Wiki

Description

The **Wiki** tool allows Course members to post, view, edit, delete, and/or export documents that all members can easily access to contribute changes and modify content.

Purpose

Wikis provide Course members a method to become involved in the process of teaming with other Course members in creating and revising collaborative documents.

The Wiki screen (with two wikis already created) is displayed in Figure 1.

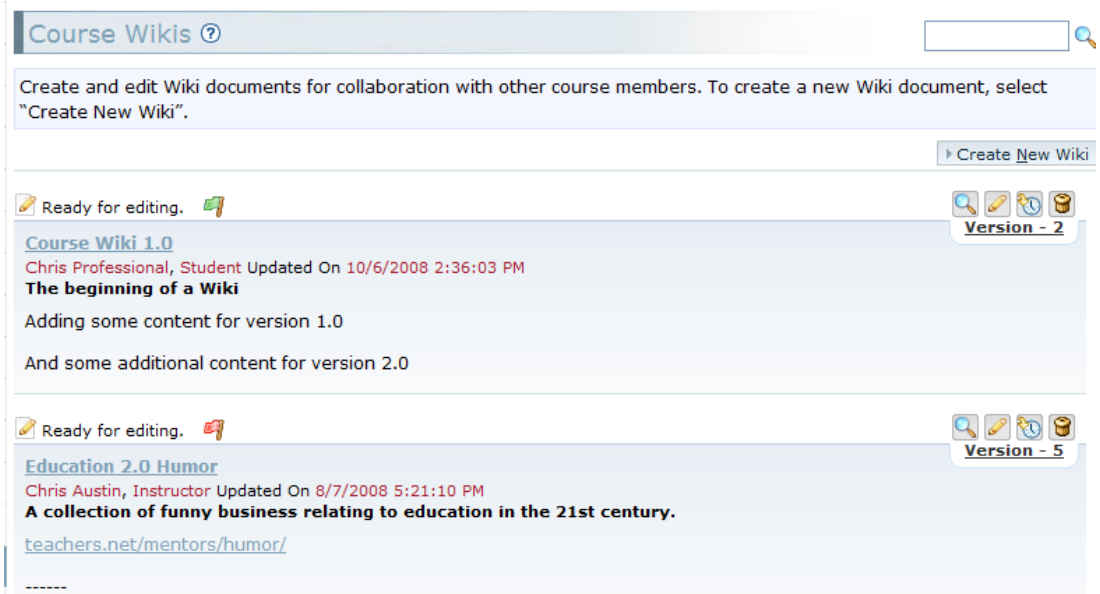

Figure 1

Definitions

View: Clicking the button allows you to review a wiki without opening it for editing.

Edit: Clicking the button allows you to edit a wiki.

History: Clicking the button allows you to review the history of a wiki's different versions.

Delete: Clicking the button allows you to delete a wiki.

Export: Clicking the button allows you to export the wiki as an HTML document.

Using the HTML Editor

Description

The HTML editor allows you to create a rich-text environment. It is used throughout Epsilen for your convenience in entering text and/or HTML content to achieve your intended results.

Figure 1 displays the HTML editor.

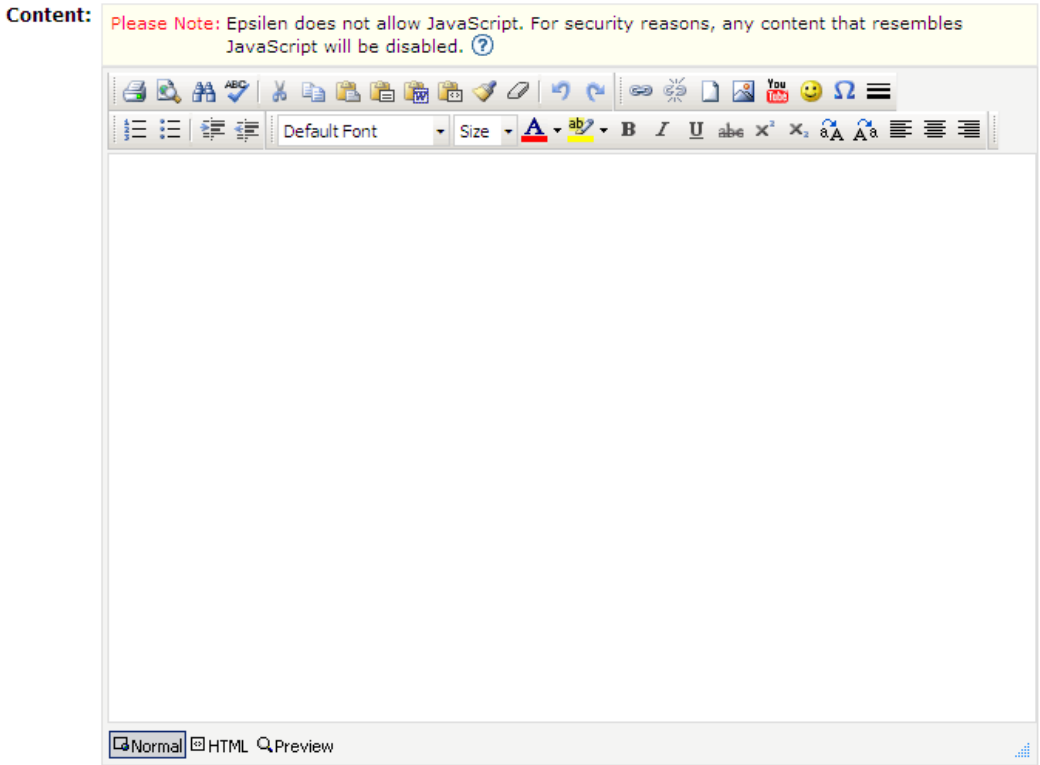

Figure 1

Definitions

Normal View allows you to type, add content and edit content.

HTML View allows you to type and add HTML markup to the content.

Preview View allows you to see the content as it would appear to your users. In this view, the content is not editable.

The function of each button in the HTML editor is described in the following table.

Button	Function
	Print the content in the HTML editor.
	Preview the content in the HTML editor by opening a popup window.
	Find and replace the specified text.
	Spell-check the content.
	Cut the specified content.
	Copy content from the HTML editor.
	Paste content into the HTML editor.
	Paste plain text into the HTML editor.
	Paste text from Microsoft Word into the HTML editor.
	Paste as HTML content.
	Clean up HTML (remove tags, etc.).
	Remove formatting.
	Undo last action.
	Redo last (undone) action.
	Insert a hyperlink.
	Remove hyperlink functionality from selected text.
	Insert a file.
	Insert an image.
	Embed a YouTube video.
	Insert an emoticon (smiley).
	Insert a special character.
	Insert a horizontal line.
	Insert numbered list.
	Insert bulleted list.
	Indent text.
	Outdent text.

Arial Verdana Comic Sans MS Courier Georgia Impact Lucida Console Tahoma Times New Roman	Select desired font.
Not Set 1 (8pt) 2 (10pt) 3 (12pt) 4 (14pt) 5 (18pt) 6 (24pt) 7 (36pt)	Select desired text size.
A	Change color of selected text.
ab	Highlight selected text.
B	Boldface selected text.
I	Italicize selected text.
U	Underline selected text.
abc	Strikethrough text.
x^2	Superscript text.
x_2	Subscript text.
aA	Convert text to upper case.
Aa	Convert text to lower case.
	Left-justify text.
	Center text.
	Right-justify text.

Creating a Wiki

To Create a Wiki

1. Click **Create New Wiki**.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for the new Wiki (required). The title should help distinguish this wiki from others that may be created for the course.
Description	Enter additional text to help guide collaborators and focus efforts moving forward.
Disable editing on a specific date	Check this box to lock the wiki after midnight on the specified date (making the contents read-only).
Allow all course members to edit this Wiki document	This box is checked by default. Unchecking the box will allow you to assign viewing and editing privileges to specific members. (Please note that all administrators, instructors, assistants and members given permission to manage course content will maintain viewing and editing rights for this wiki, even if they are not selected within this list.)
Make content Non-editable	Check this box if you wish for the initial version of the wiki to be read-only (for presentation, rather than collaboration, purposes).
Content	Enter content to get the Wiki started using the HTML editor. (For additional information, see "Using the HTML Editor.")
Add Section	If desired, you can check this box to add a separate section to the Wiki. This includes a separate HTML editor for its content, as well as the option to make the section non-editable.

3. Review your content and settings, and make any desired changes.

The Create Course Wiki page is displayed in Figure 2.

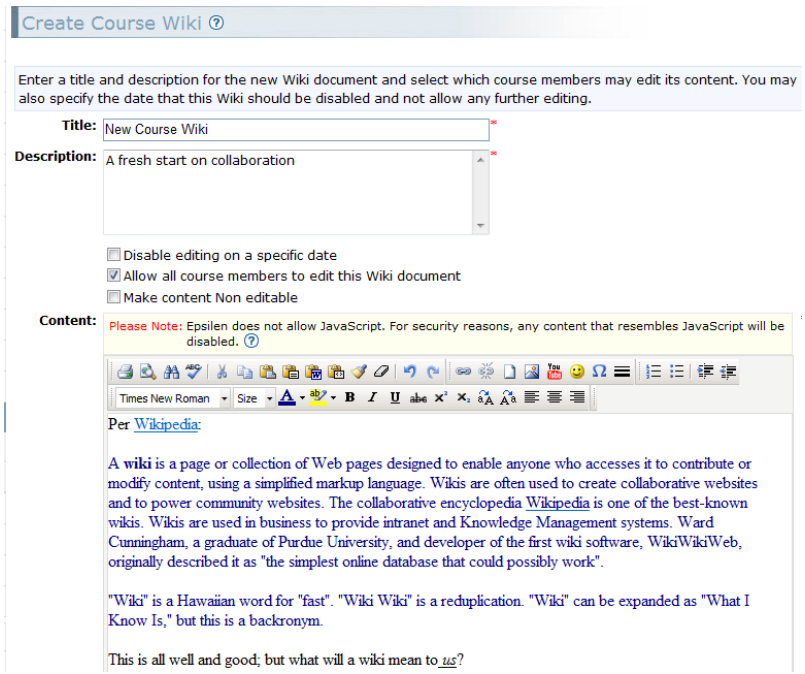

Figure 2

4. Click **Create Wiki**.
5. You will be returned to the main Course Wikis page. An entry for your new creation appears at the top of the listings, listed as "Version 1," and you will be credited as the author of this version on this page and in the history log. The icon appears above the entry to let other course members know that it is ready for editing (if you have allowed editing).

A newly created wiki (ready for editing) is displayed in Figure 3.

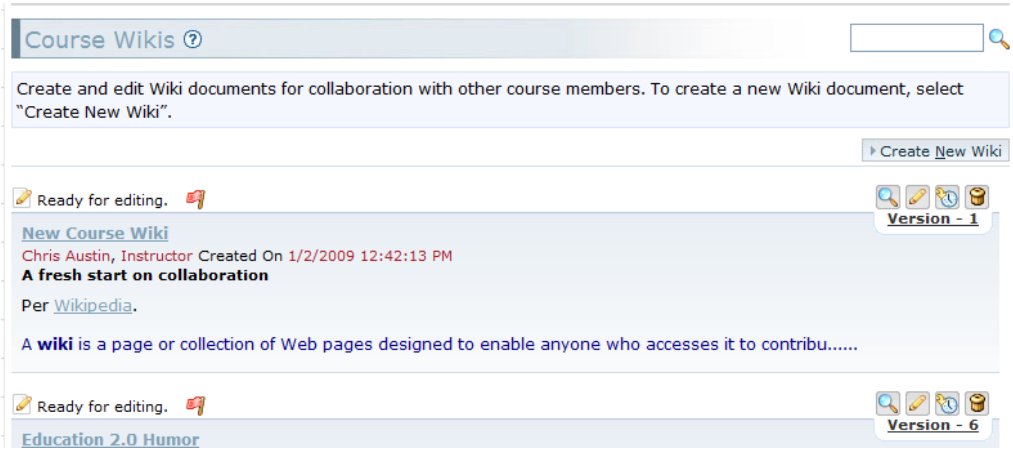

Figure 3

To view a wiki:

1. Click on the link for the title of the wiki, or click the button.

To edit a wiki:

1. Click the button.
2. Revise any desired fields.
3. Click **Save Changes**.
4. This will update the wiki with your revisions, and you will be credited as the author of this version in the history log.

While a member is editing a wiki, it is not accessible to other members for editing. The Locked for Editing icon ( ) is listed above the entry on the Course Wiki page.

An example of a wiki locked for editing by a user is displayed in Figure 4. Note that the Edit button ( ) is not available.

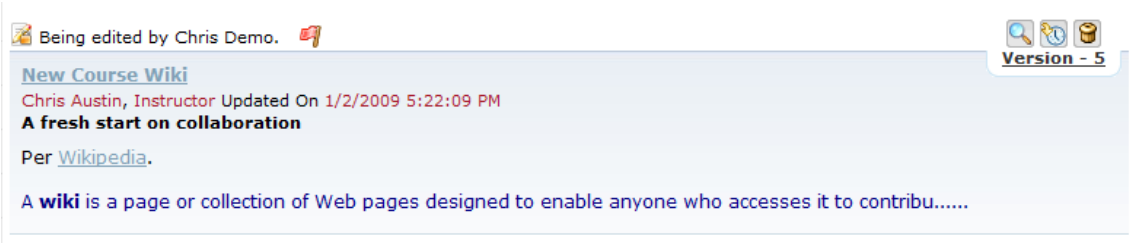

Figure 4

Important: If you elect not to make any changes, click **Cancel**. If you open the wiki for editing and leave the page in any way other than saving changes or canceling editing, you will create a draft. (Your activity is automatically saved every few minutes, allowing a draft to be created even if your version is not officially closed.)

While this draft is saved for your convenience, it may be an inconvenience to other members of the course. If they later attempt to edit the wiki, they will receive a message that your draft needs to be edited or deleted in order to continue.

To edit a draft

1. If a draft exists, a button called **View Wiki Drafts** appears on the main Wiki page for the course. Click this link to review the draft.
2. The **Course Wiki Drafts** page lists any drafts which are outstanding. To review the draft, click the button.
3. To edit the draft, click the button. Alternately, to delete the draft, click the button.
4. If you click to edit the draft, you may revise the draft and click **Save Changes** to update the Wiki. Alternately, you may click **Delete Draft**, which removes the draft and allows the previous (last saved) version of the Wiki to be edited.

The Course Wiki Drafts page is displayed in Figure 5.

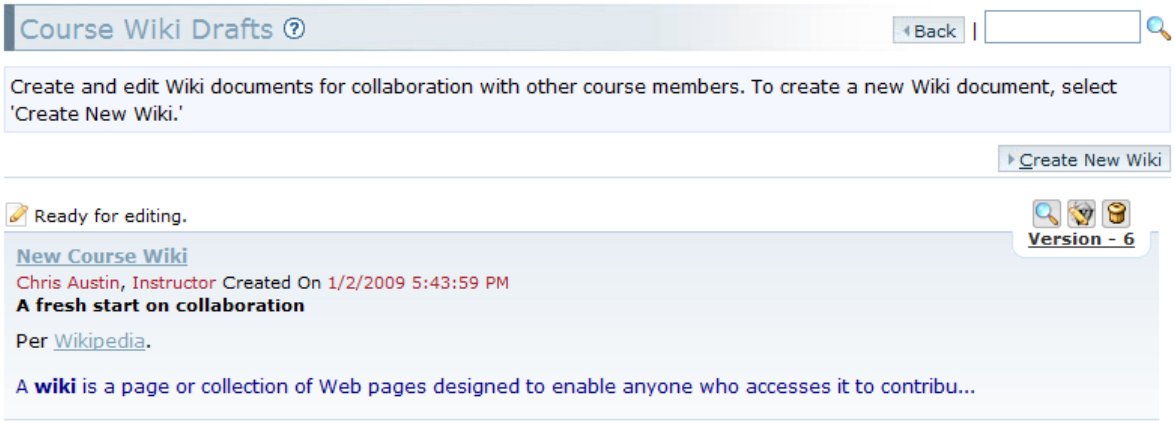

Figure 5

To review the history of a wiki

1. Click on the button.
2. The **Course Wiki History** page displays a list of the versions, the members who authored them, and the dates/times they were saved. You can click on the to review any version. However, only the most recent version may be edited (if it is available to be edited.

The Course Wiki History page is displayed in Figure 6.

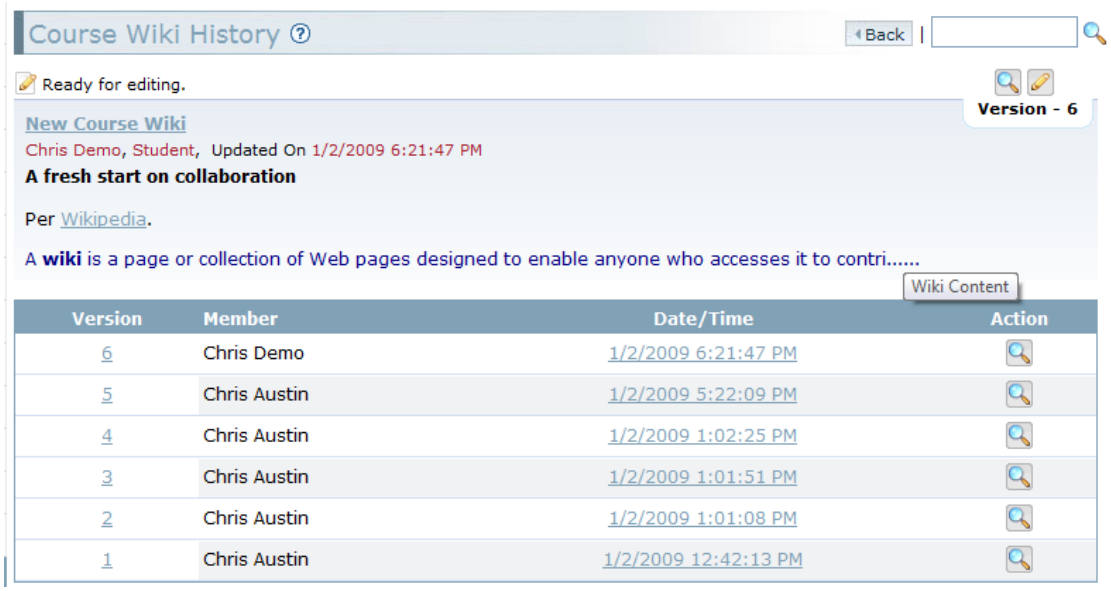

Figure 6

To export a wiki

1. Click the button.
2. Click the button.
3. You will be given the option to save the wiki as an HTML document.

The export option is displayed in Figure 7.

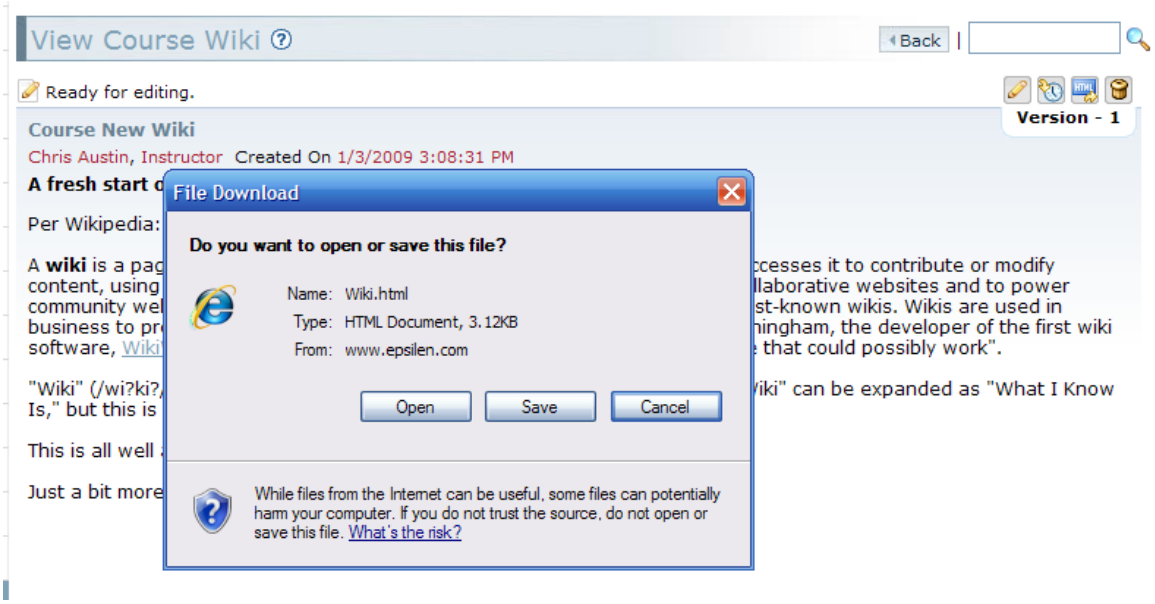

Figure 7

To subscribe to a wiki

1. Click the button above the wiki on the main Course Wiki page.
2. The button changes to a button, indicating that you are now subscribed to be notified of any changes to this wiki.

A wiki with the green subscription flag set is displayed in Figure 8.

Figure 8

To unsubscribe to a wiki

1. Click the button above the wiki on the main Course Wiki page.
2. The changes to a button, indicating that you are no longer subscribed to be notified of any changes to this wiki.

To add a section to a wiki

1. Click the button.
2. Below the HTML editor, check the box for **Add Section**.
3. A second HTML editor appears. Enter the desired content.
4. If you wish to make this section non-editable (due to copyright issues, for example), check the box.

The Add Section option (with the section being added as non-editable) is displayed in Figure 9.

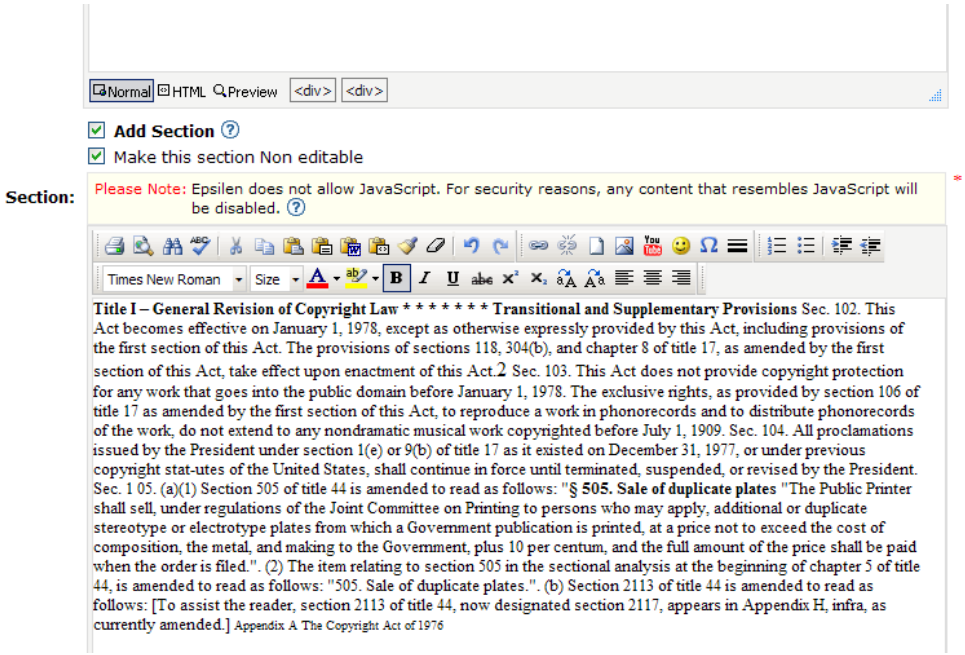

Figure 9

5. Click **Save Changes**.
6. You will be returned to the main Course Wikis page. If you have chosen to make the section non-editable, the icon above the wiki is replaced with the icon to let course members know that a section has been locked.

The "locked section" message on the main Course Wiki page is displayed in Figure 10.

Figure 10

To disable editing/lock a wiki

1. Click the button.
2. Check the box for **Completed (disable editing now)**.
3. Click **Save Changes**.
4. You will be returned to the main Course Wikis page. The icon above the wiki is replaced with the icon to let course members know that the wiki has been completed.

The "wiki complete" message on the main Course Wiki page is displayed in Figure 11.

Figure 11

To unlock/re-open a wiki

1. Click the button.
2. Uncheck the box for **Completed (disable editing now)**.
3. Click **Save Changes**.
4. You will be returned to the main Course Wikis page. The icon above the wiki is replaced with the icon to let course members know that the wiki is ready for editing.

To delete a wiki

1. Click the button.
2. A pop-up message appears, asking you to confirm your intention to delete and noting that deletion of the wiki cannot be reversed.
3. Click **OK** (or **Cancel**, if you prefer not to delete).

The confirmation message for the deletion of a wiki is displayed in Figure 12.

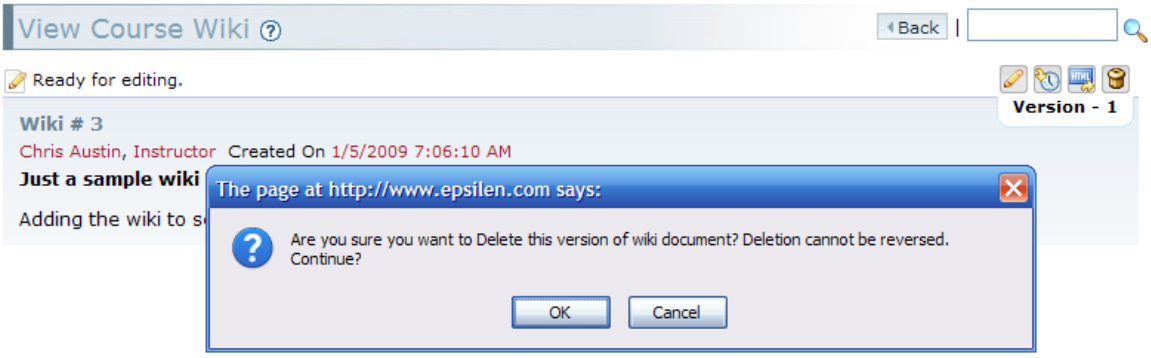

Figure 12