Editing a Wiki

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Any course member can edit a course Wiki page and any group member can edit a group Wiki page, unless you have disabled this function. You might choose to disable editing when it is time to grade the Wiki pages; however, you will still be able to edit student pages. All course members, including instructors, edit Wiki the same way.

When a Wiki page is being edited by one user, it is locked to prevent others from editing the same page. If a user tries to edit a page someone else is editing, he or she is informed that the page is currently being edited by another user.


2. Select the page to review and edit. The Wiki page opens in the content frame.

3. In the side panel, click the page’s Action Link to access the contextual menu and select Edit Properties.

-OR-

Click Edit next to the page’s title in the content frame.

4. On the Edit Wiki Page, changes can be made to the name and content of the page. Additional content can be added also. Use the functions in the Text Editor to format existing text or add links, images, multimedia, Mashups, attachments, and link to other Wiki pages.
5. Click Submit.

Note: Select History from a page’s contextual menu to see how the page has been modified, view any version, and compare two versions side by side. The Page History page allows you to retrieve information about the development of any page and see who contributed content. The most recent version of the page appears first. You can delete one or more Wiki page versions from the Page History page, but students cannot. You may wish to delete a page because of inaccurate, flawed, or offensive content. When a version is deleted, all participation history for that version is deleted. If the latest version is deleted, then the version next in line becomes the most current version and is the page viewed in the Wiki.

Sticky Note: Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.