

13: MOODLE WIKIS

WELCOME TO THE MOODLE WIKIS TUTORIAL!

In this tutorial, you will learn:

- What a wiki is
- 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 beginning 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 turn to the next page.

MENU OF TUTORIAL TOPICS

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- [Ways to Use a Wiki](#)
- [Setting Up the Moodle Wiki](#)
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INTRODUCTION TO MOODLE WIKIS

A wiki is a website built by a group of contributors. In Moodle, the instructor sets up the wiki and creates the first page. From this page, users can add and edit content. Any user with assigned permission can edit the wiki, and they can add text, media, and additional pages. Moodle stores previous versions of each wiki page, which allows the teacher or facilitator to review each participant's contributions.

Note: The Moodle Wiki offers more privacy and security than web apps that require a shared link, such as Google Docs.

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

1. The teacher sets up the wiki activity according to the project or assignment (for example, a place for students to collaborate while creating a slide presentation)
2. The teacher determines how to grade or evaluate student participation in the wiki activity. Since the Moodle Wiki activity does not appear in the online gradebook, teachers must manually grade student contributions or use the wiki in conjunction with another app, such as a Moodle Assignment.
3. Students create, edit, comment on, and discuss the content in Moodle.
4. The teacher monitors the students' contributions and grades the assignment.

WAYS TO USE A WIKI

Why use the Moodle Wiki with your class?

Although teachers may set up a wiki for individual student use (for example, as a blog site or online portfolio), a wiki works best when used as a group activity. The ability to collaborate and work creatively in a wiki can lead to unexpected and gratifying learning outcomes. The following list includes suggestions for using a wiki an effective pedagogical tool.

- Student groups can create their own knowledge base about a topic—A wiki can serve as a repository or a place to share relevant links, a space to write and edit text together, a repository for media, and to place to discuss and refine ideas. For example, a wiki works well when students work together to create a presentation, which they can then host through the wiki.
- Students can collaboratively write an online story or narrative—For example, each student can add a paragraph to a story started with a single sentence.
- For students to author individual stories with a common theme.
- The entire class or small groups can 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?

Plan the wiki activity so that the learners understand your expectations for using it. Thinking through your intentions for the wiki before setting it up allows you to create an initial organizational structure, to ensure students have a meaningful learning experience.

After setup, monitor the wiki regularly to ensure appropriate use. This can be time consuming, so make sure you allot time to keep an eye on what students post before you decide to use a wiki.

SETTING UP THE MOODLE WIKI

VIDEO DEMONSTRATION:

Watch this brief video to view a demonstration that shows how to set up a wiki.

<https://youtu.be/6sMH3SabSfw?si=6vpPilir6yYo2T2Bo>

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 by clicking the **Edit toggle** in the upper right corner of the computer screen.
3. Choose the topic or section where you will add the activity.
4. Click the **Add an activity or resource** link under that topic or section. 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 or resource dropdown list.	The Wiki settings page will display.
2.	Section: General Field: Wiki name Enter a name for your wiki.	The wiki name should be concise but descriptive. This name will appear on the course page. Moodle automatically creates a hyperlink to the new wiki activity. For training purposes, type the name: Exploring Roles in the Nursing Profession .
3.	Section: General Field: Description 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 group to develop your assigned portion of this wiki. When complete, the class will use the information to create awareness of various nursing related jobs. In your research, include licensing requirements, education and experience, work environment, average pay, and an interview or case study for each nursing role.
4.	Section: General Field: Display description on course page 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, click the checkbox to display the description on the course page.
5.	Section: General Field: Wiki mode Choose the desired wiki mode (individual or collaborative) from the dropdown 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 .
6.	Section: General Field: First page name Name the first page of the wiki.	A new wiki begins with a landing page. You can add more pages to the wiki by creating links from the first page. For training purposes, use the name: Home .

Step	Action	Notes
7.	<p>Section: Format Field: Default format</p> <p>Choose the desired format for editing the wiki pages from the dropdown list.</p>	<p>The choices include:</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 this training, choose the format you prefer.</p>
8.	<p>Section: Format Field: Force format</p> <p>Click the checkbox if you want to force users to work only with the default format selected above.</p>	<p>If left unchecked, users can choose one of the three editing formats (HTML, Creole, or NWiki) when editing 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 unchecked so that students can choose their own editing format.</p>
9.	<p>Section: Common module settings Field: Availability</p> <p>Choose to show or hide the assignment on the course page. You can also make the wiki available but hidden on the course page.</p>	<p>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>Section: Common module settings Field: ID number</p> <p>Enter an ID number if desired.</p>	<p>Setting an ID number provides a way to more easily identify 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>Section: Common module settings Field: Group mode</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>The choices include:</p> <ul style="list-style-type: none"> • No groups—No subgroups. Participants belong to one big group. • Separate groups—Each group member can only see contributions made by members of their own group; others posts are not visible. • Visible groups—Each group member works in their own group's wiki, but they can also see other groups. <p>If you force group mode at course level, you cannot change the group mode at the activity level.</p>
12.	<p>Section: Common module settings Field: Grouping</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>Section: Restrict access > Access restrictions > Add restriction Fields: Activity completion</p> <p>If desired, select an activity from the dropdown list and the condition that participants must meet to access the wiki.</p>	<p>Teachers can use this type of restriction in place of the grade condition fields.</p>
14.	<p>Section: Restrict access > Access restrictions > Add restriction Field: Date</p> <p>If enabled, you must also enter the period students can access to the wiki.</p>	<p>This set of fields allows students to view and access the wiki only during the specified period.</p>

Step	Action	Notes
15.	<p>Section: Restrict access > Access restrictions > Add restriction Field: Grade</p> <p>If desired, select an activity from the dropdown list and an acceptable grade that participants must achieve before accessing the wiki.</p>	<p>These fields allow you to specify any grade conditions from other parts of the course that participants must meet before accessing the wiki.</p> <p>You may set multiple grade conditions. If you do, participants can only access the wiki after all meeting all established grade conditions.</p>
16.	<p>Section: Restrict access > Access restrictions > Add restriction Field: Group</p> <p>Select a group criterion from the dropdown menu that participants must meet before accessing the wiki.</p>	<p>You can select a single group, multiple groups, or a grouping.</p>
17.	<p>Section: Restrict access > Access restrictions > Add restriction Field: User profile</p> <p>Select a field and a logical condition that participants must meet before accessing the wiki.</p>	<p>You can restrict access based on any field from a user’s profile (for example, a certain email domain, or last names that begins with a certain letter).</p>
18.	<p>Section: Restrict access > Access restrictions > Add restriction Field: Restriction set</p> <p>This setting allows nested restrictions.</p>	<p>This advanced setting allows teachers to set restrictions within a restriction.</p>
19.	<p>Section: Activity completion Field: Completion tracking</p> <p>Select the desired completion tracking status from the dropdown list.</p>	<p>If tracked, participants will see a notation next to the activity name on the course page when they complete the activity.</p> <p>Teachers can choose to:</p> <ul style="list-style-type: none"> • Allow users to manually track their completion. • Automatically track completing based on certain conditions. • Use no tracking. <p>Teachers also can set multiple conditions. When doing so, participants must meet all conditions before triggering completion.</p>

Step	Action	Notes
20.	<p>Section: Activity completion Field: Require view</p> <p>Click this box to enable when tracking completion in Moodle, and you would like students to view the wiki to complete the activity.</p>	<p>This condition becomes available when Completion tracking is set as “Show activity completion when conditions are met.”</p> <p>If checked, the student must open the wiki before Moodle will mark the activity as complete.</p>
21.	<p>Section: Activity completion Field: Expect completed on</p> <p>Click the Enable box if you would like participants to complete the wiki activity by a certain date. Enter the appropriate date in the date fields.</p>	<p>Students cannot see this date—it displays in the activity completion report.</p>
22.	<p>Click the Save and display button at the bottom of the wiki setup screen.</p>	<p>Clicking the Save and display button reveals the wiki as it will initially appear to participants.</p>
23.	<p>On the New page screen, click the Create page button.</p>	

You will see the instructions you created earlier, along with a dropdown menu with several options:

- **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 dropdown allows you to select a type of view. For example, by selecting **Orphaned pages** you can see if any pages are inaccessible 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.

The following instructions describe the steps for setting up the first page in the wiki, so that students can easily complete their assignment. This sample assignment requires that students add information to the wiki about an assigned nursing role. For this exercise, you will add only a few pages. In an actual class activity, you would spend time determining how and where students would begin and whether students could choose to work on an item not already included on the first page.

Step	Action	Notes
1.	To create additional wiki pages, begin by choosing Edit from the dropdown menu on the wiki's Home page.	This opens an editing window for the Home page.
2.	Create links to additional pages from the Home page by naming the links using opening and closing double-square brackets.	<p>Typing link names surrounded by double-square brackets creates the links between the pages.</p> <p>For training purposes, using the text editor on the home page, add the following text:</p> <p>Tell us about the roles that nurses fill in today's world. Select from:</p> <ul style="list-style-type: none"> • [[Nurse Practitioner]] • [[Nurse Educator]] • [[Nurse Researcher]]
3.	You may ignore the Tags section for this training activity.	
4.	Click the Save button at the bottom of the editing screen.	You will see the Home page with the three new links shown in red italics. Red links indicate that the linked-to page does not exist. You must now create each of these pages so that students can navigate to them.
5.	Click the Nurse Practitioner link.	This opens screen where you can create a new page called Nurse Practitioner.
6.	Click the Create page button.	This opens the page editor for the Nurse Practitioner page.

Step	Action	Notes
7.	Use the editor to add text to the Nurse Practitioner page.	<p>For training purposes, add the following text:</p> <p>Add a description of the Nurse Practitioner role here, and then add content to the pages linked below.</p> <ul style="list-style-type: none"> • [[Education required]] • [[Salary Range]] • [[Typical workday]] • [[Interview]] <p>Go to the [[Home page]]</p>
8.	Click the Save button at the bottom of the screen.	Repeat these steps to add text and links for the remaining nurse roles linked from the Home page.

Finally, practice using the wiki in the student role. Add information to some of the pages. Include images or video links, if you like.

Use this exercise as a jumping off point to create other wiki-based learning activities. As you become comfortable using and setting up Moodle wikis, you will find many uses for them.

SUMMARY AND RESOURCES

This tutorial outlined steps for creating a Moodle Wiki, including descriptions of the types of decisions you must make when setting up a wiki.

To learn more about this topic, visit:

- https://docs.moodle.org/403/en/Wiki_settings
- https://docs.moodle.org/403/en/Using_Wiki
- https://docs.moodle.org/403/en/Wiki_FAQ
- <https://cft.vanderbilt.edu/guides-sub-pages/wikis/>
- <https://www.teachersfirst.com/content/wiki/wikiideas1.cfm>

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.

Many 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.

- **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](#).

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