Computer Tutorial:
Add Content to a Wiki

Purpose: To show students how to add content to a Wiki in MyHills.

“Wikis” consist of one or more pages in which everyone in the course can add, edit, and organize content. Everyone enrolled in the course can view Wikis within the course.

From within a course, click “Course Tools,” which is located in the blue “Course Menu.”
The “Tools” page will open.

Select “Wikis.”
The “Wikis” page will open.

**Note:** You may also be able to access the “Wikis” page by clicking the Wiki link from within a Content Area, such as “Learning Units” or “Assignments.”

On the “Wikis” page, a list of all available wikis for the course will appear.
Click the title of the wiki you would like to access.

**Note:** Do not be alarmed if you cannot access a particular wiki. Your instructor may choose not to open a wiki until a specific date and time, or until a certain assignment has been successfully completed. See the Course Schedule for details.

The wiki will open.

**Note:** You may also be able to access a *specific* wiki by clicking the Wiki link from within a learning unit.
The instructions for the wiki will appear in a blue box under “Instructions.”

You may close the “Instructions” box by clicking the “X” in the upper-right corner of the box.
Click “Instructions” if you would like to re-open the “Instructions” box.

General information about the wiki, including the “Number of Wiki Pages,” will appear on the right side of the page, under “About this Wiki.”
The “Home” page of the wiki, along with any content that has been added to that page will appear below the instructions.

Click “Edit Wiki Content” to edit a wiki page. You can add new content or edit existing content.
The “Edit Wiki Page” will open.

The title of the wiki page will already appear in the box next to “Name.”

**IMPORTANT:** Do not change the title of the wiki page unless you are instructed by your professor to do so.
The “Content” box may already contain content written by your instructor or classmates. You may edit content that is already there or type new content in this box.

You may edit your entry using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.
Once you are ready to post to the wiki, click “Submit.”

A green “Success…” message will appear at the top of the wiki page and the edited wiki will appear below the “Instructions.”
Click “Comment” if you would like to add a comment to a Wiki Page.

The “Comment” box will open. Type your comment in this box.
Then, click “Add.”

The “Comment” box will close. Select “Comments” to view comments made to the Wiki Page.

Any comments made to the page will appear.
Click “Create Wiki Page” to create a new wiki page.

Note: Only create a new Wiki Page if you are instructed to do so by your professor.

The page “Create Wiki Page” will open.

Type the title of the Wiki Page in the “Name” box.
Create Wiki Page

Instructions
Add content and information that is important for this Physics course.

The goal is to work together to make a comprehensive list of definitions, important concepts, and equations for reference and review.

* Indicates a required field.

1. Wiki Page Content

   * Name

   Content

Type content for the Wiki Page in the “Content” box.
You may edit your entry using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.

Once you are ready to create your Wiki Page, click “Submit.”

The Wiki Page you created will appear. A green “Success...” message will appear at the top of the page.
The content you added to the Wiki Page will also appear.

If you would like to edit a different “Wiki Page,” select the title of page you would like to edit on the right side of the page under the title of the wiki.
The selected page will open. Follow the instructions from earlier in this tutorial to add content to the Wiki Page.

If you would like to see the history of a “Wiki Page,” click the drop-down arrow next to the title of the page.
In the menu that opens, select “History.”

Note: You may also choose to “Open” or “Edit” the wiki from this menu.

The “Page History” page will open.
Select the version of the wiki you would like to view.

The wiki “Version” will open in a new window. Click “OK” to close the window.
You can compare two versions of the wiki by selecting the boxes to the left of the two versions you would like to compare. Then, select “Compare Versions.”

The “Page Comparison” page will open in a new window.
Information about each version of the wiki you are comparing, such as the author and date, will be in the “Comparison Details” box.

**Page Comparison**

*Use the Legend tab to understand how one version was changed in comparison to the other version of this Wiki page.*

**Comparison Details**

<table>
<thead>
<tr>
<th>Version</th>
<th>Page Title</th>
<th>Created On</th>
<th>Author</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Physics Terms</td>
<td>8/7/13 3:33 PM</td>
<td>Jordan Mentor</td>
<td>1 KB</td>
</tr>
<tr>
<td>2</td>
<td>Physics Terms</td>
<td>9/24/13 11:43 AM</td>
<td>Janet Learner</td>
<td>1 KB</td>
</tr>
</tbody>
</table>

**Physics Terms**

Physics - The branch of science that describes the motion and energy of all matter throughout the universe.

Mass - The mass of an object is the quantity of material making up the object.

Matter - Anything that occupies space and has mass.

The content of the Wiki Page will appear directly below the “Comparison Details” box.
Click “Legend” for an explanation of the different markings that are shown when comparing versions of a Wiki Page.

The legend will appear. Use the legend to identify how one version of the Wiki Page is different from the other.
Once you are finished comparing versions of the Wiki Page and would like to close the “Page Comparison” window, click “OK.”

Congratulations! You now know how to post to a Wiki in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the IT Help Desk
Phone: (641) 683-5333 | Email: helpdesk@indianhills.edu | Web: www.indianhills.edu/helpdesk