

The purpose of this Quick-start Guide is to get you started using Campus Pack Wikis in your Moodle course (version 2.3). Wikis are special purpose web pages used by a group of people to collaboratively create an information resources. As an instructor, you can have all student in a class contribute to a single wiki page, have each student work on their own page within the same wiki or have students use them for group assignments.

Create a Campus Pack Wiki in Moodle 2.3 – Instructors Only

1. From a Moodle Course, **Turn editing on** and scroll to the Week/Topic desired.
2. Click **Add an activity or resource**, then in the **Campus Pack** group, choose **Wiki** and click **Add**.
3. To create a new blank Wiki, complete the form that displays as shown here.
 - Enter a **Title** and **Description** for this Wiki.
 - For **Deployment**, choose **Single Copy** to create a single wiki for the whole class to view and edit. The other options, **One Per Group**, requires Moodle Groups and **One Per Person** is used to create an individual private wiki for each student.
 - Create Grade Book Entry** – add an entry to the Moodle Gradebook.
4. When finished, click **Add** at the bottom. You will then see a message “There are no pages in this wiki. Click Add New Page to get started.” In order to begin using the Wiki, you must create the first page.



By default, all students and instructors that have access to the Moodle course are given permission to edit the Campus Pack Wiki. Instructors can edit the settings to change the access levels.

Creating Additional Pages

1. From the Campus Pack Wiki screen, click **Add New Page**.
2. In the dialog box that opens, enter a meaningful **Title** for this page then click **Continue**.
3. Use the text editor to edit the content of this page as desired then click **Save and Exit** to close the editing page.



Editing the Wiki

This is a good place to create an introduction, guidelines for student use and assessment criteria as well as an example of your expectations for student contributions.

1. From the Moodle course page, click the **wiki assignment link** which opens the Wiki in the Campus Pack environment.
2. Click **Edit** in the yellow Page banner to open the text editor.
3. The **Editor Menu Toolbar** is very similar to the Moodle text editor ribbon. Hover over any icon in the ribbon to display a text description. Here, we highlight some of functions:

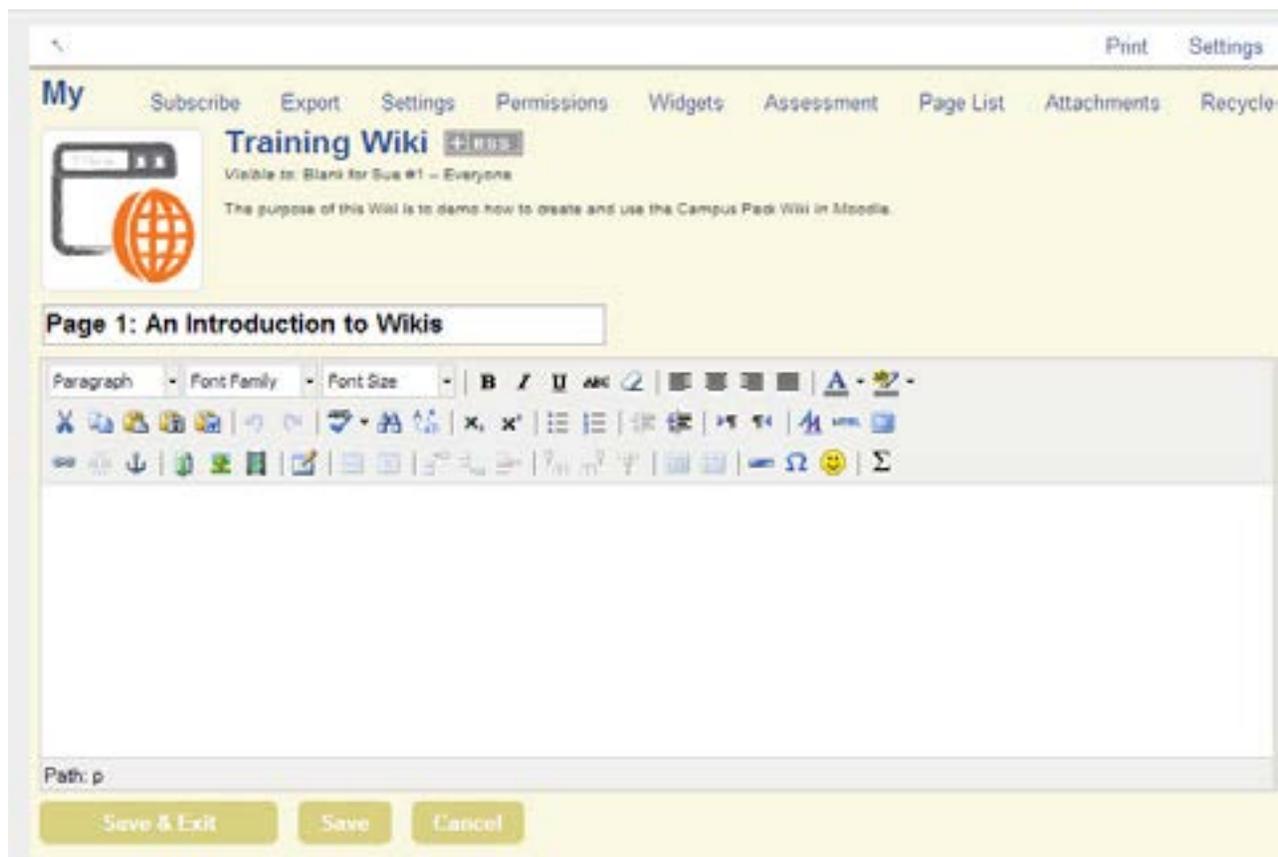
 Spell Check- Toggle on/off to identify all misspelled words, but you need to double-click each word for replacement suggestions and correct them.

 Link to a Page – Insert a link to a web page

 Insert/Edit Image – Upload and insert an image on the page. Be sure to resize the image for web (about 300x300 pix) before uploading or it will be too large and use a lot of storage space.

 Insert/Embed Media – Simplest use of this feature is to embed Youtube videos. Over or incorrect use of this feature will cause the page to load slowly and quickly increase storage space. Call the Faculty Technology Center for more help with this feature.

Equation Editor – Wikis don't need to be all about words, collaborate on complex calculations, as well.



Navigating the Wiki

The screenshot shows a Moodle Wiki page with the following elements:

- 1. Campus Pack Banner:** The top navigation menu including 'Subscribe', 'Export', 'Settings', 'Permissions', 'Widgets', 'Assessment', 'Page List', 'Attachments', and 'Recycle'.
- 2. Wiki Banner:** The page title 'Page 1: An Introduction to Wikis', the editor's name 'Sue Monthie', the edit date '3/25/2013 at 1:52 PM, EDT', and a menu of actions: 'Edit | History | Lock | Delete'.
- 3. Content Area:** The main text of the page, including a welcome message, a link to 'The Technology Training Center at Loyola University Maryland', and a link to 'Check out and register for some upcoming classes on our Training Site'.
- 4. Viewer Comments:** A section titled 'Viewer Comments (1)' containing a comment by 'Gretchen Cannon' dated '3/25/2013 at 11:51 AM, EDT'.
- 5. Status Bar:** A bar at the bottom of the page indicating 'Viewed 28 times'.
- 6. Add New Page Button:** A button in the right sidebar labeled 'Add New Page'.
- 7. Pages:** A list of pages in the right sidebar, including 'Page 1: An Introduction to Wikis', 'Page 2: Example Wikis', and 'Page 3: Assessing Wikis'.
- 8. Tags:** A section in the right sidebar showing tags like 'introduction', 'technology training center', and a 'View cloud' link.
- 9. Contributors:** A section in the right sidebar listing contributors 'Gretchen Cannon' and 'Sue Monthie'.
- 10. Latest Activity:** A section in the right sidebar showing recent updates, such as 'Sue Monthie updated "Page 1: An Introduction to Wikis." less than a second ago'.

1. **Campus Pack Banner** identifying the name of the tool (wiki) being viewed and general menu of settings for all campus pack tools: blog, wiki, podcast, journal, content.
2. **Wiki Banner** identifying the current page being viewed, date & time this page was edited, tags for improved searches if created. The menu of functions for this page appears once a page is created:
 - Edit (all - students and instructor) - Edit the current page
 - History (all) - displays a dated list of the changes to the wiki, including the contributor who made each
 - Lock (Instructor only) - toggle to Lock/Unlock the current page. Lock keeps the students from editing but the instructor can still make edits.
 - Delete (all) - Allows any contributor to delete the page.
3. **Content Area** displays the information in the wiki: text, links, pictures.
4. **Viewer Comments** allow readers to provide feedback without actually editing the wiki itself. Instructors can click **Close commenting** to block the use of this feature.
5. Use this **Status Bar** to quickly see how much activity is occurring in the wiki.
6. use the **Add New Page Button** to add a page to the wiki. It is helpful to organize large amounts of information in the wiki by concept or "chapter" using pages. All authors, students and instructors can add pages. Note that it's important to name your pages logically for easy navigation.
7. Navigate between **Pages**. In this example, we prefix each page title with the page number, but that is not necessarily appropriate for all wikis. The Edit link allows you to reorder pages and even create a hierarchical structure with sub-pages, like an outline format.
8. Use Tags to search for specific content.
9. **Contributors** displays who has edited the current page.
10. The Latest Activity section give you a snapshot of the most recent edits to the entire wiki, not just this page. Select **View all activity** at the bottom of this block to see a list of all edits.