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# Wiki (Campus Pack) tool

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#### Overview

The Campus Pack wiki tool allows the creation of wikis within a VITAL module. Wikis can be used to support individual or collaborative student projects, or it can be used to add learning resources.

Campus Pack wikis can be set up for three kinds of audiences:

- 1. Class whole class or module works on a single copy;
- 2. Group a group works within the group wiki;
- 3. Individual each student works on their individual copy.

Wikis can be set up as *empty*, with no pre-set pages within them. Tutors may also choose to set up a *template* wiki in which they create instructions on pre-set pages. With group wikis, there is the added option to add a group wiki directly at the point of group creation - this method will create an empty wiki only. For a template/pre-set group wiki, the adding a wiki to a VITAL module content area works. The diagram below summarises the different ways to set up a wiki in a VITAL module.



### A) To add a class wiki to a VITAL module content area

- 1. Login to VITAL and go your module.
- 2. Select a Content Area e.g. Sessions/ Resources.
- 3. Set the Edit Mode to 'On.'
- 4. Click on the Add Interactive Tool button and select the Campus Pack Wiki link:

How to guides 🗧		
Build Content 💝 Create Asses	sment 😸 🛛 Add Interactive Tool 📚	Assign Textbook 💝
	Discussion Board	
Folder empty	<ul> <li>&gt; Journal</li> <li>&gt; Groups</li> <li>&gt; Chat</li> <li>&gt; CSD Library Search Tool</li> <li>&gt; CSD SOBS KSOLLogin Link</li> <li>&gt; LUSID Page Link Creator</li> <li>&gt; Sign-up List</li> <li>&gt; find it @ liverpool Journals</li> <li>&gt; find it @ liverpool e-books</li> <li>&gt; TurnitinUK Assignment</li> <li>&gt; Reading List</li> <li>&gt; Questionmark Perception Assessment Echedulc</li> <li>&gt; Campus Pack Wiki</li> </ul>	

5. Click on the **New** option and then click on the **Submit button**:

	Canc	el Subr
Create New Wiki or Add Link		
New     Linkto existing Wiki		
Self enrol test steve test Course Wiki Demonstration Wiki	A V	
Submit		
	Canc	el Sub

6. This will open a new screen where you set up the title and description etc. for the new wiki:

Add Content	t		
	Wiki A completely	blank wiki.	Preview
	Title Description	Module project 1         This will be used to generate the URL; e.g. http://liverpool-ac-uk.campuspack.eu/Groups/Pau/201-module/My_Content         B / U Asc   <>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	

7. The Assignment Type section will enable you to create wikis for the whole class, for specific groups of for each individual student enrolled onto the module:

		This description will typically be displayed alongside the title.
	Assignment Type	<ul> <li>Class - The whole class works on a single copy</li> <li>Group - Each course group works on their own copy</li> <li>Individual - Each individual works on his or her own copy</li> </ul>
Create	e Grade Book Entry	You can access the Grade Center via the "Assessment" link
	Entry Name	

- 8. For this exercise, select the Class option to create a single wiki.
- 9. Scroll down the page. Create Grade Book Entry will let you add this wiki as a column to the Grade Centre tool within VITAL. This will let you add a grade score etc. if you intend to assess the wiki.

Important: enter the details to add your wiki to the as a grade book entry (if you wish to formally assess the wiki and if you want o send electronic feedback to each student) at this stage as you cannot retrospectively add this facility.

10. Click on the Add button to complete the creation of the wiki.

A basic wiki will be created:

Alerts (1)								Administra	tor Portal	Print	Help 🔻	
	Module project 1 Visible to: Demonstration module Please use this wiki to complete th	Subscribe tools & facilities (P ne module project	Export	Settings ule) – Everyone.	Permissions	Widgets	Assessment	Attach	ments	Page List	Recycle	
There are no page	ges in this wiki.								A	dd New Pa	ge	
You can customize the appearance under Settings, above.										Search this wiki Go		
This wiki is shared with: Demonstration module: tools & facilities (Paul201-module) – Everyone. You can change this under Permissions, above.									Tags No tags			
									atest Acti Con Con Tiew all act	ivity k Bunyan cre tent item. – f tivity	ated the second ago	

## B) Change the look & feel of a wiki

1. Click on the **Settings link** at the top of the wiki page:



- 2. Here you can change the title and description created when you set up the wiki.
- 3. To add an image to the top of your wiki, click on the **Change Image** icon:



If in our workshop, choose an image from Computer> V: drive> Blackboard folder.

4. Click on the **Browse button** and locate the image you want to add from your computer. (The image will need to be 96x96 pixels in size of smaller.)

Image	
Click and o	drag to select a thumbnail icon from this image.
Jmol1.png (image/png) 123×8	35, 13.6 KB
Reset Image	

5. To change the colour scheme for the wiki (a limited selection of colour schemes are built into the software), click on the **Choose Theme button**, and then select from the **drop-down list** of available colour schemes:

Image C Jmol1.png ( <i>image/p</i> Reset Image	Beige Bronze Burgundy Charcoal Cherry Classic Community Theme Gold Gray Slate Gray Wired Green High Contrast	thumbnail icon from this image.
Resolutionage	High Contrast	
Theme ◎ Default Theme ◎ Choose Theme	Purple Sky Blue Slate Blue Teal Beige	Preview

6. Select the **Preview button** to see what the colour scheme will look like.

If you are not good with choosing colours, as a suggestion, Beige or Slate Blue is a good basic choice, or Gray Wired or Lime if you want a more contemporary colour scheme.

7. Click on the Save button.

	Alerts (1)								Administrator	Portal	Print	Help 🔻
		Module project 1 Viaible to: Demonstration module: Please use this wiki to complete th	Subscribe tools & facilities (P e module project	Export	Settings ule) – Everyone.	Permissions	Widgets	Assessment	Attachmen	is I	Page List	Recycle
	There are no page	ges in this wiki.										ge
	You can customize the appearance under Settings, above.									Search this wiki Go		
L	This wiki is shared with: Demonstration module: tools & facilities (Paul201-module) – Everyone. You can change this under Permissions, above.									Tags No tags		
									Lates	t Activ	vity	
										Nick setti	Bunyan cha ngs. 9 min	anged the utes ago
										Nick	Bunyan cre ent item. 4	ated the 16 minutes ago
									View	all acti	ivity	

## C) Add and edit pages within a wiki

Please note that we have a separate How to guide on Editing a wiki - this can be consulted for more details and functions.

1. Click on the Add New Page button:

Alerts (1)								Administrator Port	al Print	Help 🔻	
	Module project 1 Visible to: Demonstration mod Please use this viki to complete	Subscribe ule: tools & facilities (P e the module project	Export	Settings ule) – Everyone.	Permissions	Widgets	Assessment	Attachments	Page List	Recycle	
There are no pa	ges in this wiki.									ige	
You can customize the appearance under Settings, above.									Search this wiki Go		
This wiki is shared with: Demonstration module: tools & facilities (Paul201-module) – Everyone. You can change this under Permissions, above.								Tags No tags	Tags No tags		
								Latest Ac	tivity		
								Se N	ck Bunyan ch: ttings. 9 min	anged the utes ago	
									ck Bunyan cre ntent item. 🖂	ated the 16 minutes ago	
								View all a	ctivity		

2. Add a title for the page in the box that opens (e.g. Project brief), and then click on the Continue button.

Add New Page dgets Assessment	×
Title: Project brief	
Create new page under	
Wiki	
Continue Cancel	

Alerts (1)							Administrator Porta	al Print	Help 🔻				
	Module project 1 Visible to: Demonstration mode Please use this viki to complete	Subscribe Export ule: tools & facilities (Paul201 a the module project	Settings -module) – Everyo	Permissions	Widgets	Assessment	Attachments	Page List	Recycle				
Project brief													
Persgraph - Fo	nt family • Font size •	]  B Z U A44 (2   = [= ] # #   * 1 14 = ]=   # #   * 1 14 = ]=   * # #   * 1	■ ■ ■ ■ ■   <u>4</u>	<u>A</u> • <u>*</u> <u>ν</u> • 2									
Path: p													
Save & Ex	it Save	Cancel											

3. This will open the new page in edit mode. For example:

This page enables you to add text, links to external websites, documents, images and short video clips etc. This acts in a similar way to a word processor:

Project brief	Change font colour, page formatting etc.
Paragraph • Font family • Font size • <b>B <i>I</i> <b>U</b> ABC</b>	2   ≣ ≣ ≣ <b>■</b>   <u>A</u> • <u>*</u> •
◎ ◎ ↓ ◎ ♥ ■	μτη η μ <u>η</u> μτα
d web links, documents, images etc.	Edit html code

4. You can also link to another page in the wiki by using the Link to page icon:

Project brief
Paragraph 🔹 Font family 👻 Font size
🛅 🛍 🔊 🗠 🛛 💝 - 🏦 🎲 🛛 🛪 🗴
ا 🗉   🛍 💆 💆 🕼   🕐 🖉
Link to a page

5. This is will open a new page where you can link to an external website or another page within the wiki etc:

🅘 In	sert link - Mozilla Firefox
	📃 🙀 campuspack.eu https://liverpool-ac-uk.cai 🏠 🛲
Inse	rt link
0	Link to an external web site
	URL:
	http://
0	Link to an anchor
	Anchor name:
	Link to a new page
	Page name:
0	Link to an existing page
	Project brief
	Open in new window
	Insert Cancel
_	
Done	🏭 🛋 💥 🗠

6. Click on the Save & Exit button to save any additions or changes to the page:

7. To edit this page, click on the Edit link at the top of the page:

[	Alerts (1)							A	Adminis	trator Por
		Module project 1 Visible to: Demonstration m Please use this wiki to comp	Subscribe odule: tools & facilitie lete the module proje	Export es (Paul201-n ect	Settings nodule) – Every	Permissions	Widgets	Assessment	Atta	chments
	Project bri Edited by Nick Buny Tags: None (Edit)	ef yan on 12/16/2010 at 4:17 PN	I, GMT.					Edit   L <mark>o</mark> ck   De	lete	
	Here is some te	ext								Search i Pages ( Proje
										Tags

Important: if you adding a lot of text etc. to a wiki page, periodically click on the **Save** button to make sure you do not lose anything if your Internet connection etc. is lost.

### D) To lock a page within a wiki

The wiki tool lets you as a module instructor to create a page which is visible to students, but cannot be edited by them. This can be useful if you want to add a brief for a student project etc. to a wiki.

1. Go to the page in the wiki that you want to lock, and click on the Lock link:

Alerts (1)								Administra	tor Portal	Pn
	Module project 1 Visible to: Demonstration mo Please use this wiki to comple	Subscribe dule: tools & facilitie the module proje	Export es (Paul201-n ect	Settings nodule) – Every	Permissions	Widgets	Assessment	Attachr	ments	Page L
Project bri Edited by Nick Bun Tags: None (Edit)	ef yan on 12/16/2010 at 4:26 PM,	GMT.				Edit   His	stor <mark>y   Lock   D</mark>	elete	A	dd New
Here is some in	formation about how to co	omplete this coll	aborative p	roject				9 	Search this Pages (Edit Project I	s wiki ) brief
								N.	ays	

2. The link will change to 'unlock' - click it again if you wish to unlock the page.

## E) Navigating between wiki pages

Each time you or students using a wiki create a new page it will be added to the right-side menu bar. Click on the appropriate link to go to that page. For example:

ory   Lock   Delete	Add New Page
	Search this wiki
	E Pages (Edit)
	Project brief
	Pour research Data collection
	Tags
	No tags

You can also add links to wiki pages within the text of a page by using the Link to page tool described above.

# F) Assessing a wiki

Within a wiki you can view and assess the contribution that each makes.

1. To informally view changes to pages in a wiki, click on the History link at the top of each wiki page:

1	Alerts (1)								Administrator F
E		Module project 1	Subscribe adilities (Paul201-modu project	Export	Settings	Permissions	Widgets	Assessment	Attachment
	Project br Edited by Nick Bur Tags: None (Edit	<b>ief</b> 1yan on 12/16/2010 at 4:30 PM, GMT. )					Edit   Hi	story   Lock   D	elete
	Here is some in	nformation about how to complete this	collaborative proje	ct					Pages Pro Yo Da

This will list all users that have contributed to the page, and you can view the changes that they have made. For examples:

Page History: Project brief		
View 🤀 Restore 🖂 Compare		
Modified By	Date of Change	Version ~
Nick Bunyan	12/16/2010 4:30 PM	2 (Latest)
Nick Bunyan	12/16/2010 4:17 PM	1 (Original)
Go Back		

2. To formally view student contribute and assess a wiki, click on the **Assessment link** at the top of the wiki page:

Alerts (1)							٨	dministrator Por	tal Print	Help 🔻
	Module project 1	Subscribe	Export	Settings	Permissions	Widget :	Assessment	Attachments	Page List	Recycle
	Visible to: Demonstration module: tools & fo	acilities (Paul201-modu	le) – Everyone							
						-			Add Nam D	
Project br Edited by Nick Bu Tags: None (Edi	rief myan on 12/16/2010 at 4:30 PM, GMT. IQ					Edit   Hi	story   Lock   De	iete		95
Here is some i	information about how to complete this	collaborative project	st					Search I	his wiki	Go
								Pages (	Edit)	
								Proje Your	ct brief research	

The first section of this page will list overall statistics for the wiki. For example:

ctivity Summary for	r M	odule project
Overall Statistics		
Total Pages	2	
Total Views	1	
Total Revisions	2	
Total Comments Initiated	0	
Total Comments	0	Grade Cente

Below this all users (staff & students) that have contributed to the wiki will be listed, plus data about how much they have contributed. For example:

Participant +	Last View of Wiki	Total Pages Edited	Total Comments Initiated	Total Comments	Total Views	Total Revisions
Nick Bunyan	1/12/2011 2:54 PM	75% (3/4)	0% (0/0)	0% (0/0)	73% (11/15)	80% (4/5)
Viv VitalStudent00	1/12/2011 2:50 PM	25% (1/4)	0% (0/0)	0% (0/0)	13% (2/15)	20% (1/5)

3. Highlight the student you wish to evaluate and click on the **Evaluate Participant** option:

Total Revisions	2		
Total Comments Initiate	ed 0		
Total Comments	0	Grade Center	
🔆 Evaluate Participant			
Participant 🔺	Last	/iew of Wiki	Total Pages Edited
Nick Bunyan	1/12/2	2011 3:06 PM	50% (1/2)
Viv VitalStudent00	1/12/2	2011 3:07 PM	50% (1/2)
Go Back			

This will open the following page:

Statistics	Grade this Participant in liverpool-ac	uk-bb-prod	
Total Pages     1       Total Views     2       Total Comments     0       Total Revisions     1       Total Words Edited     0	Grade Feedback to User	Grading Notes	
Page History			
Page History Page Name	Total Revisions	Total Comments	
<ul> <li>Page History</li> <li>Page Name</li> <li>Home</li> </ul>	Total Revisions 0% (0/1)	Total Comments 0	

This page will give you:

- A summary of the overall contribution of the student to the wiki.
- A list of the pages they have contributed to highlight the page you are interested in and click on the **Page History** option for more detailed information of their contribution.
- 2 feedback boxes the first will send feedback to that specific student, the second will keep private grading notes the student will not see.
- 4. Click on the **Edit link** to add comments. This will open the grading page where you can add feedback and a grade. For example:

Statistics Grade this Participant in liverpool-ac-uk-bb-prod				
otal Pages	1	Grade	Feedback to User	Grading Notes
otal Views	2	8	Great work and great	Is this a distinction level
otal Comments	0		contribution to this group project!	piece of work?
otal Revisions	1			
otal Words Edited	0	Submit		

5. Click on the **Submit button** to send feedback to the student.

Important: the My Grades tool needs to be added to your module for student to access and view any feedback and grades to add to the wiki. For example:

	Batch wiki test 3	Details			100	
L	Batch wiki test 4	Details			10	
	Module project 2	Details	Jan 12, 2011 3:21 PM	8.00	10	Great work and great contribution to this group project
Ľ	Icon Legend					

(To add My Grade to a module Content Area > Edit mode on > Build Content > Tools Area > My Grades.)

### G) To add a group wiki to a VITAL module content area

- 1. Login to VITAL and go your module.
- 2. Select a Content Area e.g. Sessions/ Resources.
- 3. Set the Edit Mode to 'On.'
- 4. Click on the Add Interactive Tool button and select the Campus Pack Wiki link:

📂 How to	guides 🗉		
Build Content 💝	Create Assessment 😸	Add Interactive Tool 🗧	Assign Textbook 😸
E		Discussion Board	
Folder empty		<ul> <li>Journal</li> <li>Groups</li> <li>Chat</li> <li>CSD Library Search Tool</li> <li>CSD SOBS KSOLLogin Link</li> <li>LUSID Page Link Creator</li> <li>Sign-up List</li> <li>find it @ liverpool Journals</li> <li>find it @ liverpool e-books</li> <li>TurnitinUK Assignment</li> <li>Reading List</li> <li>Questionmark Perception Assessment Echedulc</li> <li>Campus Pack Wiki</li> </ul>	
		Campus Pack Hog	

#### 5. Click on the **New** option and then click on the **Submit button**:

Campus Pack - Create New or Linked Wiki		
	Cancel	Submit
1. Create New Wiki or Add Link		
New     Linkto existing Wiki		
Self enrol test A		
Course Wiki Demonstration Wiki *		
2. Submit		_
	Cancel	Submit

6. This will open a new screen where you set up the title and description etc. for the new wiki:

Add Content	:		
	Wiki A completely	blank wiki.	Preview
	Title Description	Module project 1         This will be used to generate the URL; e.g. http://liverpool-ac-uk.campuspack.eu/Groups/Pau/201-module/My_Content         B	

7. The Assignment Type section will enable you to create wikis for the whole class, for specific groups of for each individual student enrolled

#### onto the module:



- 8. For this exercise, select the **Group option** to create a single group wiki.
- 9. Scroll down the page. **Create Grade Book Entry** will let you add this wiki as a column to the Grade Centre tool within VITAL. This will let you add a grade score etc. if you intend to assess the wiki.

Important: enter the details to add your wiki to the as a grade book entry (if you wish to formally assess the wiki and if you want o send electronic feedback to each student) at this stage as you cannot retrospectively add this facility.

10. Click on the Add button to complete the creation of the wiki.

Creating blended learning u	sing VITA	A focus on' workshops > Collaborative	e group work using wikis in VITAL $>$ Cre	ate New Campus Pack Wiki		Edit Mode is: ON
+ ED st.	1 占	Alerts (1)			Admini	strator Portal Print Help 🔻
* Creating blended * learning using VITAL		Practice group wiki 1		Wiki is not yet available.	Assignment	Template Assignment Settings
🚹 'A focus on' workshops 🛛 📓		A This assignment is not available	. Click here to make it available.			
🚺 VITAL feedback tools 🛙						
🚺 GradeMark Trial 🛛 📓					emplate can be	Latest Activity
🚺 Assignment tool 🛛 📓		Active Assignments		ed	making it live	Tunde Varga-Atkins added
🖞 Wiki tool 🛛 📓		Fitter by assignee	ow Read Assignments		naking it ive.	the content item
🚺 Blog tool 🛛 📓		Annianae -	Last Activity	Read/locat		second ago
🕇 Podcast tool 🛛 📓		Assigned A	Last Activity	Readformeau		View all activity
1 VITAL test, survey tools		No assignments to display				
Testtool				Active assignments =		
Departmental worksho				viewed/started by		
SOCI AS - 13th Jan2011				students		
COMM218 workshop	E					
VITAL Workshops 🖾						
Setting out a module III		Id d Page 1 of 1 ▶	2			
COUDSE MANACEMEN	T	Un-started Assignments				
COUNTE MANAGEMEN		Fitter by assignee				
* Control Panel		Anningan				
Files >		Assigned A				
Course Tools		20110112 analys		Un-started assignments =		
* Evaluation		2010115_socias		not vet viewed by students		
✓ Grade Center		20101130 Workshop participants				

You will now see a group wiki template page that you have created:

From this page, you have the option to set up a template wiki before making it live.

11. To work on your template, click on Assignment Template (top right).

Alerts (1) Back to Practice group wiki 1	Administrator Portal Print Help 🔻
Practice group wiki 1	Assignment Template Assignment Settings
This assignment is not available. <u>Click here to make it available</u> .	
Assignment Template Work on Settings etc.	Settings Widgets Attachments Page Lis
Participants will start the assignment with a copy from this template.	Add New Page
There are no pages in this wiki. Click Add New Page to get started.	Search this wiki
You can customize the appearance under Settings, above.	Tags
	No tags
	Latest Activity
	Tunde Varga-Atkins create the content item. 7 minute
	View all activity

- 12. For instance, add an instructions page to students by clicking on Add New Page.
- 13. Or change the colour scheme using the **Assignment Settings** option (top right corner, next to Assignment Template).
- 14. Once you have set up your template, you then need to make it available. Click the link "Click here to make it available." (top)

Sulua

ng VIT <i>i</i>	AL 'A focus on' workshops > Collaborative group work using wikis in VITAL > Create New Campus Pack Wiki	
	Alerts (1) Back to Practice group wiki 1	Administ
	Practice group wiki 1	Assignment Ter
	This assignment is not available. <u>Click here to make it available</u> .	
<	Assignment Template Click to r availab	nake Settings Widg

- 15. Click **Ok** for message that says once you have made the template available, no changes to the template wiki can be made.
- 16. The group wiki is now made available. The top screen area shows the names of students who have already started to work in their wiki. Instructors can check their work by clicking on their name (individual or group), which will open their respective wikis. In this case, no students have yet started. Instructors can check wiki content by clicking on the **Assignment template** link. (See image below.)

Creating blended learning using VITA	L 'A focus on' workshops	Collaborative group work using wikis in VITAL > Create	New Campus Pack Wiki
	Alerts (1)		Admini
* Creating blended * learning using VITAL	Practice grou	p wiki 1	Assignment
📫 'A focus on' workshops 🛛 🔛	✓ This assignment is	available. Click here to make it unavailable.	
VITAL feedback tools 🖾			
🕽 GradeMark Trial 🛛 📓			
📫 Assignment tool 🛛 🔯	Active Assignments		
🕽 Wiki tool 🛛 🛛 🔁	Filter by assignee	Show Read Assignments	
📫 Blog tool 🛛 🖾 🛁	Assignee A	Last Activity	Read/Unread
🗘 Podcast tool 🛛 🖾	Nie anderste te diede		
t VITAL test, survey tools	No assignments to displa	Y.	
Test tool 🛛			
Departmental workshoﷺ			
🕻 SOCLAS - 13th Jan2011 📓			
📫 COMM218 workshop 🛛 🖉			
🕽 VITAL Workshops 😰 🛛 📓			
📫 Setting out a module 🖩 📓	14 4 Page 1	]of1   ▶ ▶    @	
COURSE MANAGEMENT	Un-started Assignment	nts	
	Filter by assignee		
* Control Panel			
* Files *	Katia's group		
V Course Tools	20110113 socias		
Evaluation	20101130 workshop part	ticipants	
Srade Center *			
✓ Users and Groups			
Customization			
Packages and Utilities			
* Help	14 4   Page 1	of1   ▶ ▶   ₽	Displaying 1 - 3 of 3

- 17. To navigate back to the VITAL module, please click the breadcrumb menu above the module menu (e.g. the link as above 'Creating blended learning...').
- 18. Students access the wiki via the **View** link in the content area where the wiki has been set up.



## H) To add a group wiki at the point of group creation

When a single group or group set is created, a number of tools can be made available to the group, including a wiki (Campus Pack wiki). For more details on this option, please see the VITAL How to guide on the Group tool. In this instance, we will create a single group using manual enrol, i.e. the instructor selects the group members.

- 1. Go to your VITAL module (e.g. Personal Test Module).
- 2. In the Control Panel, click on Users and Groups.
- 3. Then click on **Groups**.

Control Panel	
Files	
Course Tools	
Evaluation	
Grade Center	
Users and Groups	
Groups	>
Users	Froups

4. Hover over the blue **Single Group** button and click **Manual enroll** to create a group.

Groups
The <b>Groups</b> tool allows instructors t members can access. Groups can Manual Enroll, having the Instructor a
Create Single Group 💝 🛛 Cre
> Self-Enroll
> Manual Enroll

_	
ר	
-	٠