Creating a Wiki

Last updated: 6/18/2012

1. On the Control Panel, expand the Course Tools section.
2. Select Wikis.

![Course Tools](image.png)

3. On the Wikis listing page, click Create Wiki on the Action Bar.

![Create Wiki](image.png)

4. On the Create Wiki page, type a Name.
5. Type optional Instructions. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor, if needed. Attachments added using the Text Editor can be launched in a new window and have alternate text added to describe the attachment.
6. Select the Yes option to make the Wiki available to users. Use the Display After and Display Until date and time fields to limit availability of the Wiki. Select the Display After and Display Until check boxes in order to enable the date and time selections. Display restrictions do not affect the content in the Wiki, only the appearance of the Wiki.

7. Select the Student Access option. Student access can be changed at any time. Closed to Editing: Select this option when the instructor will be the only one contributing pages or to disallow further page editing by users, such as when the Wiki pages are set to be graded. Wiki can still be viewed when Closed to Editing is selected. Open to Editing: Allows users to
modifying any Wiki page. In a group Wiki, a user must be a member of the group to edit a Wiki page.

3. Wiki Participation

Student Access
- Closed to Editing
- Open to Editing

Student Comment Access
- Closed to Commenting
- Open to Commenting

8. Select No grading or the Grade option and type the number of Points possible. Points possible will apply to one or more pages added and all edits by the user. Once a Wiki is set to be graded, a column is created for it in the Grade Center. It is permanently gradable and cannot be set to No grading. Optionally, select the box and the number of page saves required to show participants in Needs Grading status. Applying this setting will show the Needs Grading icon in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of page saves have been made. You may also associate a rubric by pointing to Add Rubric.

9. Click Submit.

The Wiki topics appear in alphabetical order on the Wikis listing page. Columns can be sorted by clicking the column title or caret.

You can also provide links to Wikis in course areas such as Content Areas, Learning Modules, lesson plans, and folders. To learn more, see Linking to Tools in a Course Area.
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Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.