

Wiki Guide for Students

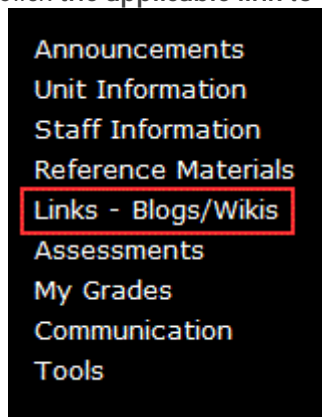
A wiki is a form of web site, where a simple editor is used to create and link pages together. Blackboard wikis are located within your Blackboard course, so you don't have to go to another Web site to work in your wiki. Instructors may set up a wiki that the whole class can use, break the class into groups for wiki projects, or create a separate wiki for each student.

1. Access your wiki
2. Edit your wiki
3. Add new pages to your wiki
4. Add links to your wiki
5. Upload files
6. Add images
7. Embed video clips from outside websites
8. Navigate to different pages
9. View the edit history

1. Access your wiki

Your instructor will tell you where your wiki is located. It will most likely be accessible from the course menu.

1. Click the applicable link to enter your wiki



2. This is what the wiki homepage looks like:



2. Edit your wiki

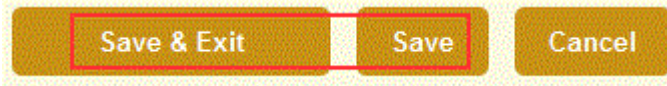
1. If you are editing your wiki for the first time, select the **Edit** link from the toolbar. If you don't have editing rights, the Edit link will not appear. This is to prevent you from editing wikis that don't belong to you.



2. The entry editor will appear. Write your text and format it using the buttons in the **rich-text toolbar**. You'll notice that the buttons resemble those found in Microsoft Word. If you are comfortable with HTML, there is a button in the toolbar that lets you write HTML code.



3. When you are finished editing your page, click **Save**.



4. The name of the person who last edited the page, along with the date of that edit, will appear in the right column under **Latest Activity**.

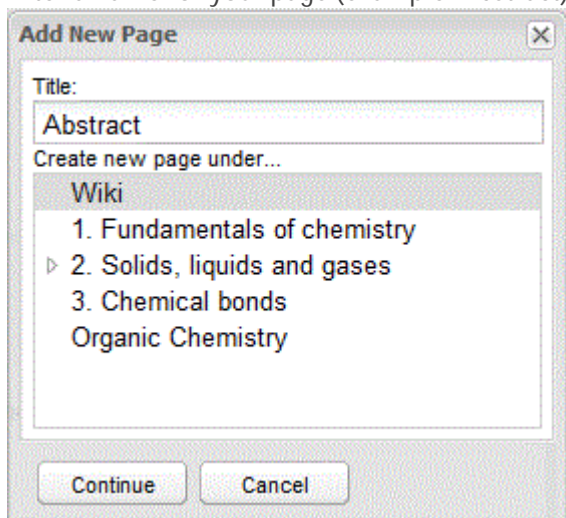


3. Add new pages to your wiki

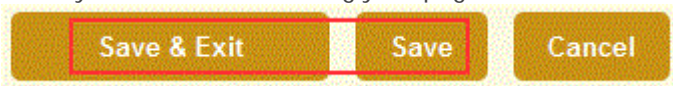
1. To add a new page to the wiki, select **Add New Page**.



2. Enter a name for your page (example: Abstract), then click **Continue**.



3. Write your text and format it using the buttons in the **rich-text toolbar**.
4. When you are finished editing your page, click **Save**.

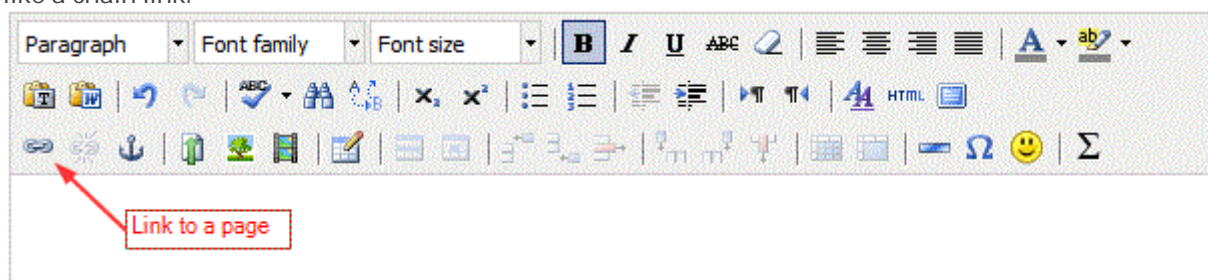


5. Your new page will appear in the menu under **Pages**.

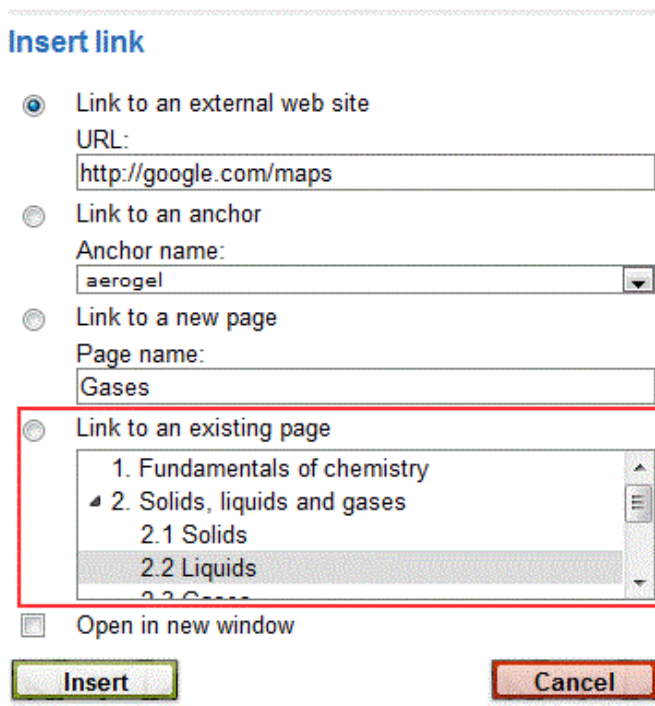
4. Add links to your wiki

You can create three types of links:

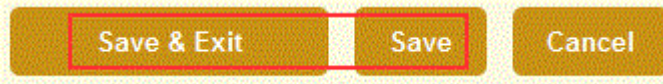
1. **Link to an existing page:** Creates a link to a page you've already created within your wiki.
 - Select **Edit** if you are not already in Edit Mode, or **Add New Page**. Enter and/or highlight the text you'd like to make into a link, and select the Insert Link button from the rich-text toolbar. It looks like a chain link.



- A popup window will appear with several choices. Select **Link to an existing page** then select your target page. Click **Insert**.

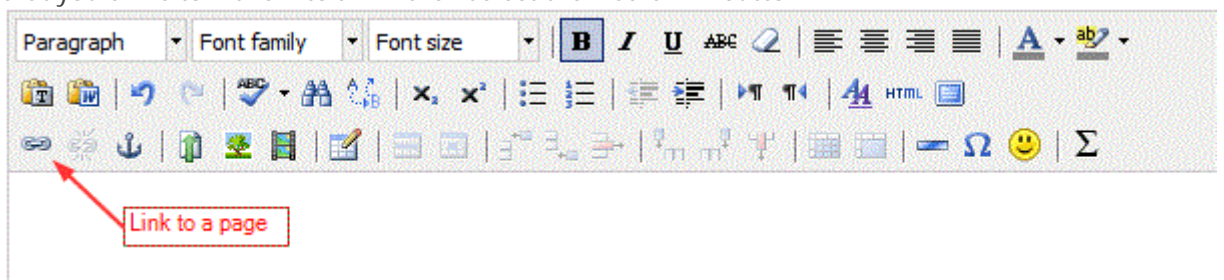


- The text you highlighted will now look like a link. Click **Save**. Click on the link to try it out.

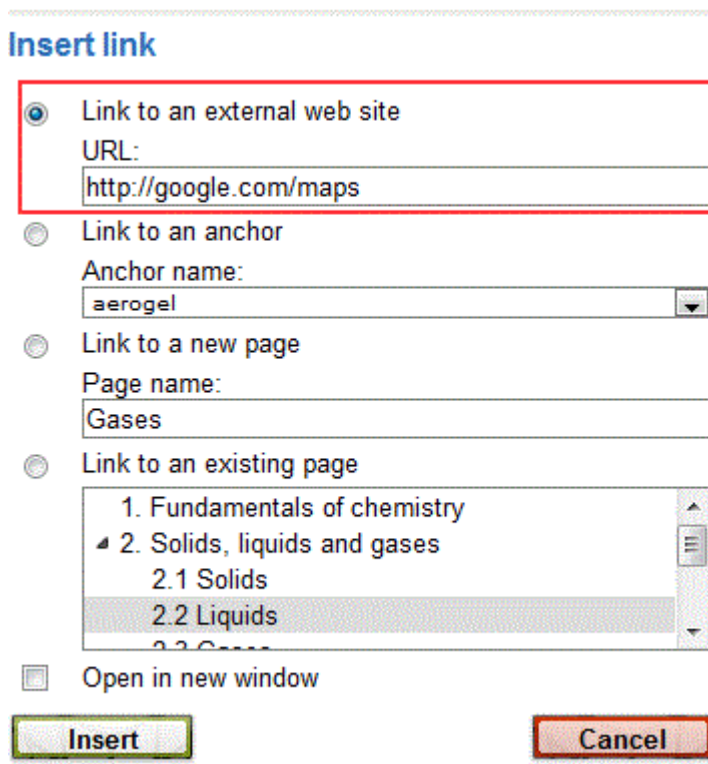


2. Link to an external website: Creates a link to an outside website, like Google.com or CNN.com, anything that's not within your wiki.

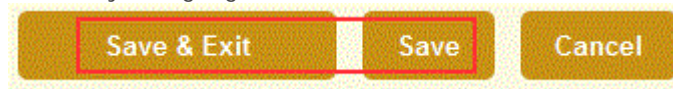
- Select Edit if you are not already in Edit Mode, or Add New Page. Enter and/or highlight the text that you'd like to make into a link then select the Insert Link button.



- In the popup window, select Link to an external web site. Enter the entire URL in the text box (Example: `http://google.com/maps`). If it's a particularly long URL, you can copy it from your browser then paste it into this box. Click Insert when ready.



- The text you highlighted will now look like a link. Click Save. Click on the link to try it out.



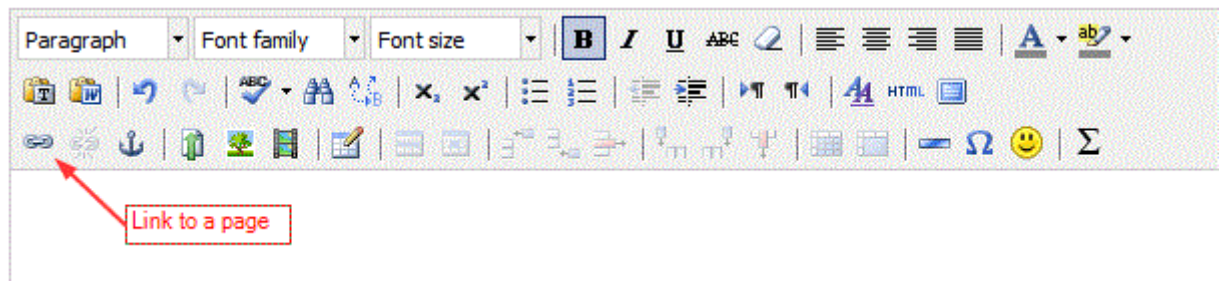
3. Link to an anchor, (AKA “jump link”): For advanced users, this feature creates a link that jumps to another location on the page. This is useful on long pages.

- First, create the text that the link will “jump” to. Edit your page, and hold down the Enter key to make the page very long. Imagine that you’re using Microsoft Word, and you’re hitting the Enter key so many times, that you’re making your document several pages long.
- Type up a sentence at the bottom of the page. Place your cursor at the very beginning of the sentence, then select the Insert/Edit Anchor button.



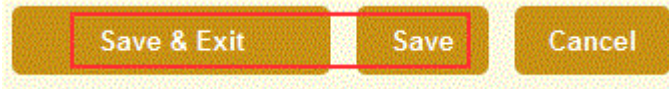
- Create a name for the anchor (one word that’s easy to remember), then click Insert.

- An anchor icon will appear in place of your cursor. The icon is for your reference, and will not be visible when you save the page.
- The next step is to create a link at the top of the page that will “jump” down to your anchor. Enter and/or highlight text at the top of the page, then click the Insert Link button.



- Select Link to an anchor, and select your anchor from the list. If you’ve created multiple anchors on the page, they will all appear in this list. You cannot link to anchors on other pages. Click Insert.

- Click **Save**. Click on the link to try it out. It should take you down the page to your anchor. If your link and anchor are on the same screen, the jump link may not work.



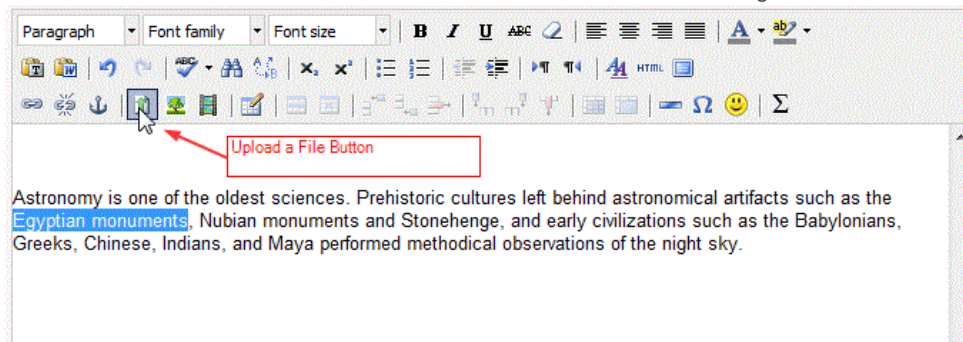
5. Upload files

You can upload attachments (like Word or PDFs) to your wiki much like you can attach files to email. This can be useful if you have a particularly large file to share and don't want to retype it out in the wiki.

- Click Edit to enter Edit Mode or click Add New Page.



- Enter and/or highlight the text that you'd like to make into a link to your file then select the Upload File button. It's located near the Insert Link button, and looks like a green arrow.



- In the pop-up window, click Browse to locate the file on your computer.
- Select the file on your computer then click Open.
- Click Upload.
- You will receive an upload confirmation. Click Insert.
- Click Save. Test out your new link and open your file.

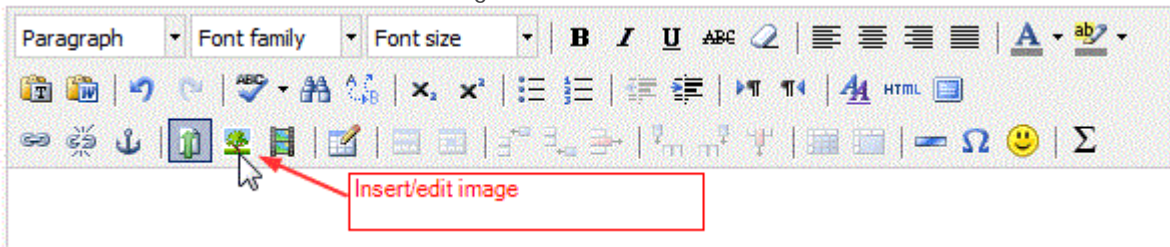
6. Add images

You may wish to liven up your wiki by adding images.

- Click Edit to enter Edit Mode, or click Add New Page.



- In the toolbar, select the Insert/edit image icon. It looks like a tree.

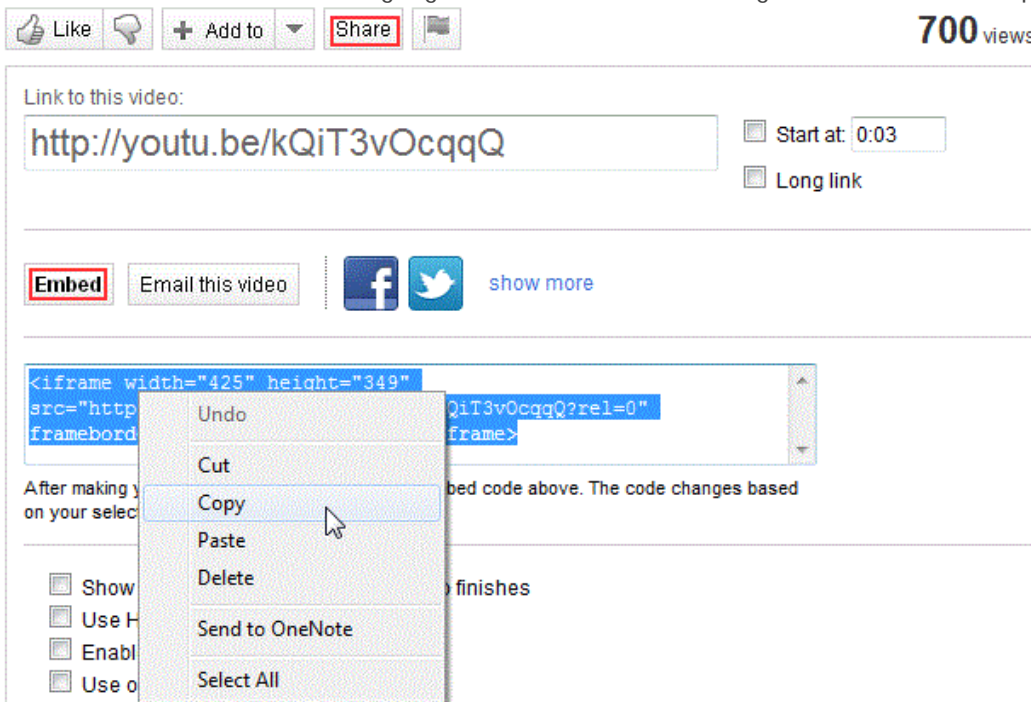


- The Insert Image page will appear in a pop-up window.

7. Embed video clips from outside websites

Video clips from websites such as YouTube can be embedded into wiki pages. A link is created from the video's website to your wiki in order to display the video.

- While in Blackboard, open a new tab in your browser by selecting File > New Tab.
- Go to any video website (example: <http://www.youtube.com>) and search for a video clip.
- Select Share and then Embed, highlight the Embed code, then right-click and select Copy.



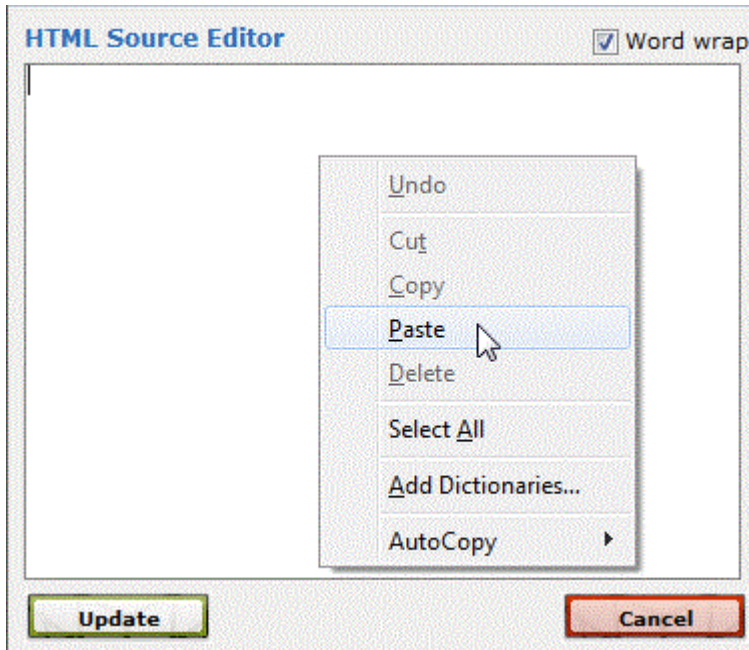
- Go back to Blackboard and select Edit.



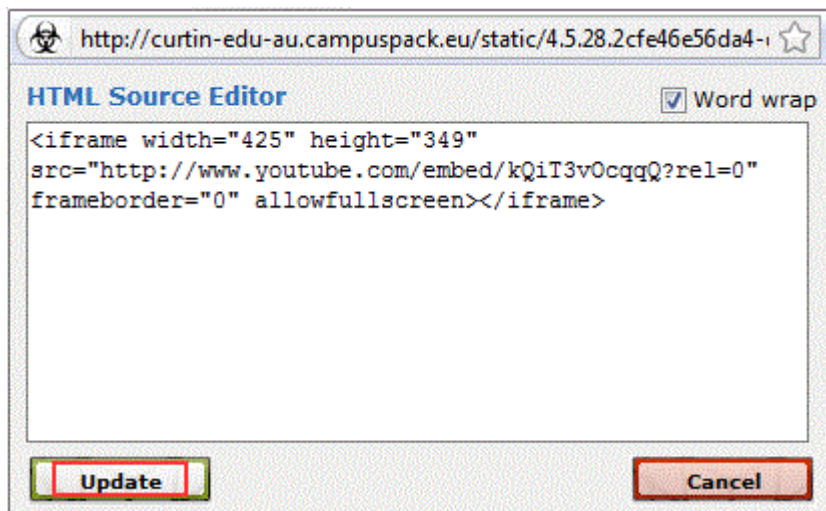
- Click the Edit HTML Source button, located second from the right in the second row of buttons



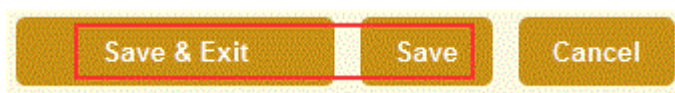
- The HTML Source Editor will appear as a popup. Right-click in the editor and select Paste.



- The Embed code from YouTube will appear in the editor. Click Update.



- A black box will appear in the wiki editor. Click Save to view your clip.



8. Navigate to different pages

- To navigate between multiple pages, use the links in the Pages section of the toolbar, or select Page List in the Toolbox section.

Pages (Edit)

- 1. Fundamentals of chemistry
- ▲ 2. Solids, liquids and gases
 - 2.1 Solids
 - 2.2 Liquids
 - 2.3 Gases
 - 3.1 - Page here...
- 3. Chemical bonds
- Organic Chemistry

Print Help ▾

Attachments **Page List** Recycle

- If you select Page List, a list is displayed of all pages in the wiki. It will also list the last person to edit each page, the date and time those edits took place, and the creation date of each page. To navigate to a page, click on its name and select View.

Title ▲	Creator	Created	Editor	Edited
1. Fundamentals of chemist	Jacqui Kelly (Site Admin)	5/13/2010 4:00 PM	Art Artichoke	5/13/2010 5:09 PM
2. Solids, liquids and gases	Jacqui Kelly (Site Admin)	5/14/2010 8:50 AM	Jacqui Kelly (Site Admin)	5/14/2010 8:58 AM
2.1 Solids	Jacqui Kelly (Site Admin)	5/14/2010 8:58 AM	Kim Pirochelli (CEL Admin)	6/21/2010 2:49 PM
2.2 Liquids	Jacqui Kelly (Site Admin)	5/14/2010 8:59 AM	Jacqui Kelly (Site Admin)	5/14/2010 8:59 AM
2.3 Gases	Jacqui Kelly (Site Admin)	5/14/2010 8:59 AM	Jacqui Kelly (Site Admin)	5/14/2010 8:59 AM
3. Chemical bonds	Jacqui Kelly (Site Admin)	5/14/2010 9:03 AM	Jacqui Kelly (Site Admin)	5/14/2010 11:30 AM
3.1 - Page here...	Jacqui Kelly (Site Admin)	5/20/2010 3:16 PM	Jacqui Kelly (Site Admin)	5/20/2010 3:16 PM
Organic Chemistry	Kim Pirochelli (CEL Admin)	7/7/2010 10:25 AM	Kim Pirochelli (CEL Admin)	7/7/2010 10:30 AM

9. View the edit history

Every time someone makes a change to a wiki page, that change is recorded. Wiki saves a copy of each page every time someone makes a change.

- Select the History link from the toolbar. Only those with editing rights will be able to access this link.

Edit | **History** | Lock | Delete Add New Page

- Names and dates will appear in a list.

Page History: Chapter One: Intro to Wiki

Modified By	Date of Change	Version ▾
Kim Pirochelli (CEL Admin)	8/5/2010 3:32 PM	7 (Latest)
Judy Schrage (Site Admin)	5/14/2010 8:52 AM	6
Kim Pirochelli (CEL Admin)	4/21/2010 9:52 AM	5

3. Select the pages you want to compare by holding down the <Ctrl> key and clicking the mouse cursor and then select Compare.

Page History: Chapter One: Intro to Wiki

Modified By	Date of Change	Version
Kim Fitchell (CEI Admin)	8/5/2010 3:32 PM	7 (Latest)
Judy Schrage (CEI Admin)	5/14/2010 8:52 AM	6
Kim Fitchell (CEI Admin)	4/21/2010 9:52 AM	5

- § The names of the editors, as well as the time of the last edit, appear at the top of the page.
- § Content highlighted in green symbolizes an addition.
- § Content highlighted in red symbolizes a deletion.

Version Comparison: Chapter One: Intro to Wiki

Choose a comparison type:

<p>Version 5 Edited by Kim Fitchell (CEI Admin) on 4/21/2010 at 9:52 AM, WST.</p> <p>Unit Index Number 10989</p>	<p>Version 6 Edited by Judy Schrage (CEI Admin) on 5/14/2010 at 8:52 AM, WST.</p> <p>Unit Index Number 10989</p>
---	---