TEAMS LX

Wiki Tool

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Teams LX is a wiki tool which is also a website of one or more pages that allows people to add and edit content collectively. This wiki has an easy-to-use editor that lets you quickly add content and style your work. Your wiki starts off with one page: the homepage. You can add new pages at any time and link them together.

**Creating a Wiki in a Content Area**

You can create a wiki within a course Content Area such as Assignments or Course Documents.

To create a wiki:

1. Click **Control Panel**
2. Choose the Content Area (i.e. Course Documents, Assignments, etc.).
3. Select **Wiki** from the drop down
4. Click **Go**

You will create the wiki by entering information on the **Create Wiki** screen.

**Step 1: Wiki Information**

Enter the **Wiki Name** and a **Description**.
**Step 2: Select Members**

To select members, click the individual name to highlight it in the left column, and then click ▶ to move it across to the right column. You can hold the **ctrl** key to select more than one student at a time. To remove a student, highlight the students name in the right column and click ✗.

**Note:** The group option will only appear if groups have already been defined within the course.

**Step 3: Select Options**

<table>
<thead>
<tr>
<th>Options</th>
<th>Yes</th>
<th>No</th>
<th>Instructors Only</th>
<th>Member and Instructors</th>
<th>Everyone in Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you want to make the content visible?</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do you want to allow students to purge wiki pages?</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Who do you want to allow to comment on wiki pages?</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Choose the dates and times for which group members will be allowed to edit the wiki</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Choose the dates and times for which non-group members will be allowed to view the wiki</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>How shall public references to students be displayed?</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Do you want to make this content visible?**
Choose no if this wiki should be hidden from all students. Choose yes if the link should be visible.

**Do you want to allow students to purge wiki entries?**
Choose yes if students are allowed to permanently delete entries in the wiki.

**Who do you want to allow to comment on wiki entries?**
Select *Nobody* to turn off the comments function, *Instructor Only* if you will be the only person add comments, *Wiki Member and Instructor* if you both will add comments, or *Everyone in Course* if students will also participate.

**Choose date and time for members to edit the wiki.**
Use the date ranges to specify when students can start and stop editing pages. By default there are no date restrictions placed on editing, if enabled.

**Choose date and time for which non-members can view the wiki.**
Use the date ranges to specify when students can start and stop viewing pages. By default there are no date restrictions placed on viewing, if enabled.

**How shall public references to students be displayed?**
If students are posting to this wiki, use this option to specify how their names will appear on the screen.

### Step 4: Create Gradebook Entry

<table>
<thead>
<tr>
<th>Create Grade Book Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a Grade Book entry for this wiki.</td>
</tr>
<tr>
<td>Entry Name:</td>
</tr>
<tr>
<td>Category:</td>
</tr>
<tr>
<td>Points Possible:</td>
</tr>
<tr>
<td>Make grade visible to students?</td>
</tr>
</tbody>
</table>

Select the **checkbox** to create a gradebook entry. Enter the name of the gradebook column. Select a **category** (this will be helpful if you decide to weight grades). Enter the **points possible**. Select the availability to the students.

### Step 5: Select Text Direction

<table>
<thead>
<tr>
<th>Text Direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose Primary Text Direction:</td>
</tr>
<tr>
<td>Left to Right</td>
</tr>
</tbody>
</table>
**Step 6: Click OK**

Click "OK" to finish. Click "Cancel" to abort this process.

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**Receipt**

Team Site “Shapes Lesson Plan” created.

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**Students’ View**

The students will click **View** below the title of the wiki to access it.

shapes lesson plan

Create a lesson plan that teaches students about different shapes.

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**Configure Course Level Wiki Tool**

To configure the course wiki tool:

1. Click **Control Panel**
2. Click **Configure Wiki Tool** in the **Course Tools** box
3. Select the **Course Wiki Tool Options**

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**Course Wiki Tool Options**

Please note: The settings on this page apply only to the course or organizational level wiki tool, not to the group wiki tool that can be added in content areas.

- **Do you want to allow students to edit the wiki?**
  - Yes
  - No

- **Do you want to allow students to permanently delete wiki pages?**
  - Yes
  - No

- **Do you want to allow students to export the wiki?**
  - Yes
  - No

- **Do you want to allow students to view comments on wiki pages?**
  - Yes
  - No

- **Do you want to allow students to add comments to wiki pages?**
  - Yes
  - No

- **Choose the dates and times for which students will be allowed to edit the wiki tool.**

  - **Allow Edits After**
    - Feb
    - 12
    - 2008
    - AM

  - **Allow Edits Until**
    - Feb
    - 12
    - 2008
    - AM
Allow student to edit pages?
Choose no if the instructor will be the only person editing or creating pages. Choose yes if students can participate.

Do you want to allow students to purge wiki entries?
Choose yes if students are allowed to permanently delete entries in the blog.

Who do you want to allow to comment on wiki entries?
Select Nobody to turn off the comments function, Instructor Only if you will be the only person add comments, or Everyone in Course if students will also participate.

Choose date and time for members to edit the wiki.
Use the date ranges to specify when students can start editing pages and until when they can edit pages. By default there are no date restrictions placed on editing, if enabled.

Choose date and time for which non-members can view the wiki.
Use the date ranges to specify when students can start viewing pages and until when they can view pages. By default there are no date restrictions placed on viewing, if enabled.

How shall public references to students be displayed?
If students are posting to this wiki, use this option to specify how their names will appear on the screen.

4. Choose Alternate Language
5. Click OK

Note: These settings only apply to the course level wiki. They do not apply to wikis created within a content area such as course documents or assignments.

View Course Level Wiki
1. Click Tools or Course Tools on the left menu
2. Click on Wiki Tool
Add Page

To add a page to the wiki:
1. Click the content area where the wiki is located
2. Click new
3. Enter Page Name
4. Enter your text in the text box - notice you have formatting options, including adding images and documents
5. Click Save

Edit Wiki Entries

To edit an entry to a wiki:
1. Click the content area where the wiki is located
2. Click edit
3. Enter changes
4. Click Save

Site Navigation

To view the different pages of a site:
1. Click the content area where the wiki is located
2. Under site navigation, click the name of the page you would like to view

Note: The page you are currently viewing is grayed out.
Another option:
1. Click page list under toolbox
2. Click the page name you would like to view

### Page list for Shapes Lesson Plan

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Last Modified By</th>
<th>Modification Date</th>
<th>Current Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Test Student3</td>
<td>Jan 4, 2007 11:02:41 AM</td>
<td>4</td>
</tr>
<tr>
<td>Directions</td>
<td>Regina Bobak</td>
<td>Jan 4, 2007 10:59:11 AM</td>
<td>1</td>
</tr>
</tbody>
</table>

### View History

A history is kept of all changes a student makes to a wiki.

To access the history of the wiki:
1. Click the content area where the wiki is located
2. Click history

#### History of Home

<table>
<thead>
<tr>
<th>Modified By</th>
<th>Date of Change</th>
<th>Revision</th>
<th>View Diff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regina Bobak</td>
<td>Thu, Jan 4, 11:06 AM</td>
<td>Latest (version 6)</td>
<td><a href="#">View Diff</a></td>
</tr>
<tr>
<td>Test Student3</td>
<td>Thu, Jan 4, 11:02 AM</td>
<td>Version 4</td>
<td><a href="#">View Diff</a></td>
</tr>
<tr>
<td>Regina Bobak</td>
<td>Thu, Jan 4, 11:02 AM</td>
<td>Version 3</td>
<td><a href="#">View Diff</a></td>
</tr>
<tr>
<td>Test Student3</td>
<td>Thu, Jan 4, 11:01 AM</td>
<td>Version 2</td>
<td><a href="#">View Diff</a></td>
</tr>
<tr>
<td>Regina Bobak</td>
<td>Thu, Jan 4, 10:58 AM</td>
<td>Original (version 1)</td>
<td><a href="#">View Diff</a></td>
</tr>
</tbody>
</table>

3. Click View Diff

The changes made are highlighted. You can click Back Up to return to the history page or use Prev Diff Next Diff to navigate through all the history of the page.

### Commenting

You can comment on students’ wikis by using the Comment feature. To comment:
1. Click Comments
2. Enter text
3. Click Add Comment

To view comments, click Comments.
Export Site

Wikis can be exported and stored on your computer. This allows you to browse the site offline, back up your material, or post the material to another web site. To export:

1. Click **export site**
2. Click **Save** in the File Download box
3. Select the location for the file
4. Click **Save**

Exported sites are saved as a .zip file. To view the content, extract the zip and browse it in your web browser. Start first by opening the **index.html** page.

Help

If you have a question, a help feature is available at the top right of the wiki entry page. Click **Help**.

Technical Assistance

For technical assistance, contact Julie G. Wolfe at jwolfe2@bloomu.edu or x5375. Provide Julie with as much information as possible to troubleshoot the problem.