercase letters show up like the humps of camels.
This linking scheme is often also called BumpyText.

While language purists hate Wikis for that naming scheme, it is very common in the computing world and well known to most programmers.

**WikiWords:**
Each page inside a Wiki can be edited easily, using wiki markup.

**Paragraphs**
- separate paragraphs inside the text with empty lines
- if you prepend text with it will get indented

**Text style**
To alter text style, you can use the text editing buttons in the HTML editor

**Lists**
Click Bullet box in HTML editor
- you can create sublists
- subsequent list points should start with the same mix of * and #

**HyperLinks**
- just enter a CamelCase WikiWord inside your text to create a new HyperLink
- or, enclose some **words in square brackets** to create a HyperLink
- any valid internet address (starting with http://) like http://www.example.com/ inside the text will be automatically be made an active link
- enclose a www address or a WikiLink inside square brackets [Moodle] and assign it a neat title using quotation marks or the | character (found under “Special Characters” tab)
  - [title | http://example.com]
  - [WikiWord "title"] or ["title for" WikiLink]
- if you don't want a WikiWord or a http://www-address (or [anything] inside square brackets) to become a HyperLink, then just prepend it with an exclamation mark or a tilde
  - ![NoHyperLink], ![NoHyperLink]
  - ![No hyperlink], ![http://nolink.org/]

**Tables with |**

<table>
<thead>
<tr>
<th>just enclose</th>
<th>things with the dash</th>
<th>character</th>
</tr>
</thead>
<tbody>
<tr>
<td>to build a</td>
<td>table structure</td>
<td></td>
</tr>
<tr>
<td>browsers usually</td>
<td>leave out the missing</td>
<td>cells</td>
</tr>
</tbody>
</table>

Please always put an empty line before and after a table, so it stands out from other text in its own paragraph.

**Pictures**
- to include an image into a page enclose its absolute www-address in square brackets, like [http://www.example.com/pics/image.png]
- alternatively you could use the ImageUploading function on the Attachments Tab.
Further readings

There are more possibilities for WikiWords. Please consult the ErfurtWiki Homepage, http://erfurtwiki.sourceforge.net/ for more information.

References:
