

The screenshot shows a Moodle course page with a sidebar on the left and a main content area on the right. In the sidebar, there is a section for 'Announcements' and a section for '30 May - 5 June'. Below the '30 May - 5 June' section, there is a button labeled '+ Add an activity or resource' which is highlighted with a red rectangle. To the right of the sidebar, there is a 'Search forums' box and a 'Latest announcements' box.

## Step 1

After clicking 'turn editing on' (top right), click 'Add an activity or resource'.

The screenshot shows the 'Add an activity or resource' dialog box. On the left, there is a list of activity types with radio buttons. The 'Wiki' option is selected and highlighted with a red rectangle. On the right, there is a description of the Wiki activity module. At the bottom, there is a blue 'Add' button and a grey 'Cancel' button, both highlighted with red rectangles.

**Add an activity or resource**

- OU blog
- OU wiki
- Questionnaire
- Quiz
- Scheduler
- SCORM package
- Survey
- Turnitin Assignment 2
- Wiki
- Workshop
- Zoom meeting

The wiki activity module enables participants to add and edit a collection of web pages. A wiki can be collaborative, with everyone being able to edit it, or individual, where everyone has their own wiki which only they can edit.

A history of previous versions of each page in the wiki is kept, listing the edits made by each participant.

Wikis have many uses, such as

- For group lecture notes or study guides
- For members of a faculty to plan a scheme of work or meeting agenda together
- For students to collaboratively author an online book, creating content on a topic set by their tutor
- For collaborative storytelling or poetry creation, where each participant writes a

**Add** **Cancel**

## Step 2

Select 'Wiki' and then click 'Add'.

The screenshot shows the 'Adding a new Wiki' form in Moodle. The 'General' section is expanded. The 'Wiki name' field is highlighted with a red box. Below it is a rich text editor for the 'Description'. A checkbox labeled 'Display description on course page' is also highlighted with a red box. Below the description editor, the 'Wiki mode' is set to 'Collaborative wiki', and the 'First page name' field is highlighted with a red box.

### Step 3

Type the Wiki name and description.

Tick the '*Display description on course page*' box.

After give the first page a name.

Choose "**Collaborative wiki**" to create a single wiki and allow students to edit and change things in the wiki.

Individual wiki means every student would get their own wiki space.

The screenshot shows the 'Format' section of the 'Adding a new Wiki' form. The 'Default format' dropdown is set to 'HTML' and is highlighted with a red box. The 'Force format' checkbox is also highlighted with a red box. Below this are sections for 'Common module settings', 'Restrict access', 'Tags', and 'Competencies'. At the bottom, there are three buttons: 'Save and return to course', 'Save and display' (highlighted with a red box), and 'Cancel'. A message at the bottom states: 'There are required fields in this form marked [red icon]'.

### Step 4

Choose '*HTML*' to be the "*Default format*" and tick the "*Force format*" box.

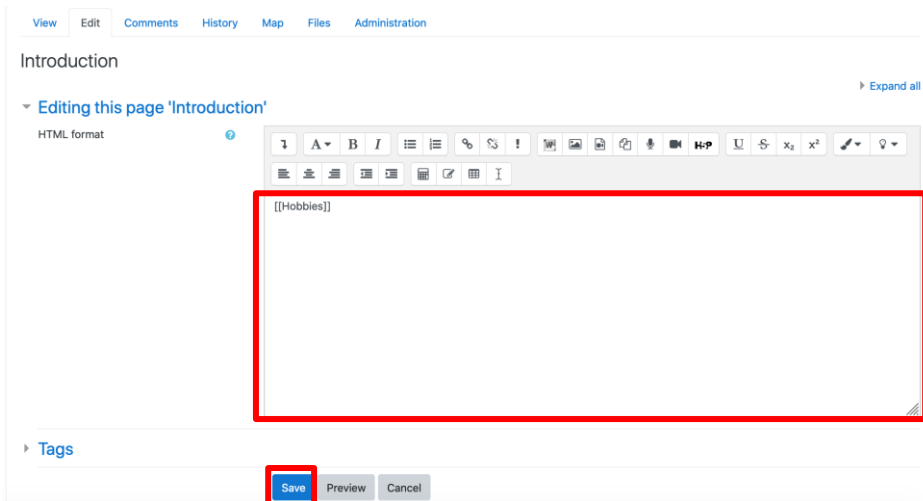
Finally, click '*Save and display*'.

### Wiki testing

The screenshot shows the 'Wiki testing' form. The 'New page' section is expanded. The 'New page title' field contains the text 'test' and is highlighted with a red box. Below it, the 'Format' section has three radio button options: 'HTML format' (selected and highlighted with a red box), 'Creole format', and 'NWiki format'. At the bottom, there is a 'Create page' button highlighted with a red box.

### Step 5

Click '*Create page*'.

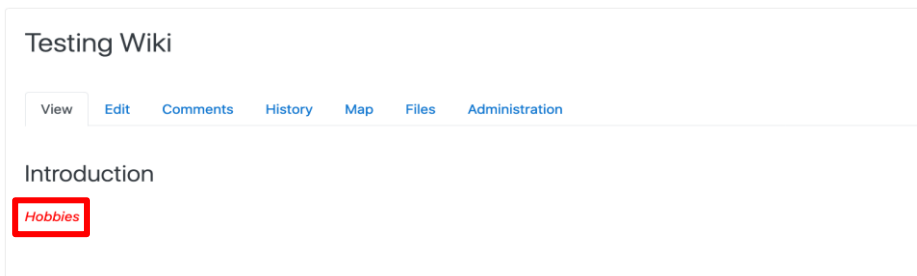


## Step 6

Type the things you want in the first page.

Words putted inside the double square blanket "[[ " "]]" can create hyperlinks.

Click **'Save'**.

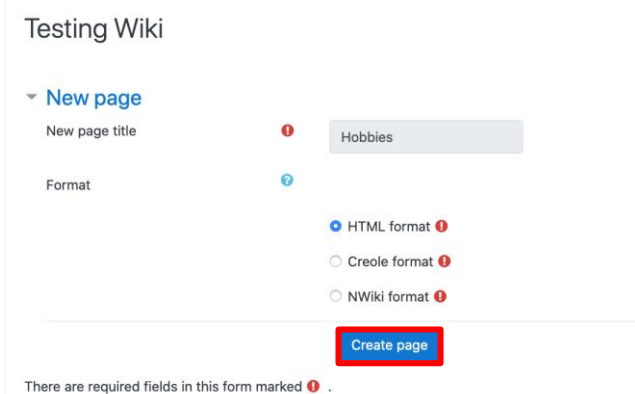


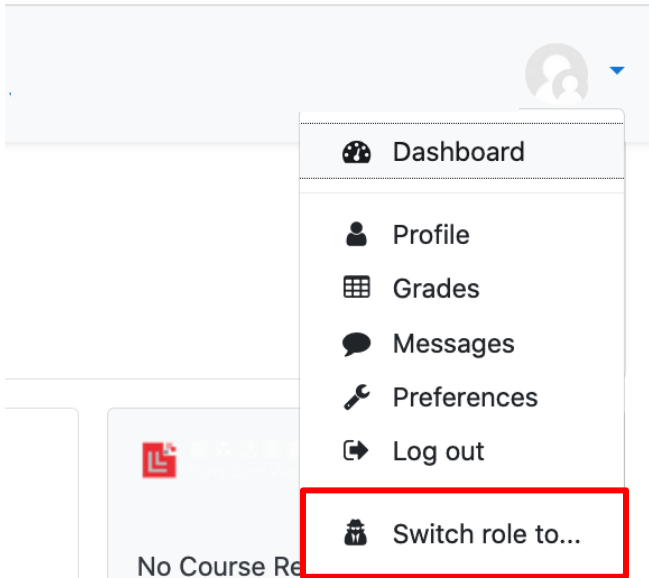
## Step 7

The word **"Hobbies"** now becomes a hyperlink.

Then **'create page'** for it and type the things you want.

Then click **'Save'**.





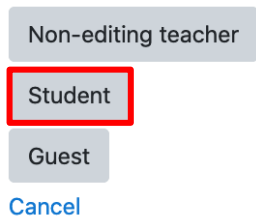
### Step 8

Click "**Switch role to...**" on the right upper corner in order to change into student's site.

### Switch role to...

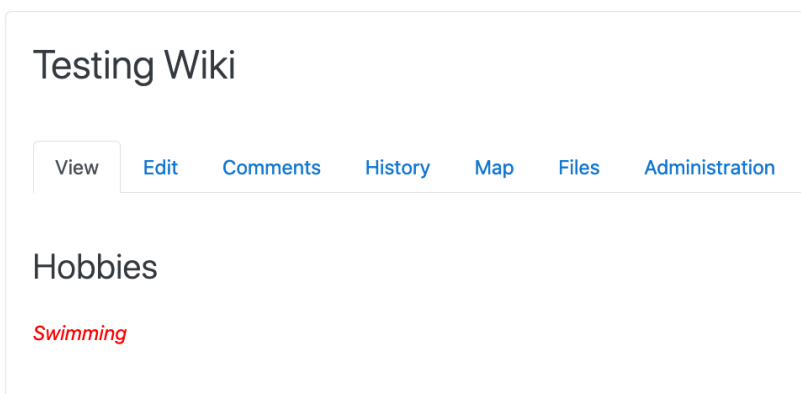
Choose a role to get an idea of how someone with that role will see this course.

Please note that this view may not be perfect ([See details and alternatives](#)).



### Step 9

Click '**Student**'.



### Step 10

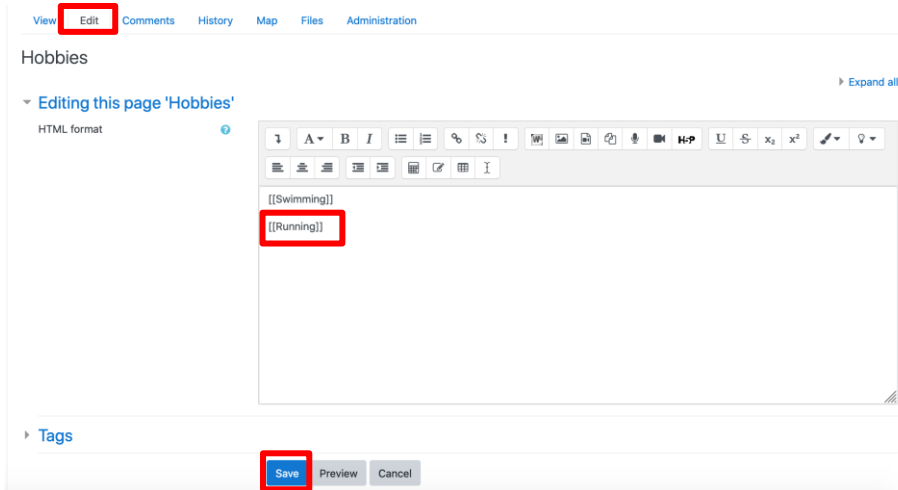
In the view of student, they can see the words you added.

### Step 11

Students can click **'edit'** to edit the page.

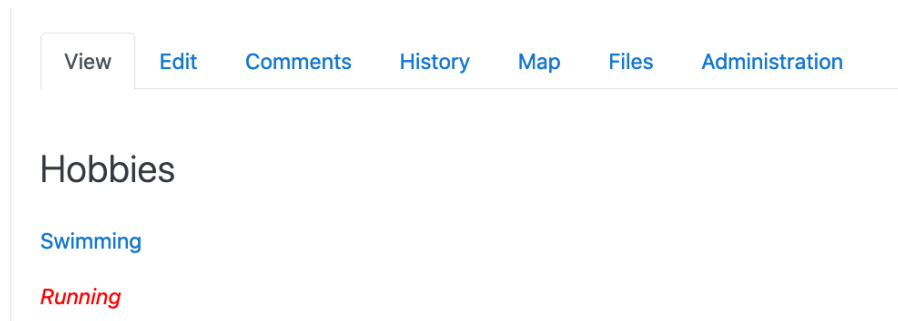
Students can add one more page by putting it inside the double square blanket.

For example, by putting **'Running'** inside the double square blanket "[[ " " ]]", students can click on the word and create a page.



### Step 12

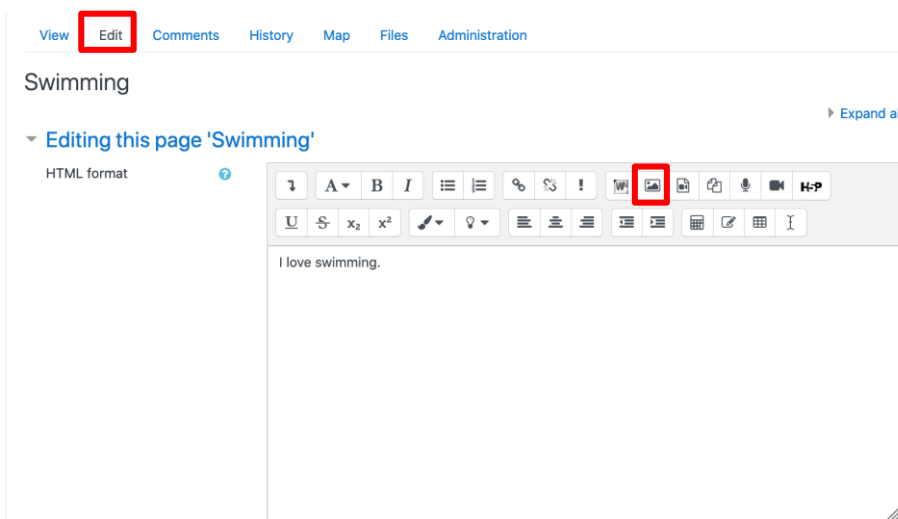
For the page which created already, click on the words and students can add things inside.

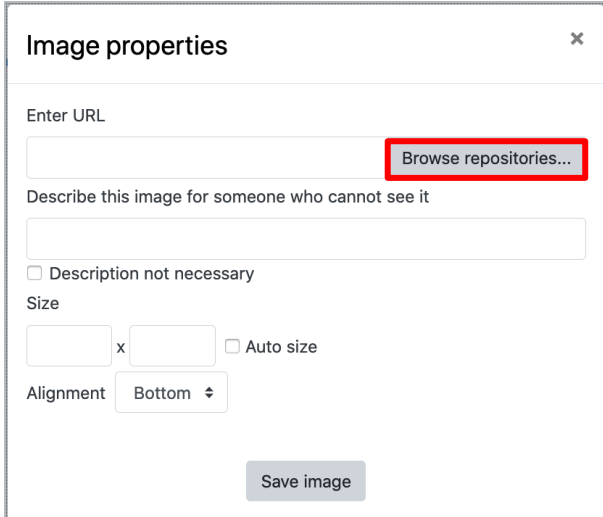


### Step 13

Click **'edit'** to edit the content.

You can add image by clicking the image icon.





**Image properties** [x]

Enter URL  
[ ] **Browse repositories...**

Describe this image for someone who cannot see it  
[ ]

Description not necessary

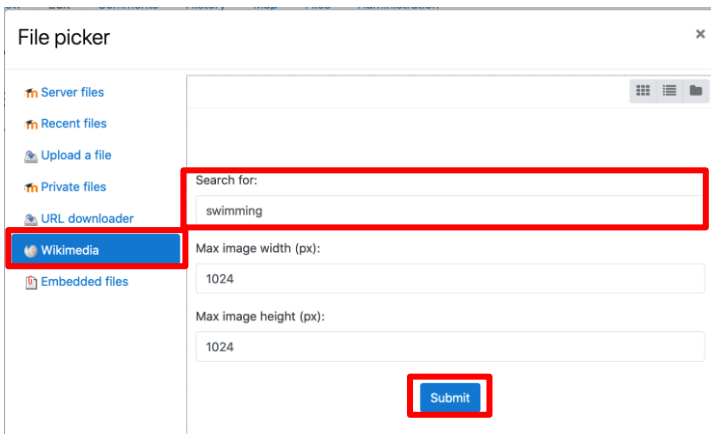
Size  
[ ] x [ ]  Auto size

Alignment **Bottom** [v]

**Save image**

## Step 14

Click '**Browse repositories...**'  
Choose '**Upload a file**' or search images through '**Wikimedia**'.



**File picker** [x]

- Server files
- Recent files
- Upload a file
- Private files
- URL downloader
- Wikimedia**
- Embedded files

Search for:  
swimming

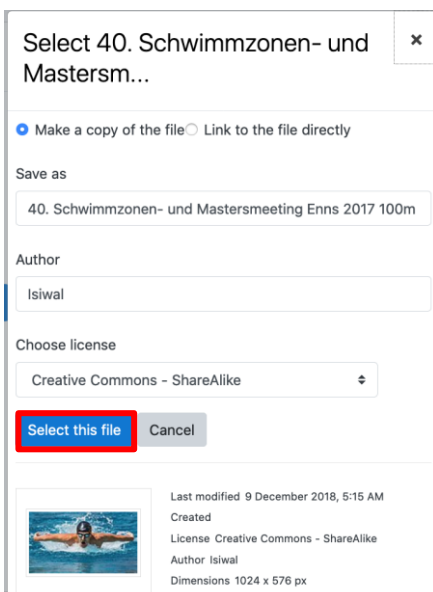
Max image width (px):  
1024

Max image height (px):  
1024

**Submit**

## Step 15

Type in keywords to search image and click '**Submit**'.



**Select 40. Schwimmzonen- und Mastersm...** [x]


Make a copy of the file  Link to the file directly

Save as  
40. Schwimmzonen- und Mastersmeeting Enns 2017 100m

Author  
Isiwal

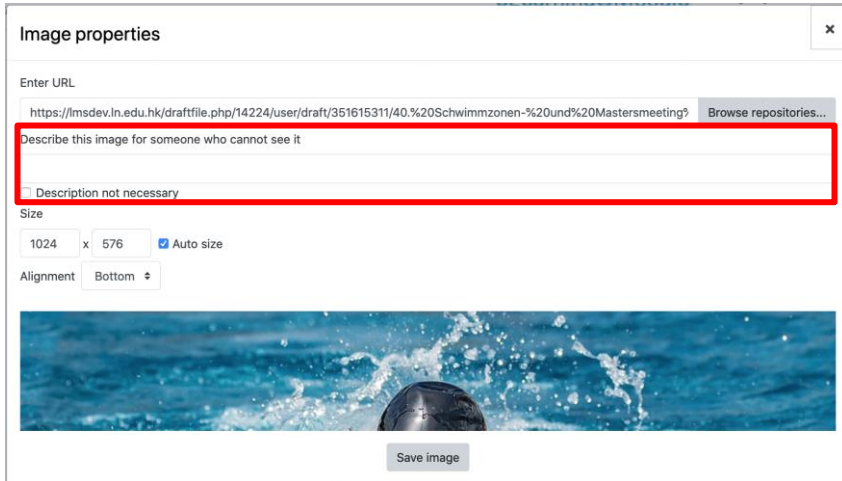
Choose license  
Creative Commons - ShareAlike

**Select this file** Cancel

 Last modified 9 December 2018, 5:15 AM  
Created  
License Creative Commons - ShareAlike  
Author Isiwal  
Dimensions 1024 x 576 px

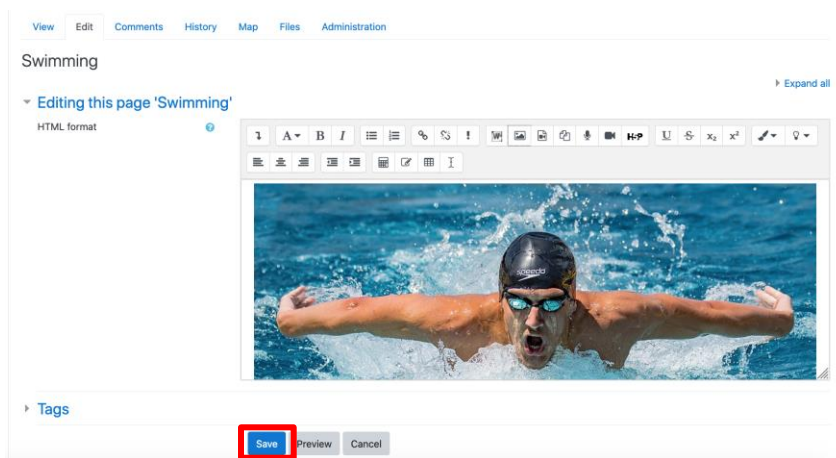
## Step 16

Choose the suitable image and click '**Select this file**'.



## Step 17

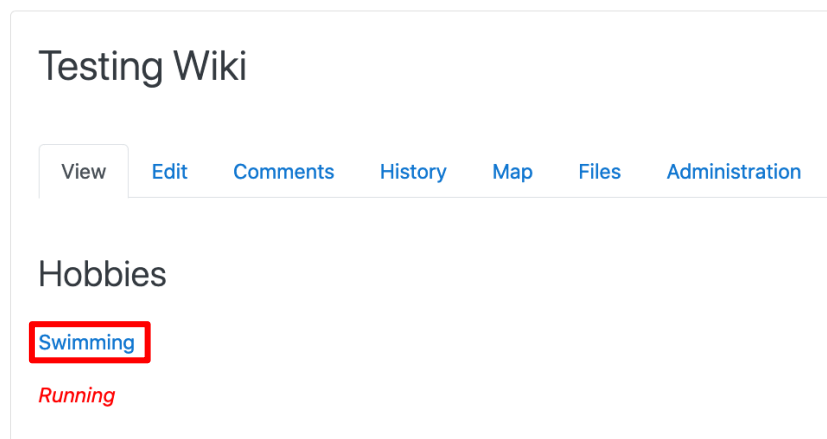
Add description of the image or click "**Description not necessary**". Then, click '**Save Image**'



## Step 18

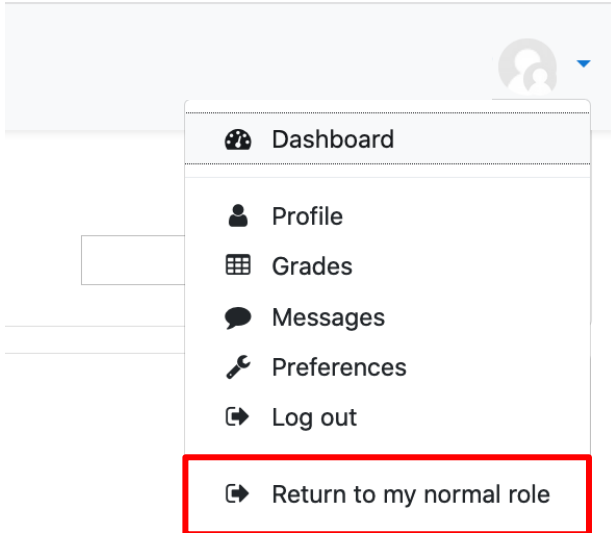
The image is presented and students can put "**hobbies**" inside the double square blanket "[[ " "]]" to create a link back to the hobbies page.

Finally, click '**Save**'.



Note:

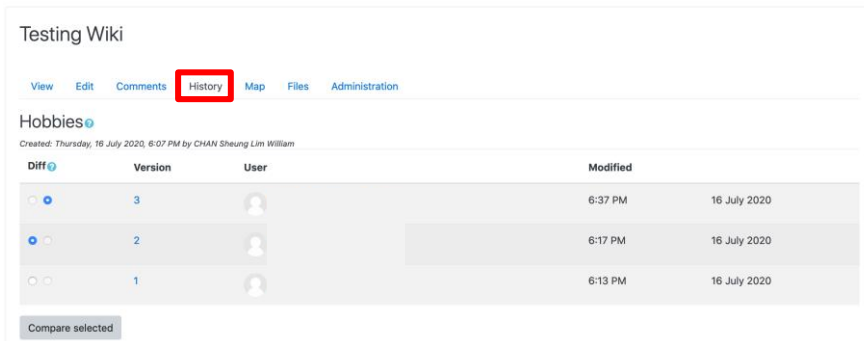
Back to the Hobbies page, the words in blue colour which mean a page is already created.



## Step 19

Click your name on top right corner.

Then press, '**Return to my normal role**'.



## Step 20

Click '**History**' to see the students who edited the page.

Click the number under "**Version**" to see the pages edited by students.