## Faculty Tutorial:
Create a Wiki

Purpose: To show faculty members how to create a "Wiki," a "Wiki Page," and add a "Wiki Link" to a Content Area in MyHills.

Note: "Wikis" will not be available in your course by default. Before you can create a wiki in your course, you must make the "Wikis" tool available.
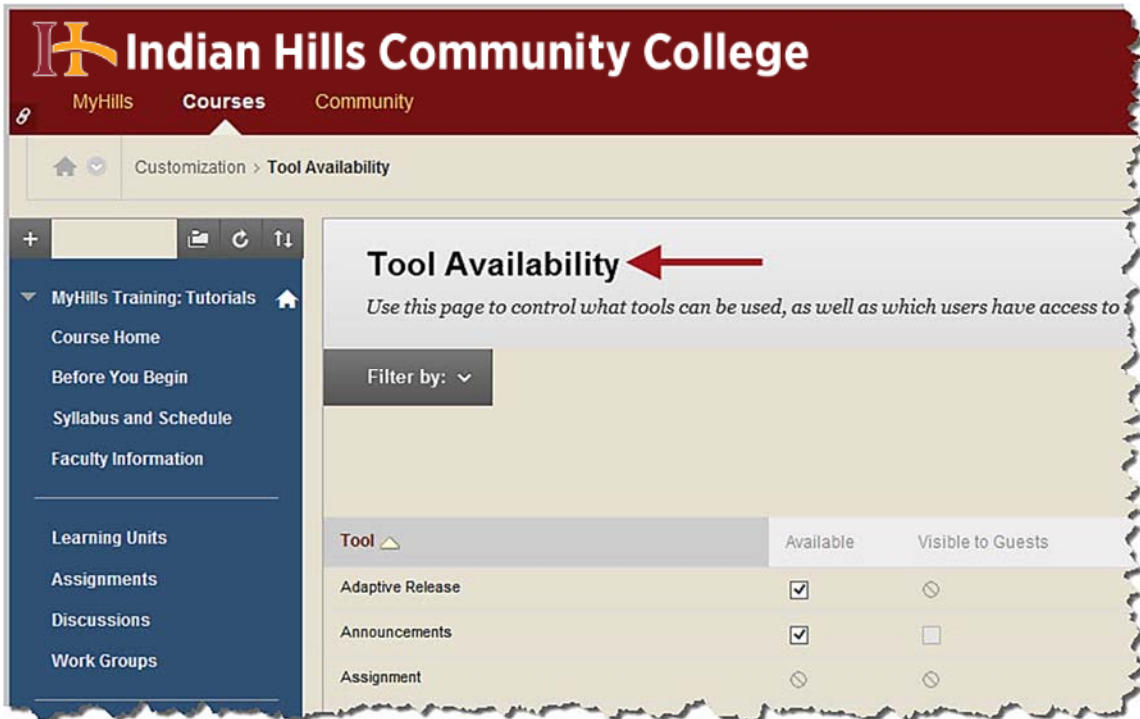
To enable "Wikis," click "**Customization**," which is located in the gray "Course Management" menu in your course.
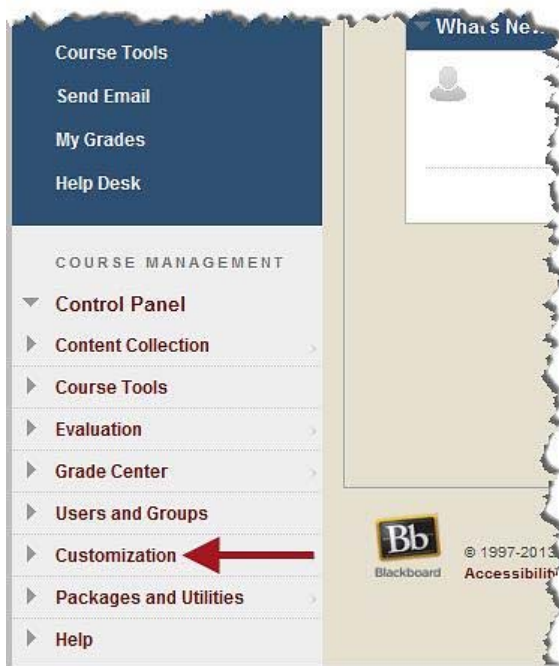
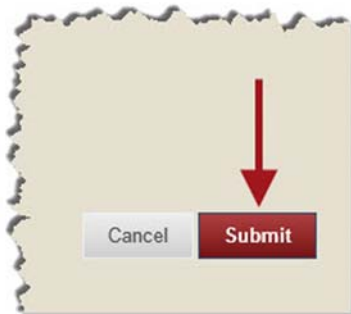In the sub-menu that opens, click "**Tool Availability**."

You will be taken to the "Tool Availability" page. This page lists every tool that can be made available in your course.
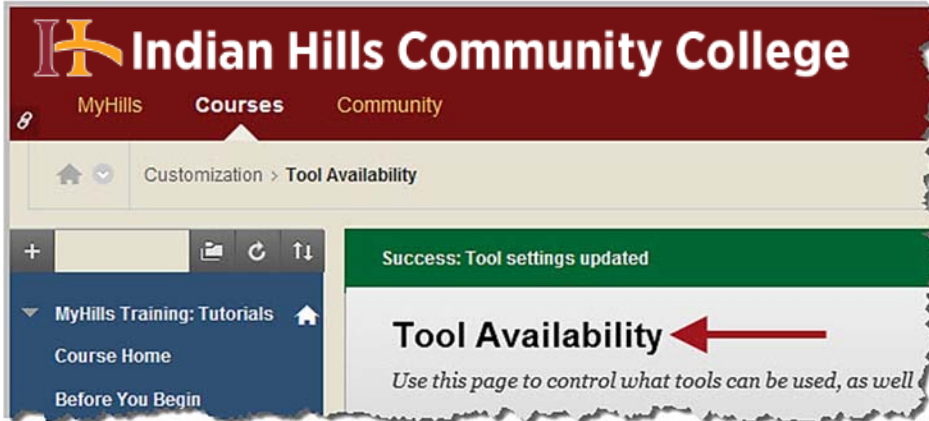

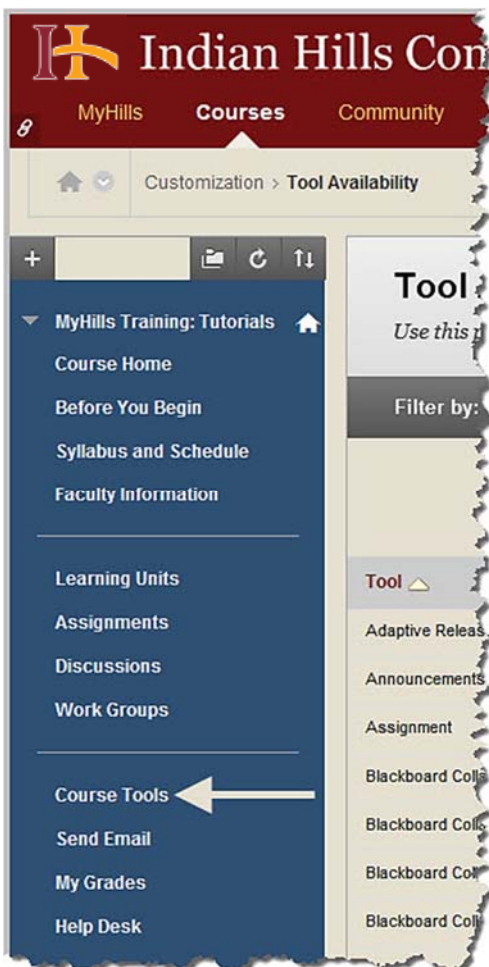Check the box next to "**Wikis**," in the "Available" column, to make the "Wikis" tool available.

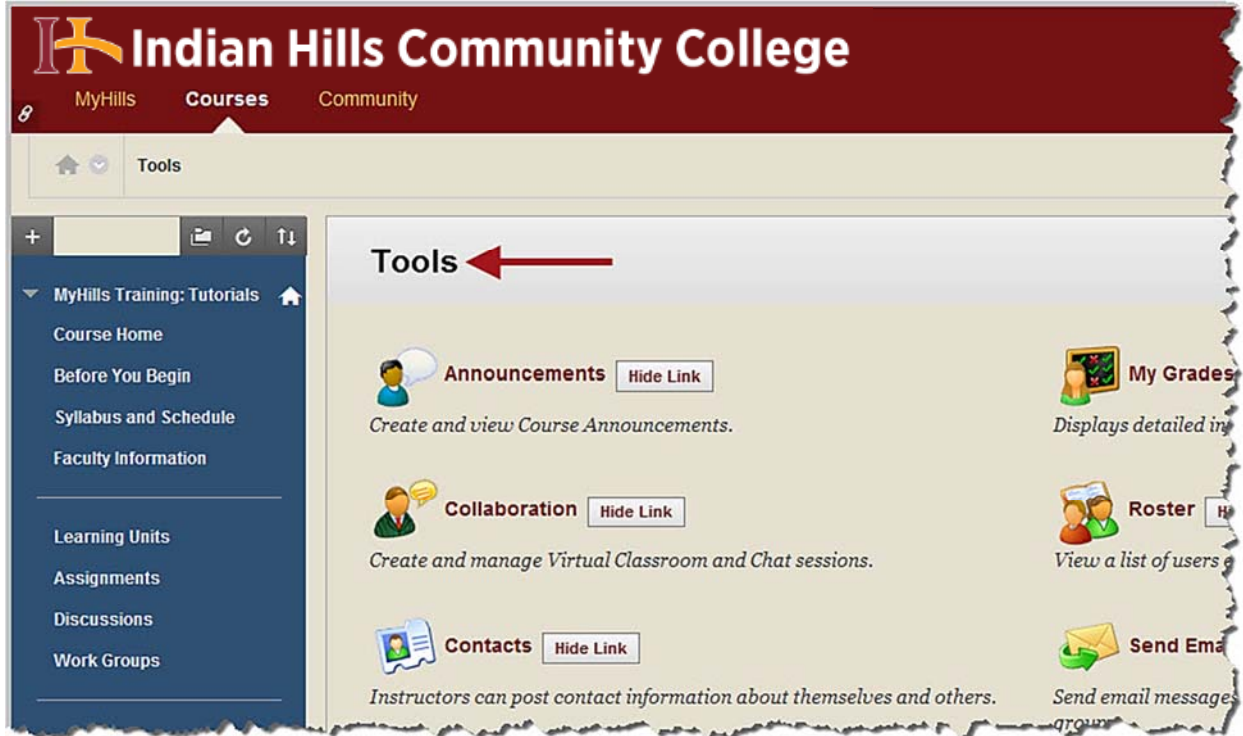Scroll to the bottom of the page and click "**Submit**."

A **green** "Success…" message should appear at the top of the "Tool Availability" page.

Now, that the "Wiki" tool is available, let's create a "Wiki." From within your course, click "**Course Tools**," which is located in the **blue** "Course Menu."

The "Tools" page will open.

On the "Tools" page, select "**Wikis**."

The "Wikis" page will open.
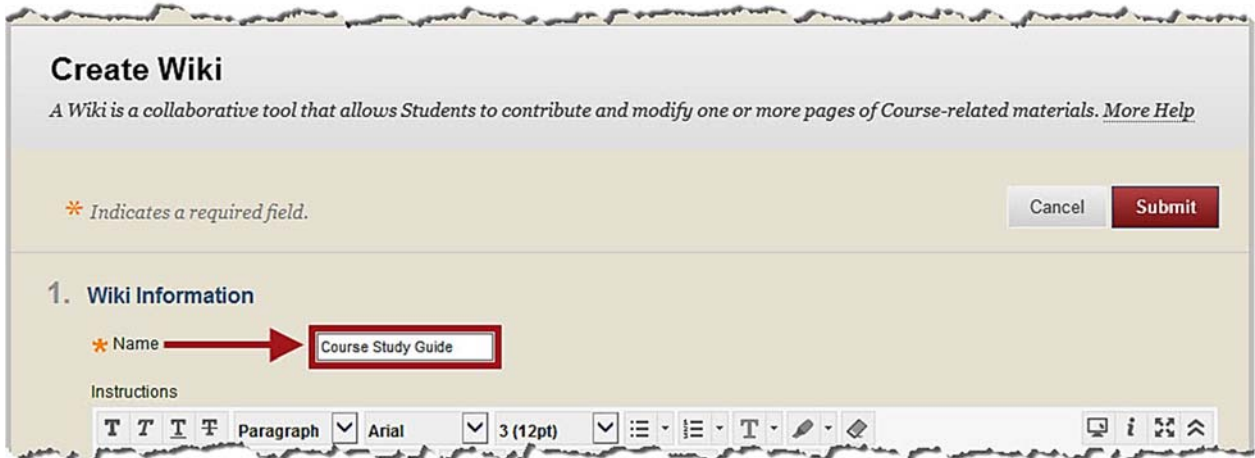

Select "**Create Wiki**."

The "Create Wiki" page will open.

Under "Wiki Information," type the title of the wiki in the "Name" box.

Note: The orange asterisk indicates that this is a required field.
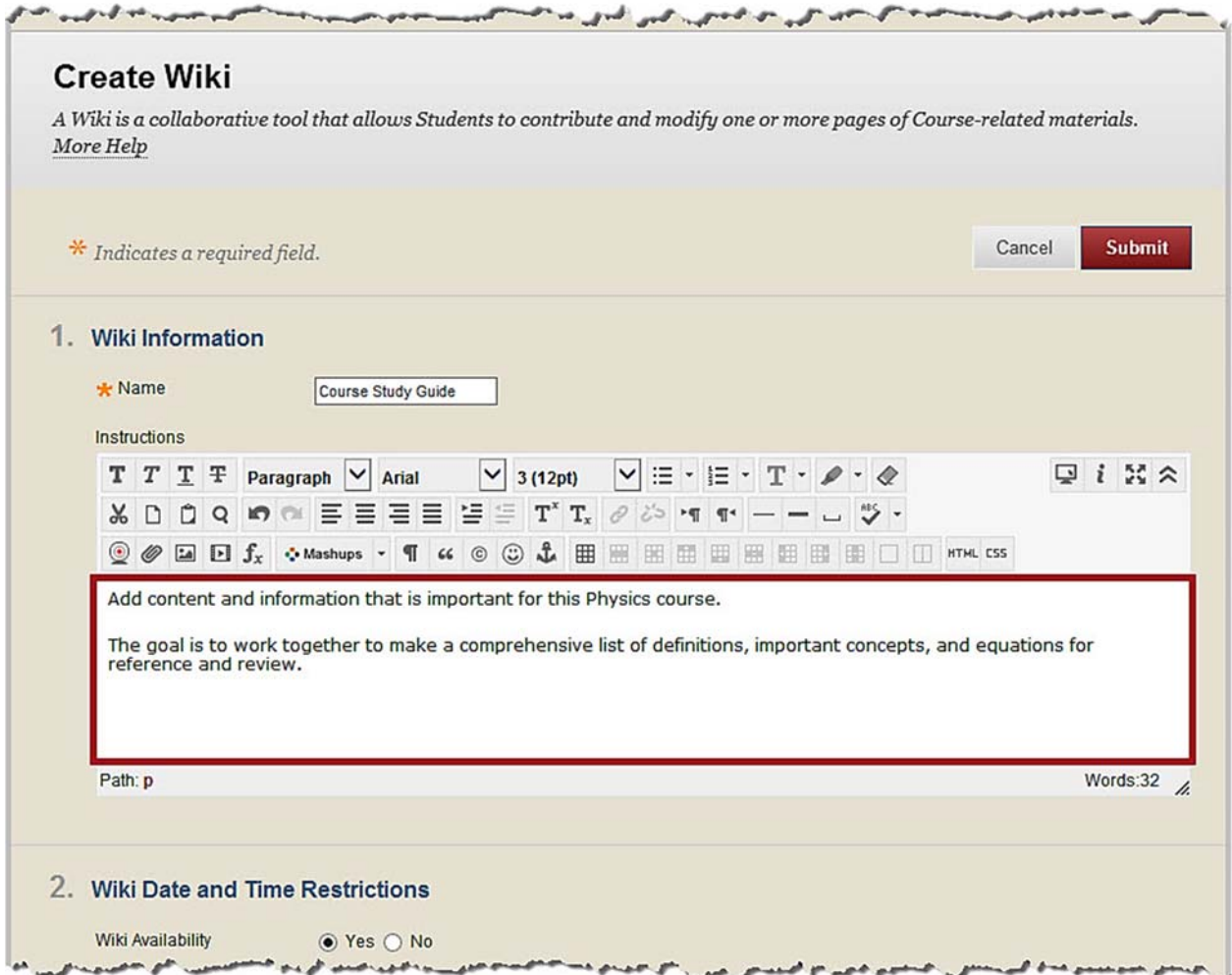
Type the instructions for the wiki in the "Instructions" text box.

Under "Wiki Date and Time Restrictions," keep "**Yes**" selected for "Wiki Availability." This ensures that the wiki is available to students.

Note: If you do not want the Wiki to be available to students immediately, set a "Display After" restriction, as described below.

If you would like the wiki to only be available for a particular time frame, you may set date restrictions. Check the box next to "Display After" and/or "Display Until." Then, click the calendar icon to select a date.

Note: The "Wiki" will become available to students at 12:00 a.m. on the "Display After" date and unavailable to students after 11:59 p.m. on the "Display Until" date.

Under "Wiki Participation," keep "**Open to Editing**" selected so that students are able to add content to the wiki.

Note: At a later date, you may wish to change this setting to "Closed to Editing." Then, students would still be able to view the wiki, but they would not be able to add/edit content.

If you would like to allow students to comment to the wiki, then leave "**Open to Commenting**" selected. Students could then use the "Comment" area for asking questions, if applicable.
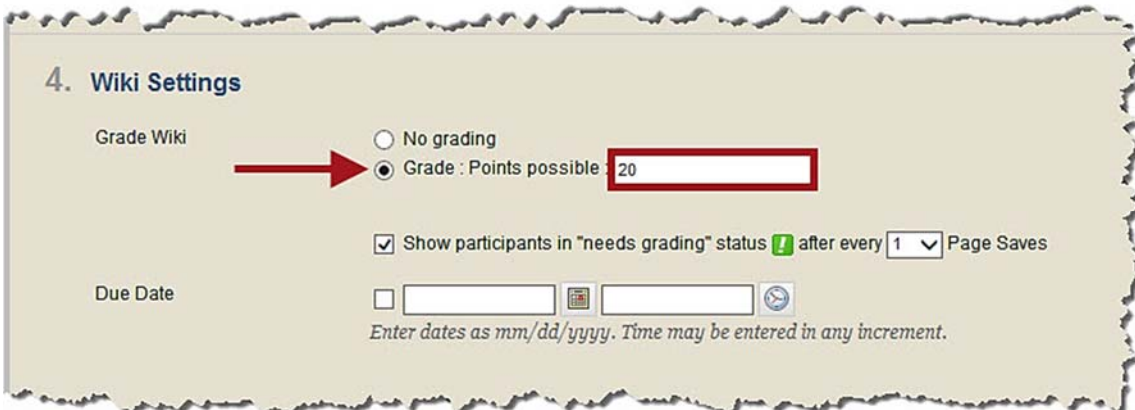

Under "Wiki Settings," select "**Grade**" and enter the number of points possible for the wiki in the box provided.

Keep the box checked next to "Show participants in 'needs grading' status…" and select the number of required wiki posts from list. After the selected number of "Page Saves" have been made by the student, his/her wiki contribution(s) will show up in the "Needs Grading" area of your course.

When "Grade" is selected, you have the option to enter a "Due Date" for the wiki. Click the check box to select this option. Then, click the calendar icon to select a date and the clock icon to select a time.

Note: It is recommended that you enter a "Due Date" for the wiki, as then it will appear for students in their "To Do" module on the "Course Home" page. However, students may still post to the wiki after the "Due Date" has passed. If you do not want students to post to the wiki after a certain date, limit the availability of the wiki or close the wiki to editing, both of which are shown earlier in this tutorial.
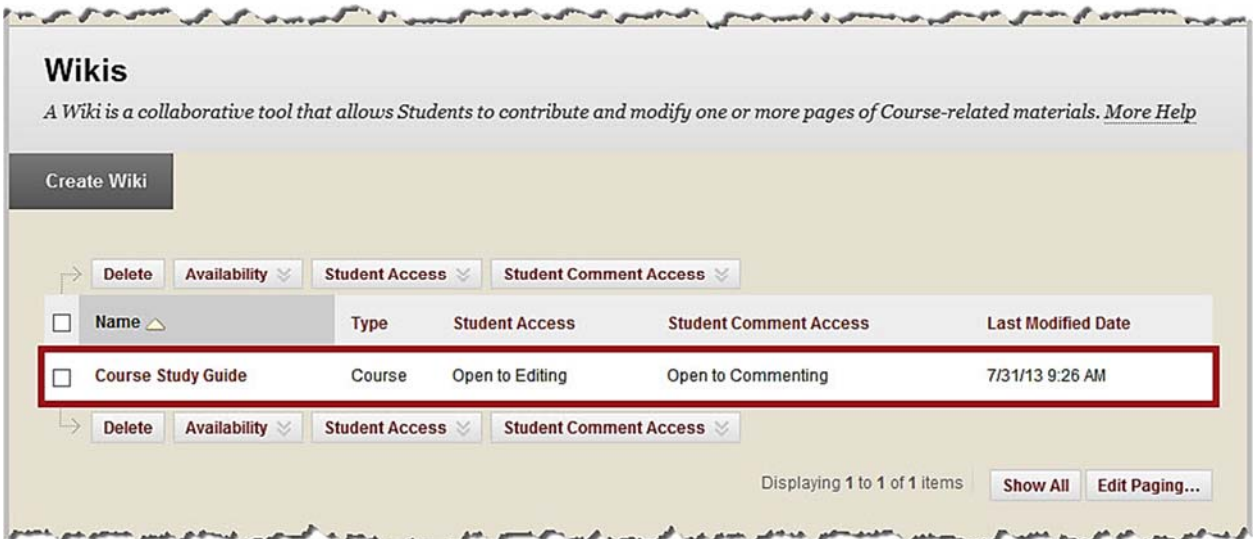
Once you have made your selections, click "**Submit**."

A success message will appear at the top of the "Wikis" page.


The wiki you created will also appear.

Next, we need to create a "Wiki Page" within the "Wiki" we created. On the "Wikis" page, select the name of the wiki in which you would like to create a page.

IMPORTANT: Students can create wiki pages. However, it is recommended that instructors create wiki pages so that they reflect the course's learning outcomes. Multiple pages may also be created for a single "Wiki," which can be helpful for organizing the wiki's content.
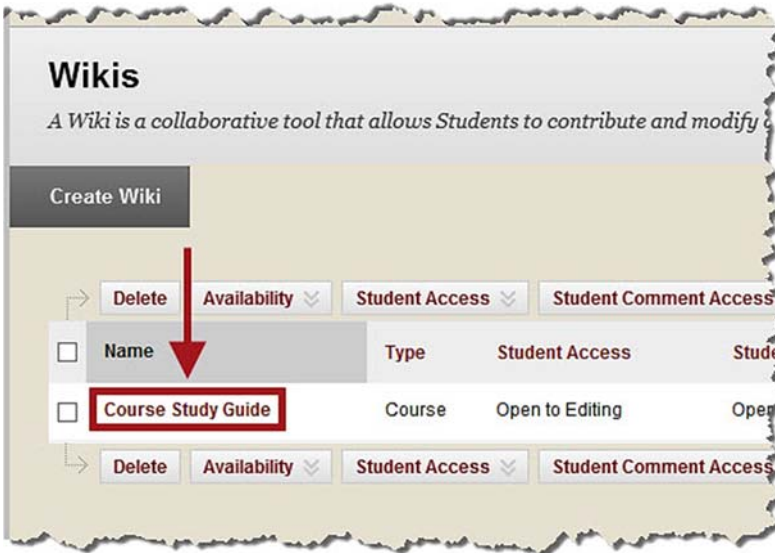
The "Create Wiki Page" will open. The message "No Pages exist for this Wiki. Please create the home page." will appear at the top of the page.

Under "Wiki Page Content" type the "Name" of the page in the box provided.

If you would like to give an example of the type of content you would like students to include in the wiki, type it in the "Content" box.

Then, click "**Submit**."
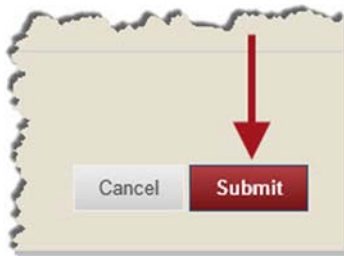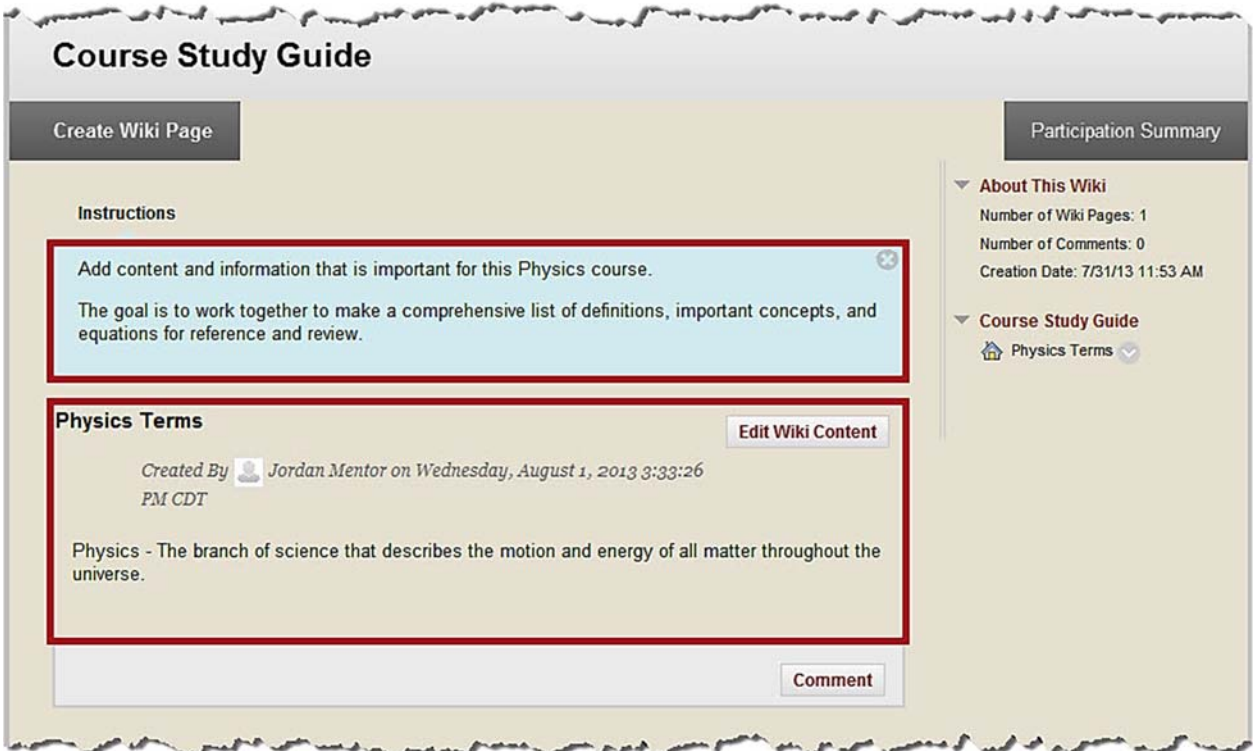

A **green** "Success…" message will appear at the top of the page.

The "Wiki" instructions, along with the "Wiki Page" will also appear on this page.

Now, let's add a link to the wiki we created from a Content Area in the course, such as "Learning Units" or "Assignments."

Select the Content Area, for which you would like to add the wiki link, in the **blue** Course Menu.

Note: If the "Wiki" spans several Learning Units in the course, it is recommended that it be added to the "Assignments" area of the course.
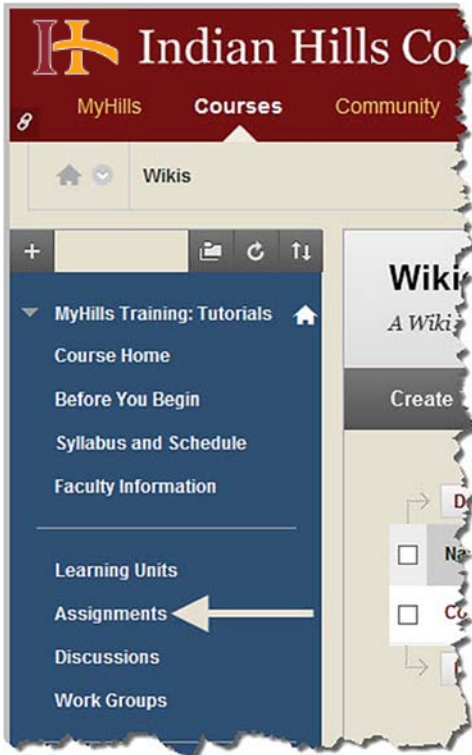
Once you are in the Content Area to which you would like to add the link, hover your cursor over "**Tools**."
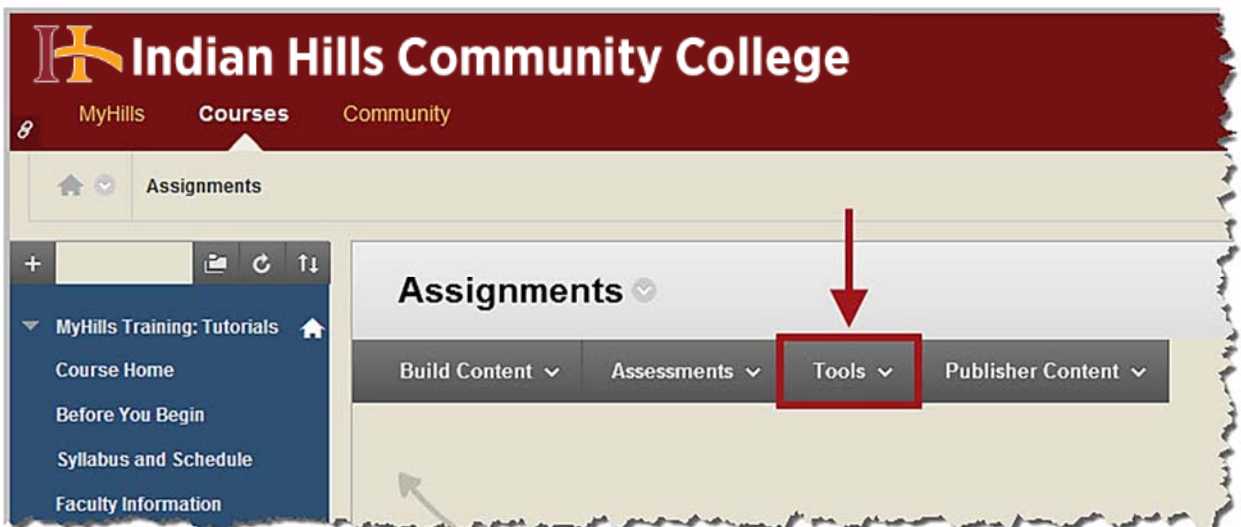
In the sub-menu that opens, select "**Wikis**."
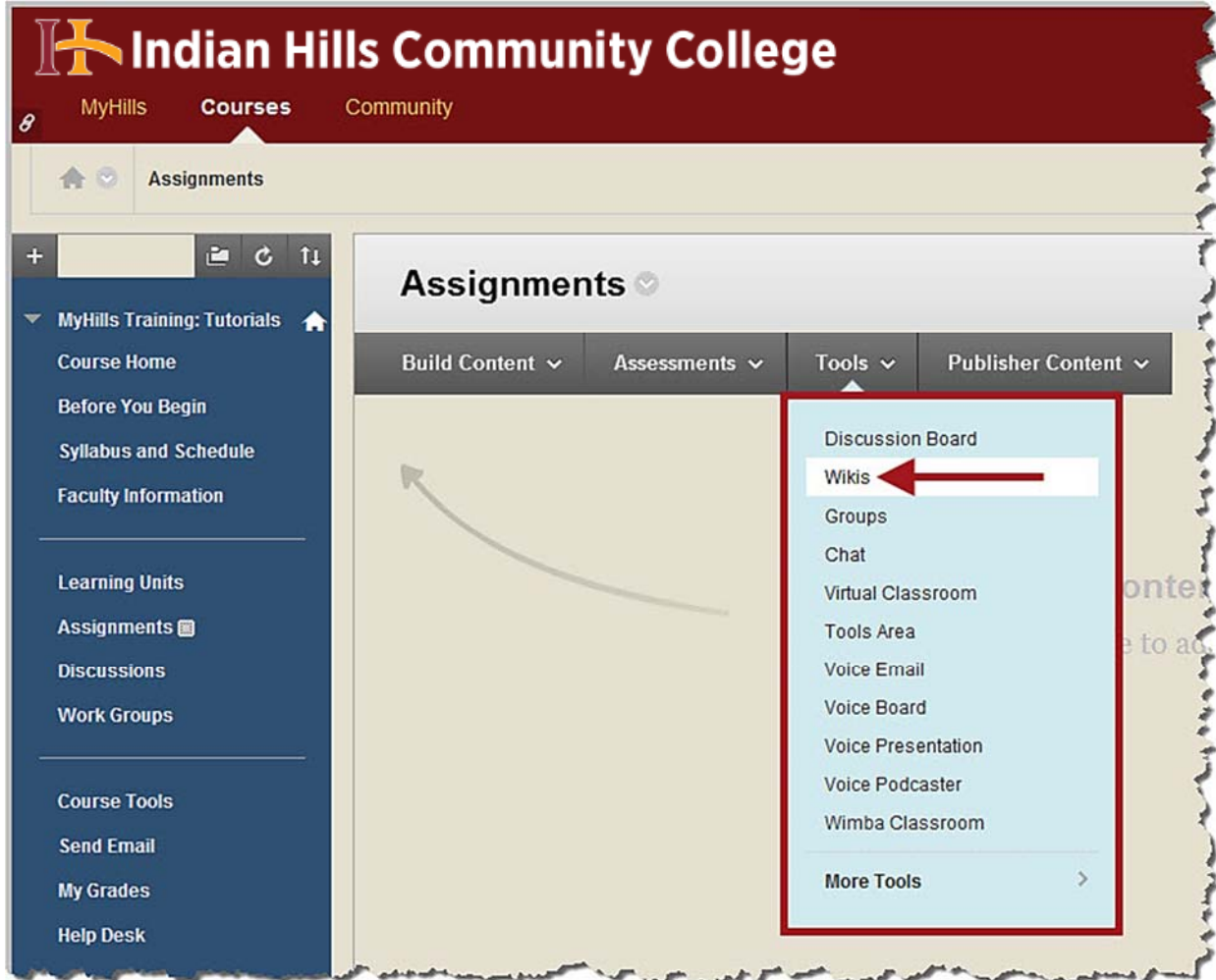
The "Create Link: Wiki" page will open.

Under "Create Link: Wiki," select "**Link to a Wiki**."
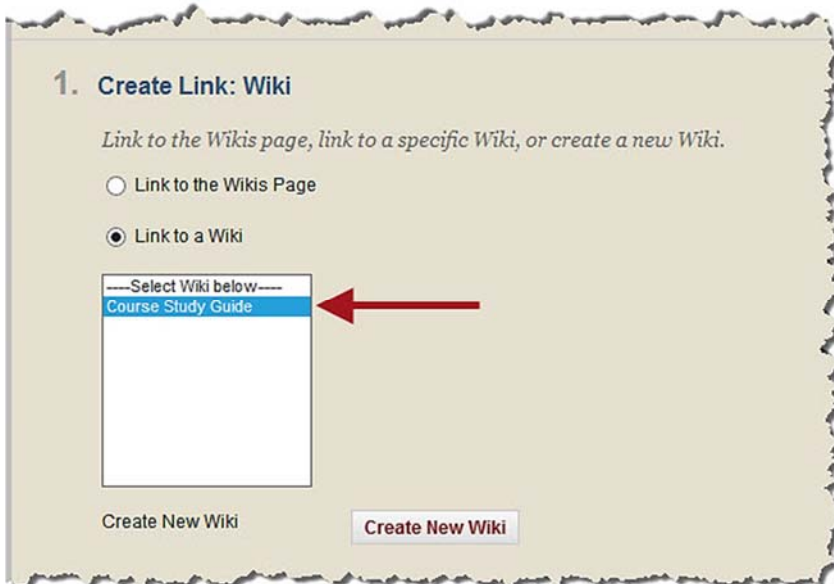
Then, select the wiki you created in the "Link to a Wiki" box.

Click "**Next**."
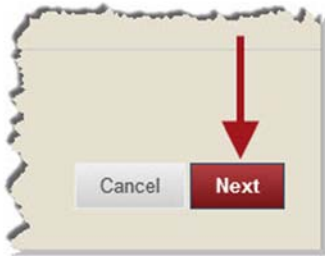
On the next page, the "Link Name" field will automatically be populated with the "Name" of the wiki (shown earlier in this tutorial).

Note: To avoid confusion, it is recommended that the "Name" and the "Link Name" match. Therefore, it is suggested that you do <u>not</u> change the "Link Name."

If you would like the "Link Name" color to be consistent with the color palette set for Indian Hills Community College, you may change the color by clicking the drop-down arrow next to "Black."

Note: Please use the Indian Hills color palette or leave the color black.

In the window that opens, type "**741213**" in the "Color value" box. Then, click "**Apply**."
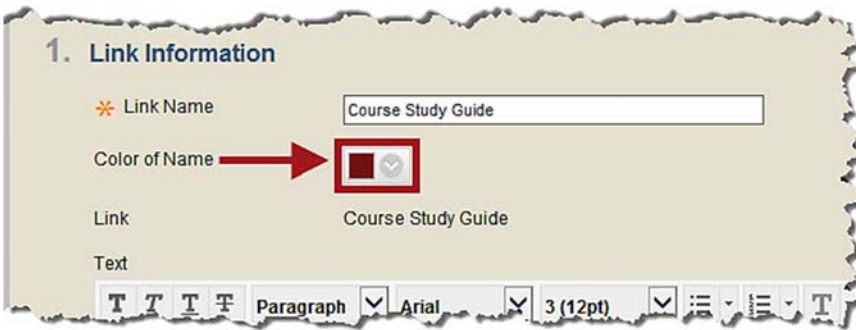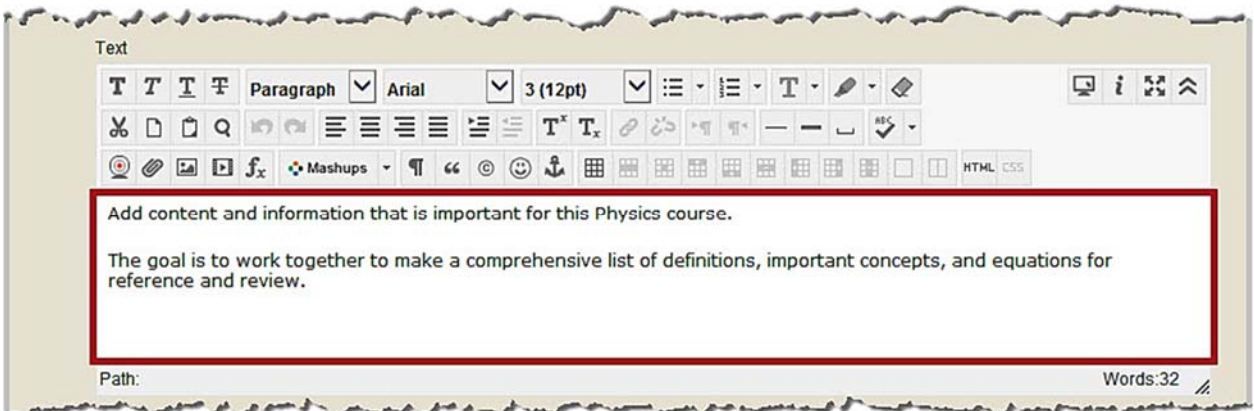

The "Color of Name" should now be **maroon**.

The instructions for the wiki will automatically populate the "Text" box. This information will appear in the Content Area, under the "Link Name."

Note: To avoid confusion, it is recommended that you do <u>not</u> change this.

Keep "**Yes**" selected next to "Available," so that the wiki link is available to students.

Choose the option you prefer for "Track Number of Views."

Note: "No" will be selected by default.

If you selected date restrictions for the wiki (shown earlier in the tutorial) you may want to set the same restrictions for the wiki link. Check the box next to "Display After" and/or "Display Until." Then, click the calendar icon to select a date and the clock icon to select a time.

Note: The "Date Restrictions" set here only apply to the blog link, not the blog itself. Also, time restrictions are not available for the "Wiki," but are available for the "Wiki Link."

Once you have selected your options, click "**Submit**."

You will be taken back to the Content Area. A **green** "Success…" message will appear at the top of the page and the wiki link will be listed on this page. Both students and the instructor may access the wiki by clicking the wiki link.

Note: If multiple items appear on this page, you may change the order of the wiki link by clicking and dragging it to the appropriate location on this page.
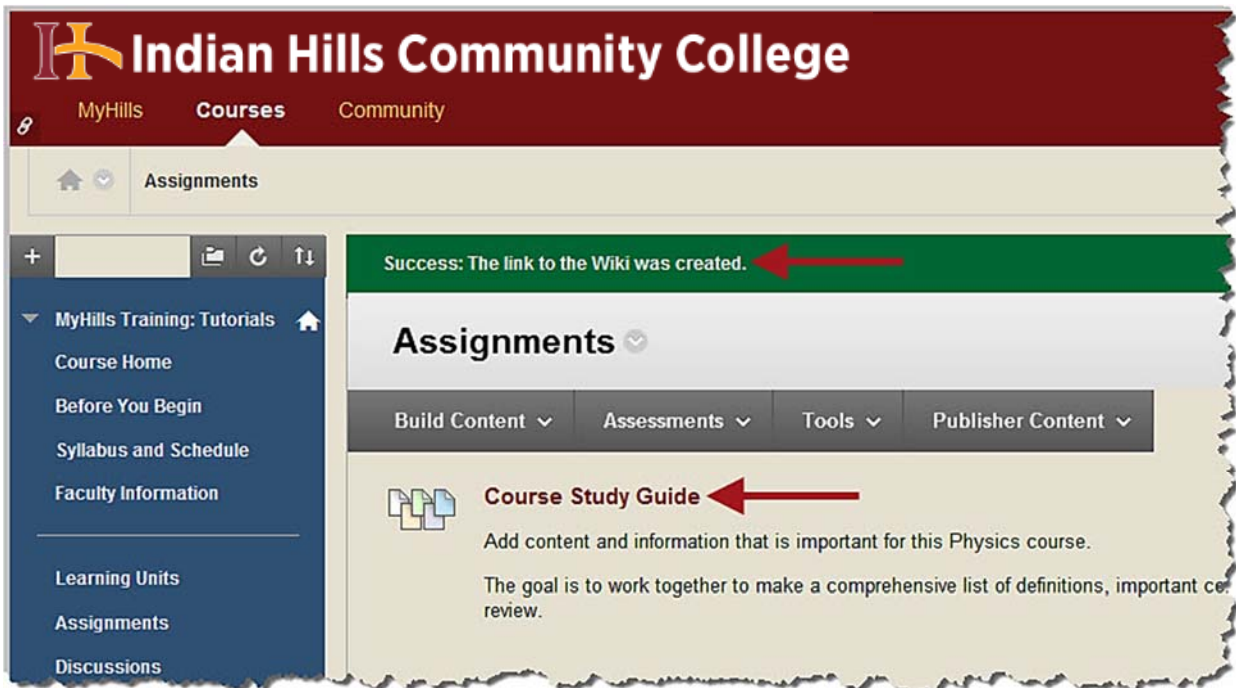
Congratulations! You now know how to create a "Wiki," a "Wiki Page," and add a "Wiki Link" to a Content Area!

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*