

Wiki tool (Campus Pack) - student guide

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Overview

A wiki in VITAL is a basic website with at least one page (the home page) where you can quickly and easily add text, images, comments, multimedia, files and web links using a simple editing toolbar (so no coding knowledge required). You can add new pages and link these together. The wiki might be worked on by the whole class, a group or individually.

This guide shows you how to add content and comments to a wiki page, how to add pages to the wiki, as well as how you can export a wiki from VITAL so you can use it elsewhere.

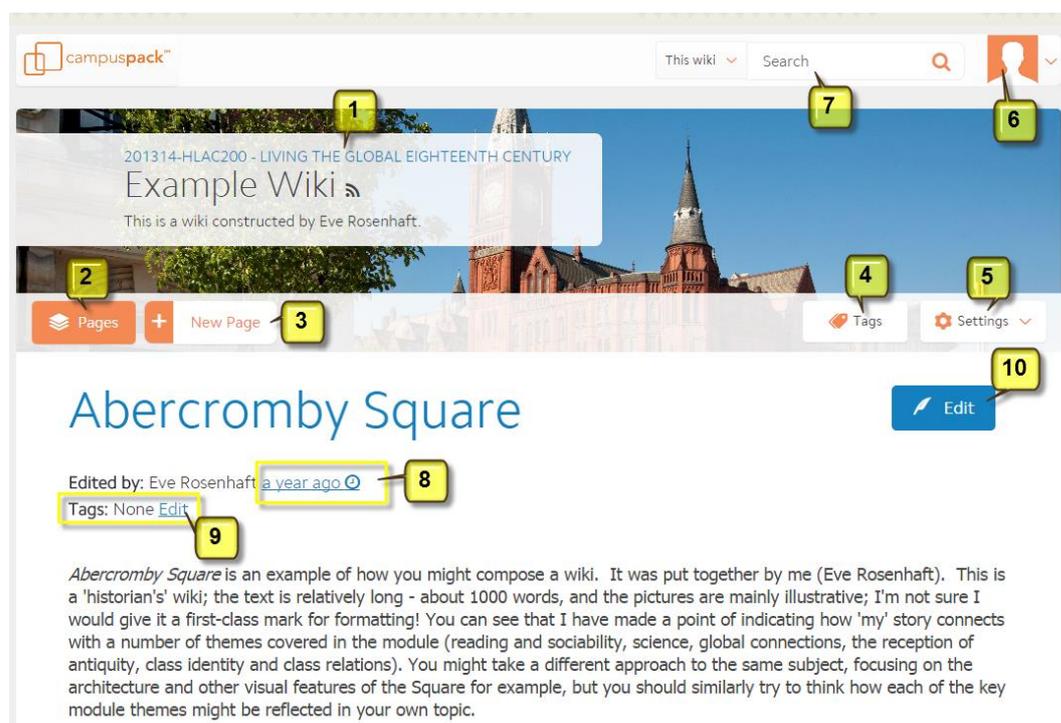
Open/Navigate the wiki

1. The screenshot below shows the icon which will appear in a module content area where there is a link to a wiki. Click on the **View** link to open the wiki on its home page.



The example wiki below shows the home page of a wiki site. You can add text, multimedia files with a number of other functions.

- 1) The **wiki title and description**.
- 2) **Pages**- clicking the Pages button will show the pages, sections and page hierarchy of the wiki.
- 3) **New Page** - you can add a New Page to the wiki.
- 4) **Tags** - displays the tag cloud for the wiki, with clickable tag links.
- 5) **Settings** - a number of functions, such as **Page Hierarchy**, **Subscribe** and **Export**.
- 6) **Profile** - this is where you can add a photo to your Campus Pack profile (which will display to others) and other personal information.
- 7) **Search** - allows you to search for content within your wiki.
- 8) **History** - allows you to check who has updated the wiki with what content and when. You can also restore previous versions.
- 9) **Edit Tags** - allows you to add tags to pages; tags will support the searchability of wiki content, which is particularly useful if the wiki will contain lot of pages and content.
- 10) **Edit Page** - edit this wiki page when you click the Edit button.



campuspack™

This wiki Search

201314-HLAC200 - LIVING THE GLOBAL EIGHTEENTH CENTURY
Example Wiki
This is a wiki constructed by Eve Rosenhaft.

Pages + New Page Tags Settings

Abercromby Square Edit

Edited by: Eve Rosenhaft a year ago
Tags: None Edit

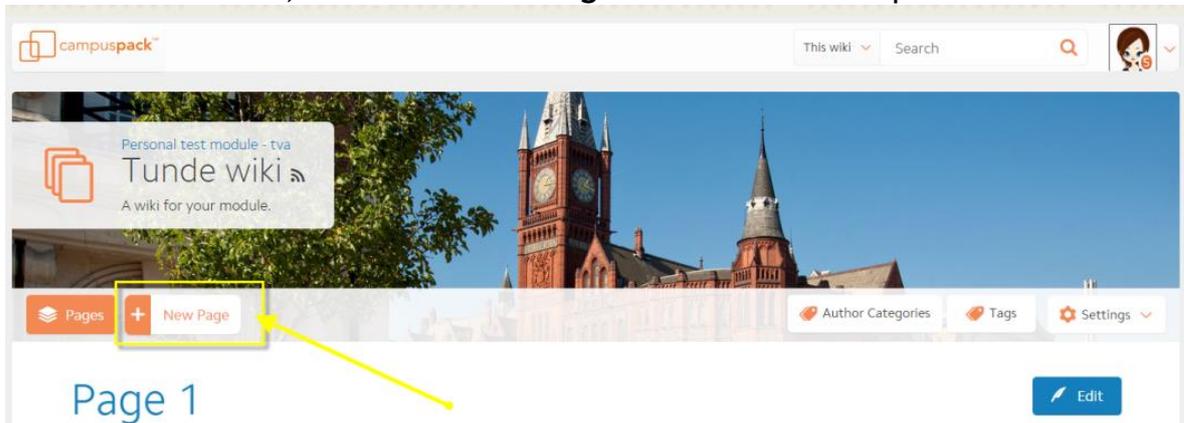
Abercromby Square is an example of how you might compose a wiki. It was put together by me (Eve Rosenhaft). This is a 'historian's' wiki; the text is relatively long - about 1000 words, and the pictures are mainly illustrative; I'm not sure I would give it a first-class mark for formatting! You can see that I have made a point of indicating how 'my' story connects with a number of themes covered in the module (reading and sociability, science, global connections, the reception of antiquity, class identity and class relations). You might take a different approach to the same subject, focusing on the architecture and other visual features of the Square for example, but you should similarly try to think how each of the key module themes might be reflected in your own topic.

Add and edit content and comments

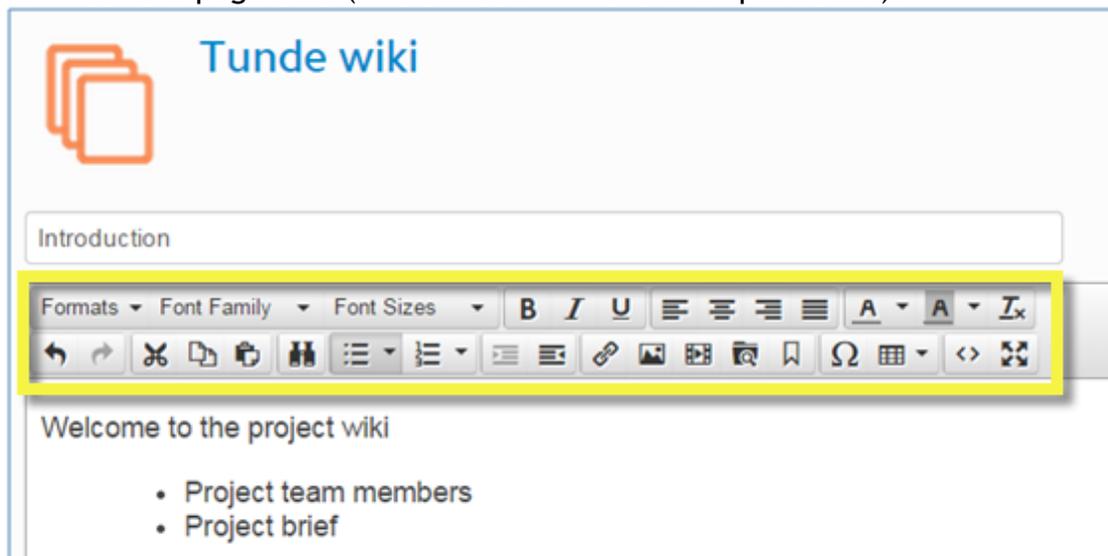
This section describes how to add new pages to a wiki, add content to a wiki page, and add comments to wiki pages.

Add a new Page

2. Once in the wiki, click the + **New Page** button near the top left.



3. Enter the page title ('Introduction' in the example below).



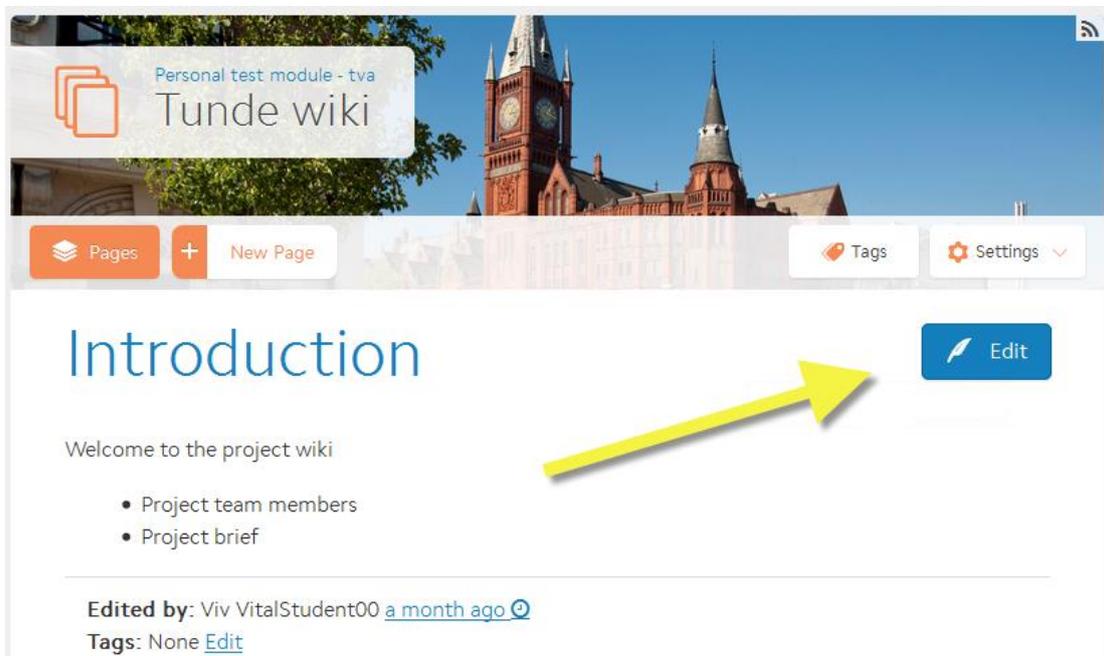
4. You can then start building your wiki page by typing your text and using the editing toolbar highlighted in the screenshot above (the toolbar might look different on your display depending on how wide your browser is). See the sections below on adding the different kinds of content.

5. Click **Save** in the lower right of the screen when you have finished the work you are doing on this page.



Edit - open a wiki page for editing

6. As well as creating new pages you will want to edit these and pages that already exist. Open the wiki and navigate to the page you want to edit. Click the blue **Edit** button to the right of the page title at the top.



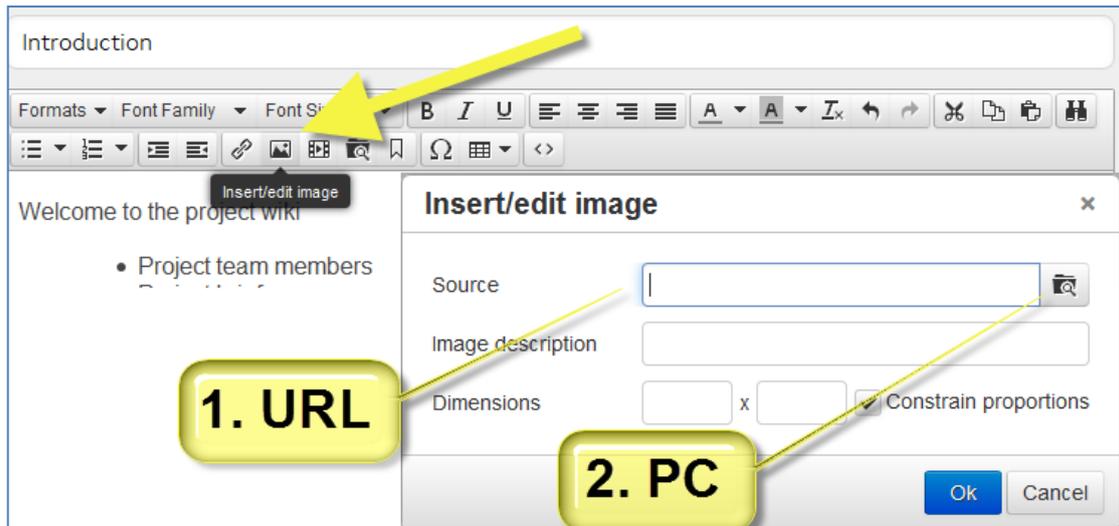
7. The wiki page now changes to show the editing toolbar as described in step.
8. When you have made your edits click the **Save** button in the lower right of the page (scroll down). If you are doing a lot of work on a page it's best to keep saving and clicking the Edit button again to continue working.

Add text to a page

9. In **Edit** mode with the toolbar showing you can start directly typing text on the wiki page, just as with a Word document. The twenty or so icons are simple, standard text formatting functions. Click **Save** to save any text you add or edit.

Add an image to a page

10. In **Edit** mode click the **Insert/edit Image** icon on the editing toolbar.



11. On the dialogue box that appears, there are two ways to upload images. You can either 1) paste in the **Source** box the URL of an image from a website, or 2) upload the image from your PC. Please also add an **Image description** for screen readers. If you leave the **Dimensions** boxes blank the image will appear on your page in its original size. Click **Ok**.

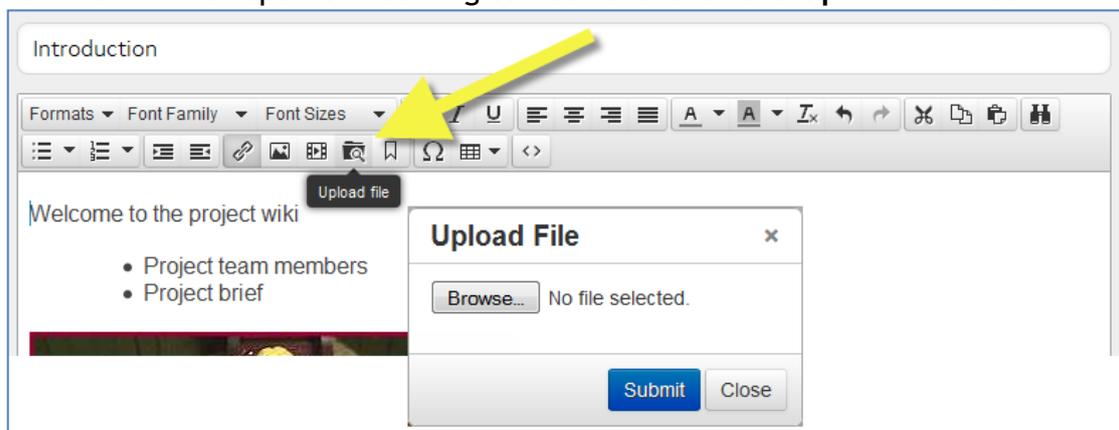
12. Click **Save** in the bottom right to save this change on the page.

Tip: To edit the size of your image you can resize it. In **Edit** mode click on the image to highlight it and clicking on the **Insert/Edit image** icon again to change the dimensions.

Insert a file on a page

You can upload files to a wiki page which will then appear on the page as a link to click to open them.

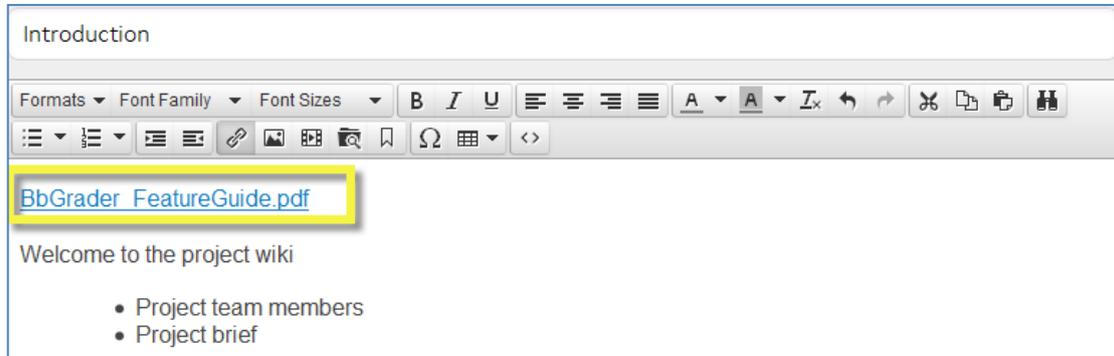
13. Click **Edit** to open the editing toolbar and click the **Upload File** icon.



14. On the window that appears click the **Browse** button. This will bring up another window to find the file you want to upload from your PC/device.

15. Select the file. Click **Open** and then **Submit**.

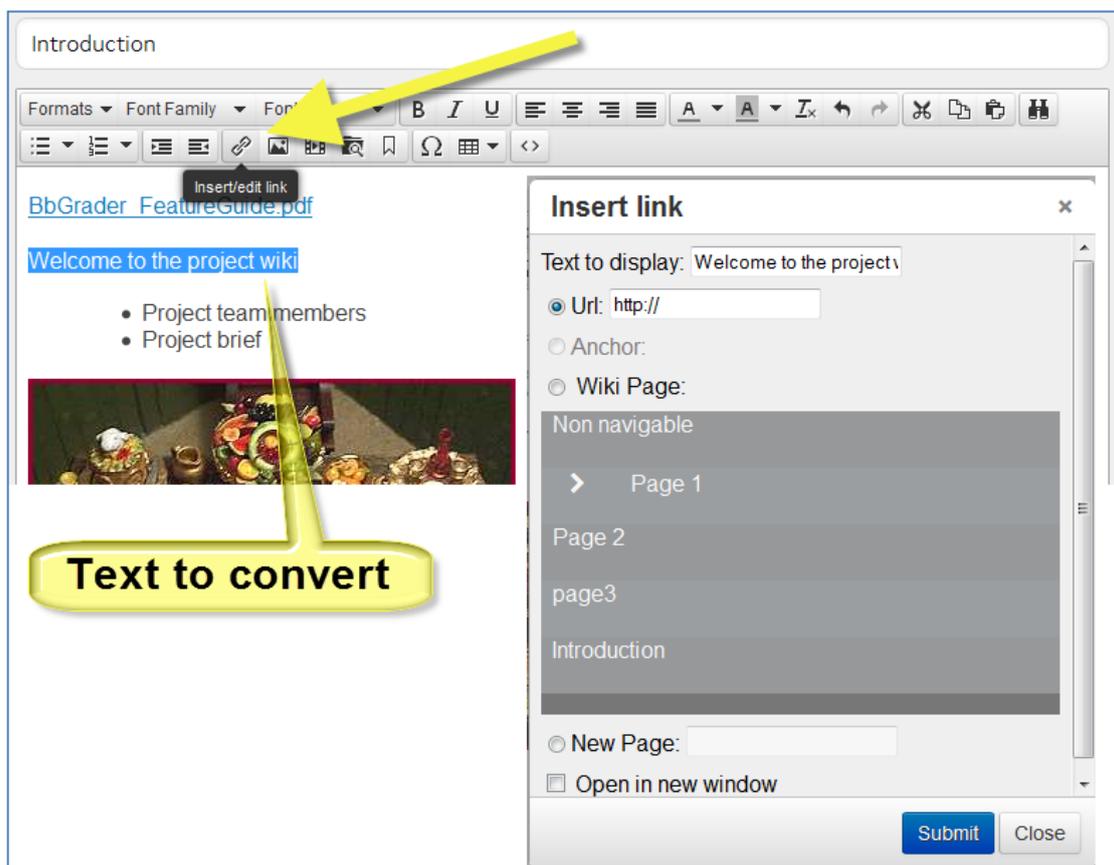
16. The file has been added as a link to the page, as in the example below (a Pdf file).



17. Click **Save** to save the page and exit.

Insert/Edit a web link

18. In **Edit** mode, highlight text that you would like to convert to a hyperlink to another web page (or another wiki page). Click the **Insert/edit web link** button.



19. You can either:
 - a. Paste in the URL of a web page
 - b. If you have set Anchors in different parts of your page, link to one of these.
 - c. Link to another page in your wiki.
 - d. Create a new page from here to link to.

20. If you want your link (e.g. a web page) opening up in a new window so the wiki page stays open in the original window then select the **Open in new window** option and click **Submit** to make the link.

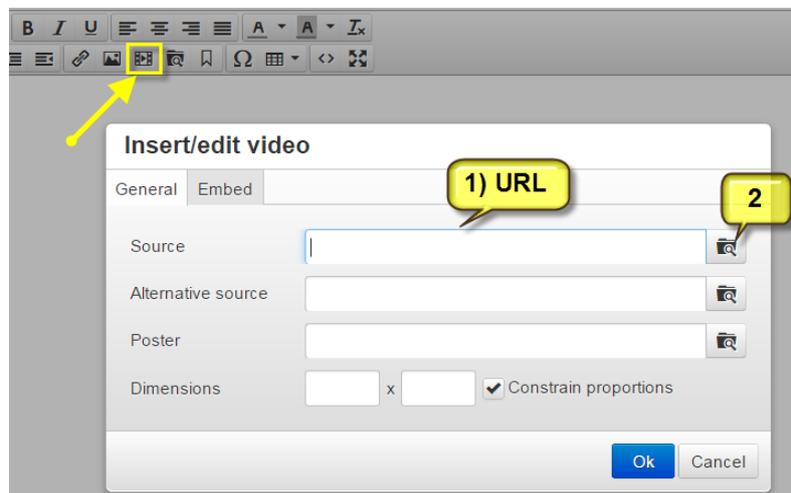
21. The **Anchor** tool lets you place markers on your page which can then be linked to (e.g. the title of a section on your page). Click the location on the page where you want to place an Anchor, select the Anchor icon and give the Anchor a name so you can recognise it when you come to make your link. Click **Submit**.



Insert/Edit a video

You can embed, link to or upload videos in a wiki page. Where possible you should avoid uploading video files directly and instead embed or link to a video from a service like YouTube or Stream.liv.ac.uk.

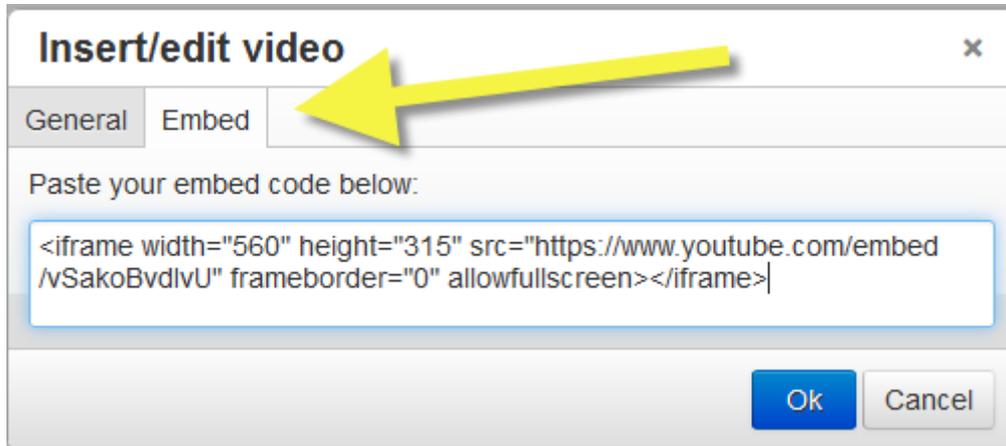
22. Click the **Insert/Edit video** button.



23. To link to a video held somewhere like YouTube paste the URL (e.g. <https://www.youtube.com/watch?v=vSakoBvdIvU>) into the **Source** box as shown above.

24. If you want to upload a video from your computer (not recommended) choose **2)** the **upload** via folder icon and locate the file from your machine.

25. You can also **embed** videos from sites like YouTube which give you the embed code. An embedded video will display directly in your wiki page. Select the **Embed** tab as shown above, paste the embed code in the text box.

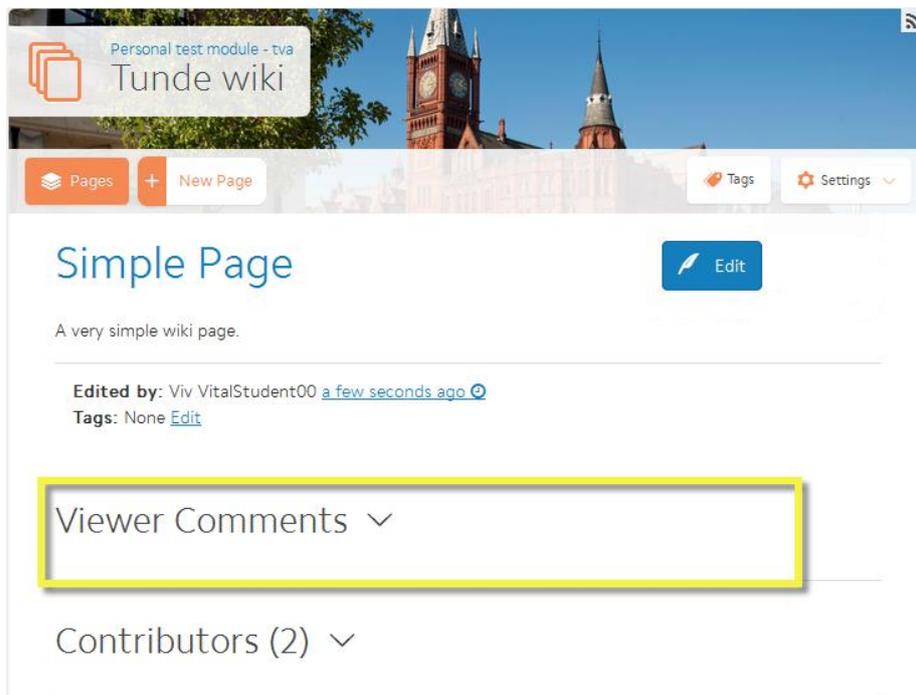


26. For all three methods, when you are ready click the **Ok** button. Click the main **Save** button to finalise and see your video which is added to the page either as a web link or as embedded media.

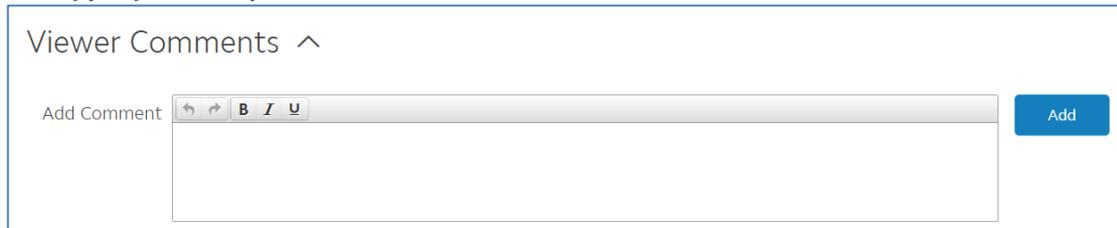
Add/View a comment - Viewer comments

Some wikis are set-up by tutors to allow comments at the bottom of each wiki page. The tutor may want you to comment on pages as a part of your tasks in the wiki.

27. Below the body of the page content, click on the **Viewer Comments** title to access the comments area.



28. Type your response in the **Add Comment** box and click **Add**.

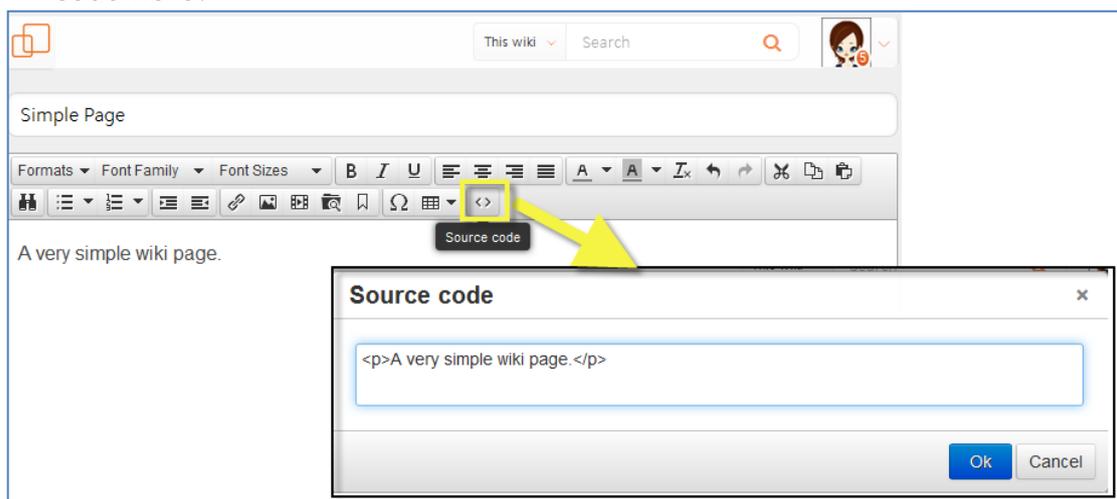


29. The number of comments is shown in brackets after **Viewer Comments**. If the comments are not shown, expand the Viewer Comments link for comments left by other students and your tutor.

Use HTML source code

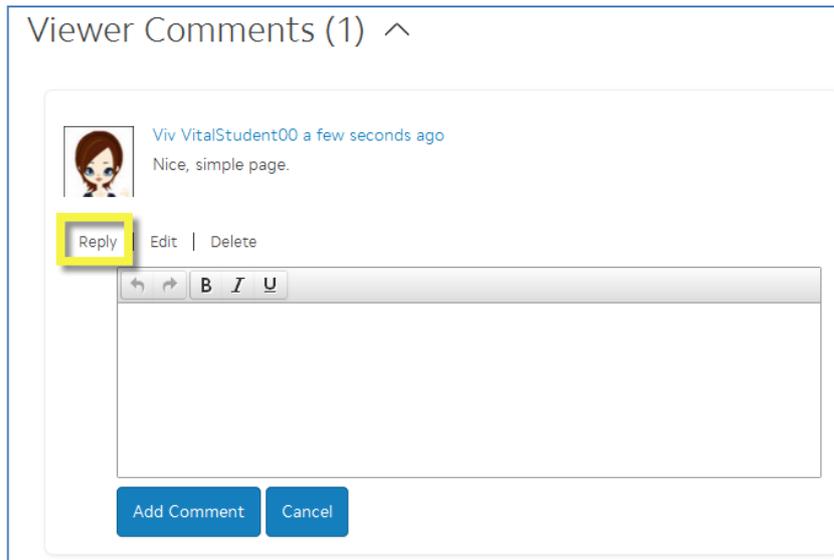
If you do know some HTML you can edit this directly on a wiki page if you wish.

30. Click **Edit** to open the editing toolbar and click the **HTML** button on the editing toolbar. The HTML Editor box will open. You can insert your HTML code here.



31. Once you have finished, click the **Ok** button. Your comment is added to the page.

32. You can also reply to other people's comments. Click the **Reply** link below the comment you want to reply to. Click **Add Comment** when you have finished typing your reply.

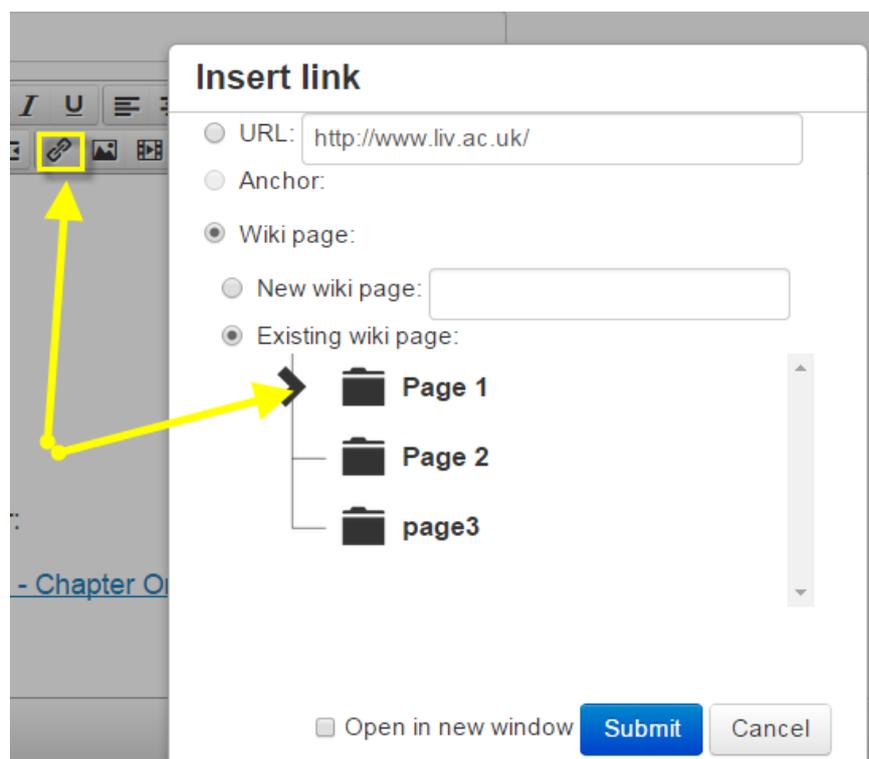


Structuring your wiki pages

Link to another page in the wiki

You can create links from one page to another in the wiki in the main body of a wiki page.

33. Click **Edit** to open the editing toolbar and highlight the text that you want to make as a clickable link to a different page within the wiki ('Page 1' highlighted in the example below).
34. Click on the **Link to a page** icon (chain icon).



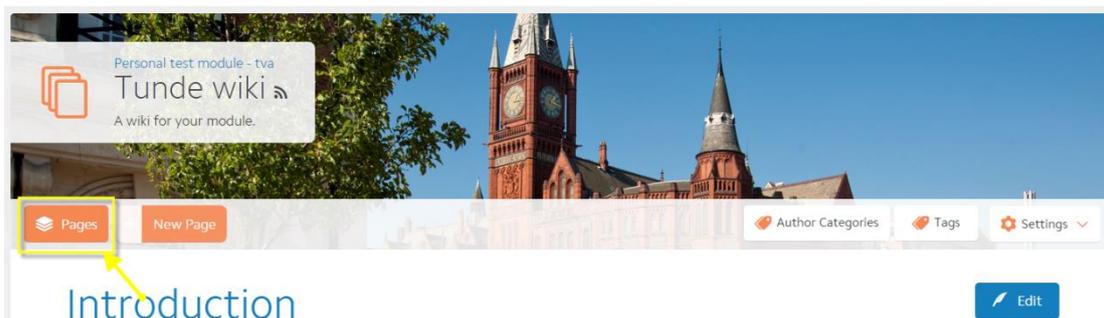
35. Select the **Wiki page** option and the existing wiki page. Select the relevant page and **Submit**.

Organising wiki sections and pages

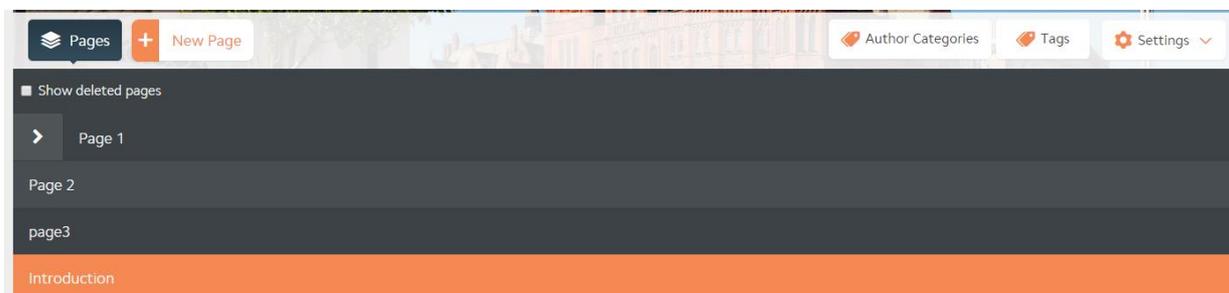
Ideally, you should strive for a logically organised wiki, just like a clearly laid out website. You can organise pages in a flat, linear structure or into sections with sub-pages using the Page Hierarchy function.

View Pages in the wiki

36. To see the pages in the wiki, click **Pages** on the top left.



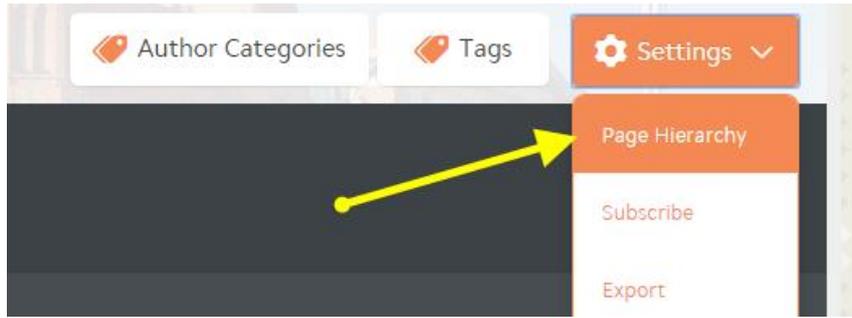
37. This will display the current pages in a list form. From here you can access each page by clicking on its title (e.g. Page 1, Page 2). When you get to a lot of wiki pages, you may need to scroll down to see the content of the chosen wiki page.



38. Click **Pages** again if you want to hide the list of pages from view.

Re-order pages and create sections - Page Hierarchy

39. If you want to re-order the pages within your wiki, click **Settings** in the top right corner. Select **Page Hierarchy**.

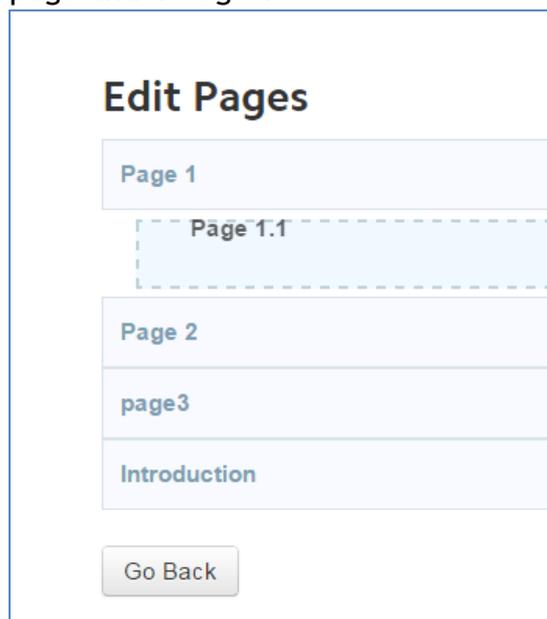


40. You then see all the pages within your wiki. Drag-and-drop the pages in the order you would like.

Edit Pages



41. To create sub-sections, i.e. pages within main sections, just drag the page (e.g. Page 1.1) slightly indented below the page it should belong. In the screenshot above, Page 1.1 is indented under Page 1, so it will be treated as a subpage under Page 1.

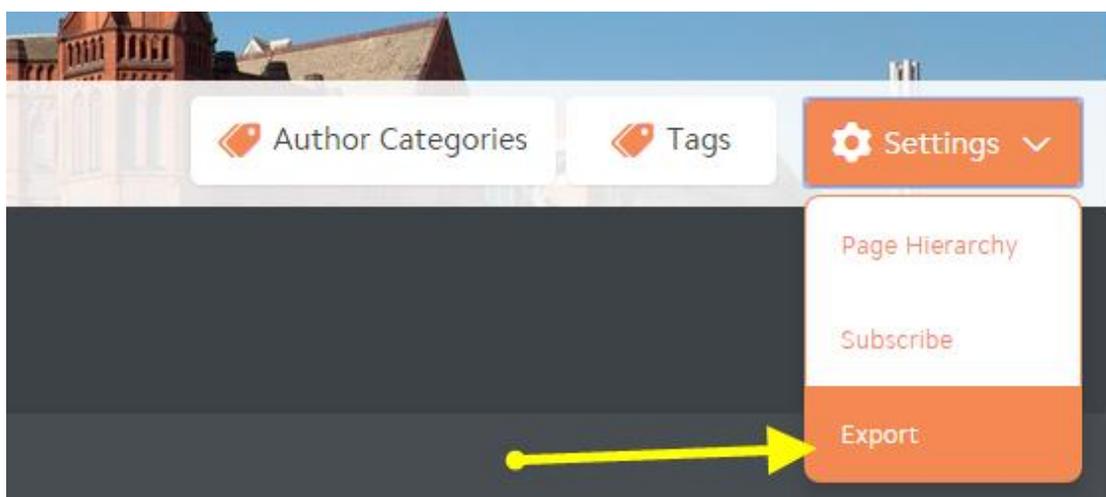


42. Click **Go Back** to save your new page hierarchy.

Export a wiki

Wiki sites can be exported by staff and students, e.g. to save as a portfolio of work for you to keep. The exported item is a zipped package (.zip), which can be extracted as a website.

43. On the wiki home page, click **Export** button in the top right corner under **Settings**.



44. Export options:

Export Wiki

Format

Export as: a standalone web site ▼

Your export will be created as a .zip file. This could take several minutes and you will see an alert at the top of the screen when it is ready for download.

Options

Include tags, "Tags", in the export

Include comments, "Viewer Comments", in the export

Export
Cancel

- Standalone website (default option)- will export as linked web pages.
- Single web page - will export wiki pages as content collated in a single web page.
- Importable archive - will export in a way that it is easy to import in another module as a Campus Pack wiki.
- You can also choose whether you will export tags or comments in the exported file.

45. In this case, we will export as a standalone website. Select whether you want to include tags or comments to be exported, then click **Export**.
46. You will see a message that you may need to click away from the screen when the zip file is ready to download (e.g. try clicking on the **Export** button again).
47. Once you see the ready file, click its title link to download ('Export of Group project....zip').



48. And choose the appropriate options, e.g. **Save** to save the zip file on your computer, and/or select a location on your computer for the file (e.g. My Documents/ Downloads). Click **Save**. It will contain all of the files you uploaded to the wiki.

To view the wiki site on your computer:

49. Open the folder where you saved the compressed zip file. Right-click the zip file name and click **Extract All**.
50. Extract the contents of the zip file into a folder. Click on the index.html file to open the site. This will open the home page of the wiki. (You will notice that the right navigation is stripped out from the exported file.)

Email subscription

If you would like to be notified, and if your tutor has enabled this option, you can opt to receive emails when someone updates the wiki.

51. Click **Settings** and then the **Subscribe** button in the top right corner of the wiki.



52. Tick the box to receive periodic emails and click **Submit**. You will now get email notifications to your university email address if someone has added to the wiki site. Don't forget latest Activity for each page is also shown at the bottom of each wiki page.