

13: MOODLE WIKIS

WELCOME TO THE MOODLE WIKIS TUTORIAL!

In this tutorial, you will learn:

- What a wiki is
- Some ways to use a wiki with students
- How to set up a wiki in Moodle

If you have not used one of CareerTech’s “How to Moodle” tutorials before, view the [instructions](#) for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should be familiar with:

- Setting up a course in Moodle
- Adding an activity to a topic in your course

To begin, select from the menu below or simply turn to the next page.

MENU OF TUTORIAL TOPICS

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INTRODUCTION TO MOODLE WIKIS

A wiki is a website built by the participants granted permission to access it. In Moodle, it is set up initially by the instructor as one page. From this page, users can then add and edit content. Any user with permission can edit what is already on the site, or can add new items, such as new text, new pages, and new media. Users can also make comments and participate in discussions of the content. A history of previous versions of each page in the wiki is kept, allowing review of each participant's contributions.

The general process for using a wiki in your classroom includes the following:

1. The instructor sets up the wiki activity according to the desired experience for students (for example, a place for groups to collaborate while creating a presentation).
2. Students access the wiki through Moodle to edit and add content. Students can also comment about page content, interacting in a discussion.
3. The wiki activity is not connected to the Moodle grader report (grade book). If you would like to use the wiki as a graded activity, you must do so manually.

WAYS TO USE A WIKI

Why use the Moodle wiki with your class?

Although a wiki may be used by a single individual, it is most powerful when used as a group activity. The ability to collaborate and be creative with a wiki can lead to surprising and gratifying learning outcomes. Here are some ways to make the wiki an effective pedagogical tool.

- For student groups to create their own knowledge base about a topic. The wiki can be a repository and place to share relevant links, a space to write and edit text together, to collect sample media objects, and to discuss and refine ideas. This type of use would be ideal when combined with a presentation as the group's ultimate deliverable, which can be made through the wiki as well.
- For students to collaboratively author an online story or narrative. For example, each student can add a paragraph in turn to a story started with a single sentence.
- For students to author individual stories connected by a common theme.
- As a place for the entire class or small groups to brainstorm, submit ideas, and comment on each other's work.

These are just a few suggestions. Experiment with your own ideas.

What is the teacher's role in the wiki activity?

The teacher should plan the wiki activity so that the wiki's purpose is clear to the participants. Thinking through your intention for the wiki before setting it up allows you to create an initial structure for the wiki that will be a foundation for students to get the best experience.

Once the wiki is set up and being used, monitor it regularly to ensure appropriate use. This can be time consuming, so be sure you are able to keep an eye on what students are putting in a wiki before deciding to use it.

SETTING UP THE MOODLE WIKI

VIDEO DEMONSTRATION:

Watch this 3-minute video to see a demonstration of completing this task.

<http://youtu.be/293p7T55OHA>

For some tips on using the wiki after it is created, watch this 5-minute video.

<http://youtu.be/AXPPUbv-b3Y>

NOTE: Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are the same as the ones you will use.

To set up any activity in Moodle, you must first:

1. Go to your course page.
2. Turn editing on.
3. Choose the topic or week where you will add the activity.
4. Click "Add an activity" under that topic or week. This displays the list of available activities.

Follow these steps to create a wiki. The tabs and/or sections are noted in italics.

Step	Action	Notes
1.	Choose “Wiki” from the Add an Activity drop-down list.	The Wiki settings page will display.
2.	<i>Section: General</i> <i>Field: Wiki Name</i> Enter a name for your wiki.	The wiki name should be concise but descriptive. This name will appear on the course page. The name is hyperlinked so users can click to open the wiki activity. For training purposes, use the name “Exploring Roles in the Nursing Profession.”
3.	<i>Section: General</i> <i>Field: Description</i> Enter instructions for the student describing how you want them to use this wiki.	Notice that you can use formatting tools for this text. For training purposes, use the following description: “Work with your groups to develop your assigned portion of this wiki. When it is complete, we want to use it as a place to understand all the different types of jobs a nurse might fill. Your research should include licensing requirements, education and experience, work environment, average pay, and an interview or case study for each nursing role that we explore.”
4.	<i>Section: General</i> <i>Field: Display Description on course page</i> Click to have description display on course page.	If you check the box, the course page will display the description below the wiki name. If you do not check this box, only the wiki name will appear on the course page. For training purposes, choose to display the description on the course page.
5.	<i>Section: General</i> <i>Field: Wiki mode</i> Choose the desired wiki mode (individual or collaborative) from the drop-down list.	The wiki mode determines whether everyone can edit the wiki—a collaborative wiki—or whether everyone has their own wiki which only they can edit—an individual wiki. For training purposes, choose “Collaborative.”

Step	Action	Notes
6.	<p><i>Section: General</i> <i>Field: First page name</i></p> <p>Name the first page of the wiki.</p>	<p>When you start the wiki, it will have just this one page. You can add more pages to the wiki by using the appropriate code from within this first page.</p> <p>For training purposes, use the name “Exploring Roles in the Nursing Profession.”</p>
7.	<p><i>Section: Format</i> <i>Field: Default format</i></p> <p>Choose the desired format for editing the wiki pages from the drop-down list.</p>	<p>The choices are:</p> <ul style="list-style-type: none"> • HTML—The HTML editor is available. • Creole—A common wiki markup language for which a small edit toolbar is available. • NWiki—Mediawiki-like markup language used in the contributed NWiki module. <p>For training purposes, choose the format you prefer.</p>
8.	<p><i>Section: Format</i> <i>Field: Force format</i></p> <p>Click the checkbox if you want to force users to work only with the default format selected above.</p>	<p>If the box is not marked, users are allowed to choose one of the 3 editing formats (HTML, Creole, or NWiki) when they are in the wiki.</p> <p>If this box is checked, users must use the default editing format selected in the previous field.</p> <p>For training purposes, leave this box blank so that students can choose their own editing format.</p>
9.	<p><i>Section: Common Module Settings</i> <i>Field: Visible</i></p> <p>Choose to show or hide the assignment on the course page.</p>	<p>Use the Hide setting to prevent the activity from appearing on the course page. You may change the setting at any time.</p> <p>For training purposes, leave this field and all remaining set up fields in the default state.</p>
10.	<p><i>Section: Common Module Settings</i> <i>Field: ID Number</i></p> <p>Enter an ID number if desired.</p>	<p>Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank.</p>

Step	Action	Notes
11.	<p><i>Section: Common Module Settings</i> <i>Field: Group Mode</i></p> <p>Choose the group mode desired for this wiki.</p>	<p>This allows you to have students access the wiki as groups rather than as individuals.</p> <p>There are 3 options:</p> <ul style="list-style-type: none"> • No groups—There are no sub groups, everyone is part of one big community. • Separate groups—Each group member can only see activity from their own group, others are invisible. • Visible groups—Each group member works in their own group's wiki, but can also see other groups. <p>If the group mode is forced at course level, you will not be able to change the group mode at the activity level.</p>
12.	<p><i>Section: Common Module Settings</i> <i>Field: Grouping</i></p> <p>Choose the grouping mode desired for this wiki.</p>	<p>The default is None. For other options to appear in this field, you must first set up groups in the course administration area.</p> <p>A single grouping can include just one group or several groups.</p>
13.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Fields: Activity Completion</i></p> <p>If desired, select an activity from the dropdown list and the condition that must be met to allow access to the wiki.</p>	<p>This type of restriction may be used in place of the grade condition fields.</p>
14.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Field: Date</i></p> <p>If enabled, you must also enter the appropriate dates that will restrict access to the wiki.</p>	<p>This set of fields allows students to view and access the wiki only during the specified time period.</p>

Step	Action	Notes
15.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Field: Grade</i></p> <p>If desired, select an activity from the dropdown list and an acceptable grade range which must be met to allow access to the wiki.</p>	<p>These fields allow you to specify any grade conditions from other parts of the course that must be met prior to accessing the wiki.</p> <p>You may set multiple grade conditions. If you do, access to the wiki will only be allowed when ALL grade conditions that you specify here are met.</p>
16.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Field: Group</i></p> <p>Select a field a group criteria from the dropdown menu that must be met for the user to access the wiki.</p>	<p>You can select a single group or any group.</p>
17.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Field: User Profile</i></p> <p>Select a field and a logical condition that must be met for the user to access the wiki.</p>	<p>You can restrict access based on any field from a user's profile.</p>
18.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Field: Restriction set</i></p> <p>This setting allows nested restrictions.</p>	<p>This is an advanced setting that allows for restrictions to be placed within a restriction.</p>
19.	<p><i>Section: Activity Completion</i> <i>Field: Completion tracking</i></p> <p>Select the desired completion tracking status from the drop-down list.</p>	<p>The user will see a checkmark next to the activity name on the course page when the activity is complete, if tracked.</p> <p>Activity completion can be tracked manually by the student, automatically based on certain conditions, or not at all.</p> <p>Multiple conditions may be set if desired. If so, the activity will only be considered complete when all conditions are met.</p>

Step	Action	Notes
20.	<p><i>Section: Activity Completion</i> <i>Field: Require View</i></p> <p>Click this box to enable if you are tracking completion with the system and would like students simply to view the wiki to complete the activity.</p>	<p>This is a condition that can be used if Completion Tracking is set as “Show activity completion when conditions are met.”</p> <p>If checked, the student must open the wiki for the system to mark the activity as complete on the course page.</p>
21.	<p><i>Section: Activity Completion</i> <i>Field: Expect Completed On</i></p> <p>Click the “enable” box if you would like activity in the wiki to be completed by a set date. Enter the appropriate date in the date fields.</p>	<p>The date is not shown to students and is only displayed in the activity completion report.</p>
22.	<p>Click the Save and Display button at the bottom of the wiki setup screen.</p>	<p>To see the wiki that you have just created as it will initially appear to users, click Save and Display.</p>
23.	<p>On the following page, click the Create Page button.</p>	

At this point, you will see the first page that you created, along with tabs that allow you to:

- **View**—View a wiki page.
- **Edit**—Edit a wiki page.
- **Comments**—Make a comment on the wiki page you are currently viewing.
- **History**—View a history of changes to the wiki page you are currently viewing.
- **Map**—View a list of the pages that currently exist within the wiki. The menu drop-down allows you to select a type of view. For example, by selecting Orphan you can see if there are any pages that are not linked from other pages (and therefore cannot be accessed easily).
- **Files**— If any files have been added to the wiki, you can access them from this tab.
- **Administration**—Allows you to delete pages, if necessary. The first page cannot be deleted.
- In the navigation block, you will see all these items repeated, plus a link called “New.” The “New” link creates a new page in the wiki. However, it will not automatically be linked from an existing page. If you do not create links between pages, any new page you create will be an orphan.

The following steps will set up your first page so students can easily build from it according to their assignments. You want each student group to add information to the wiki about an assigned nursing role. For this exercise, we will add just a few page titles. In an actual class activity, you would spend time determining which items you wanted students to start with, or if students could elect to work on an item not already included on the first page.

Step	Action	Notes
24.	Create new pages by naming them on an existing page, using double brackets.	<p>This immediately creates links between the pages, which makes navigating the wiki easy.</p> <p>For training purposes, using the editor on the first page, add this text with the links to new pages as shown in double brackets:</p> <p>Tell us about the roles that nurses fill in today's world.</p> <p>Select from:</p> <p>[[Nurse Practitioner]] [[Nurse Educator]]</p> <p>[[Nurse Researcher]]</p>
25.	Save the page you have created by clicking the "Save" button at the bottom of the editing screen.	You will see the new page that you have made, with the linked text shown in red. You must now create each of these pages so that they will exist when students navigate to them from the links.
26.	Click the Nurse Practitioner link.	This opens the editor for a page called Nurse Practitioner so that you can create the page.

Step	Action	Notes
27.	Use the editor to add text.	<p>For training purposes, add the following text:</p> <p>Add a description of the Nurse Practitioner role here. Then add content to the pages linked below.</p> <p>[[Education required]]</p> <p>[[Salary Range]]</p> <p>[[Typical workday]]</p> <p>[[Interview]]</p> <p>Go to [[Exploring Roles in the Nursing Profession]]</p> <p>If you wish, you can add tags to help students find the page when searching the wiki. Click the Save button and view the new page text.</p> <p>Repeat these steps to add text and links for the remaining nurse roles that you have linked from the first page.</p>

Finally, practice using the wiki in the role of the student. Add some information to some of the pages, including files such as images or videos.

Use this exercise as a jumping off point to create other wikis that require students to use them in different ways for learning. As you become comfortable using and setting up Moodle wikis, you will find many uses for them.

SUMMARY AND RESOURCES

This tutorial gave you the steps you will use to set up a Wiki Activity in Moodle, including the types of decisions you will be making when you create this type of activity.

To learn more about this topic, visit:

- https://docs.moodle.org/33/en/Wiki_settings
- https://docs.moodle.org/33/en/Using_Wiki
- https://docs.moodle.org/33/en/Wiki_FAQ
- <http://edtechtuesdays.wikispaces.com/file/view/50+Ways+to+Use+Wikis+for+a+More+Collaborative+and+Interactive+Classroom.pdf>

HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- ***As a self-paced lesson.***

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some prior experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Most topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information that you need is listed in the tutorial text and step instructions.

Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- ***As a lesson-plan for a classroom.***

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial exercises for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial [main menu](#).

We would appreciate feedback on this tutorial! Please send comments or suggestions to:

Margi Stone Cooper, Digital Delivery Coordinator
Oklahoma Department of CareerTech
margi.cooper@careertech.ok.gov