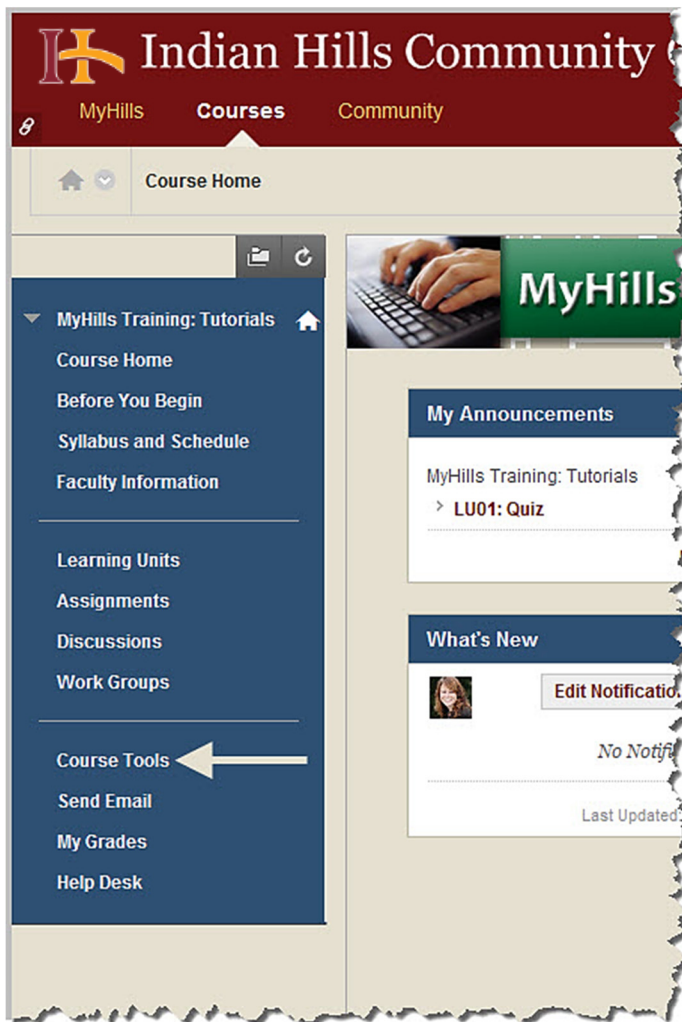


Computer Tutorial: Add Content to a Wiki

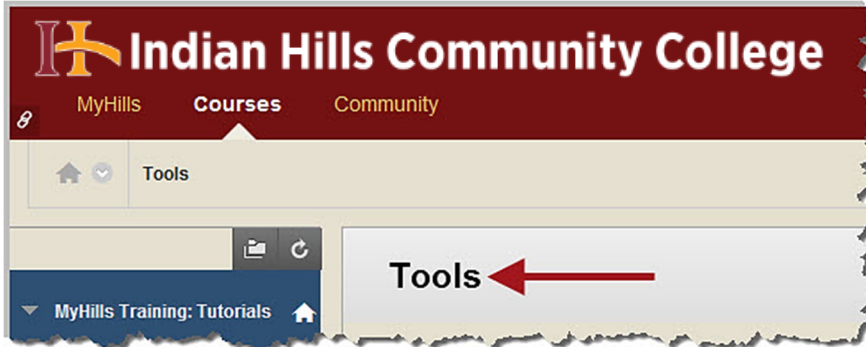
Purpose: To show students how to add content to a Wiki in MyHills.

“Wikis” consist of one or more pages in which everyone in the course can add, edit, and organize content. Everyone enrolled in the course can view Wikis within the course.

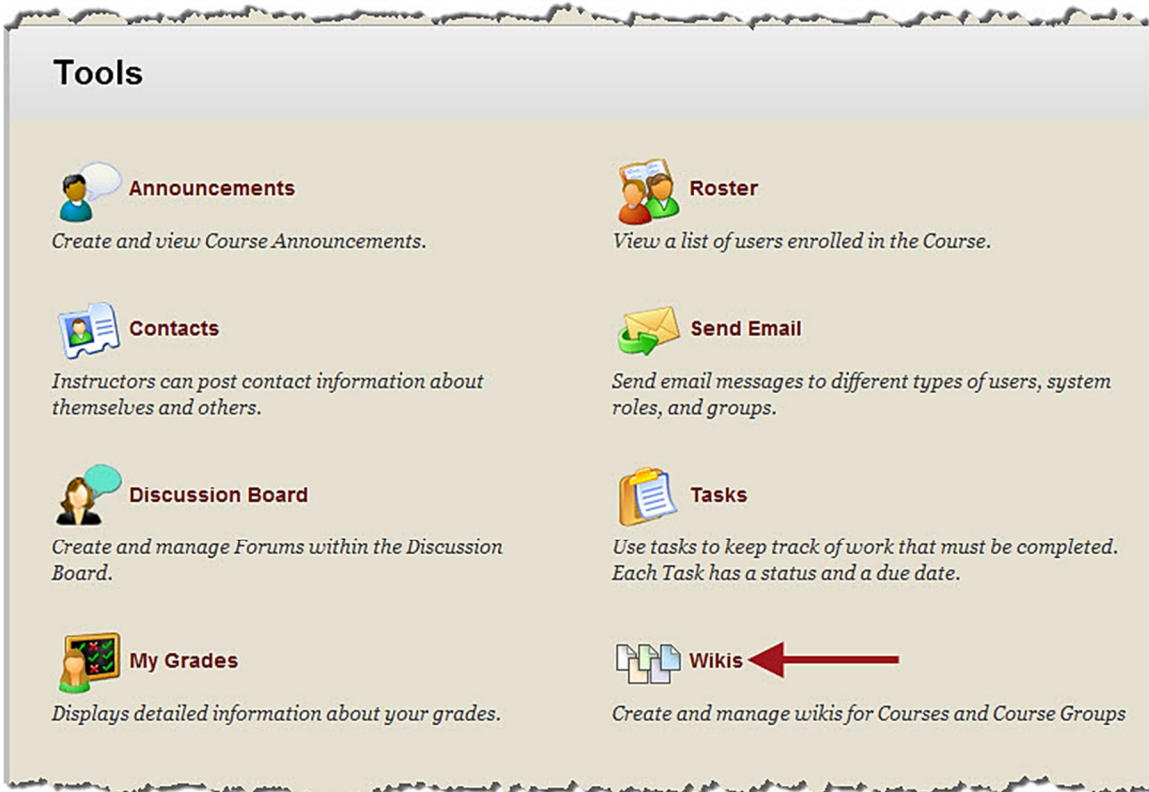
From within a course, click “**Course Tools**,” which is located in the **blue** “Course Menu.”



The "Tools" page will open.



Select "Wikis."



The “Wikis” page will open.

Note: You may also be able to access the “Wikis” page by clicking the Wiki link from within a Content Area, such as “Learning Units” or “Assignments.”



On the “Wikis” page, a list of all available wikis for the course will appear.



Click the title of the wiki you would like to access.

Note: Do not be alarmed if you cannot access a particular wiki. Your instructor may choose not to open a wiki until a specific date and time, or until a certain assignment has been successfully completed. See the Course Schedule for details.

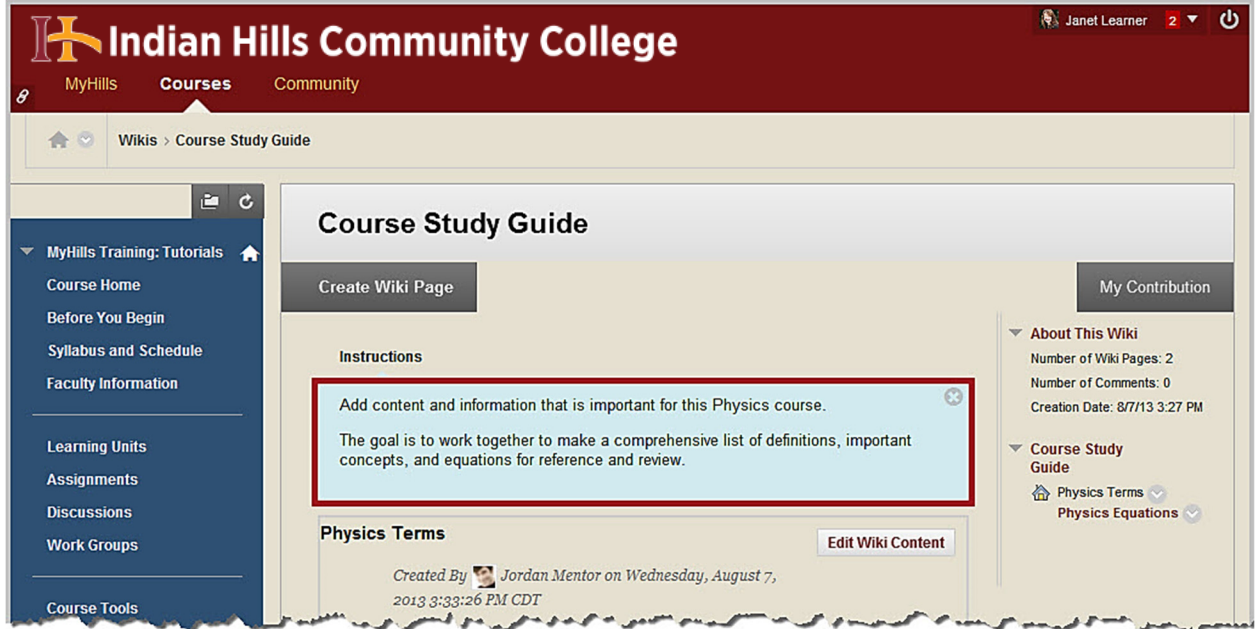


The wiki will open.

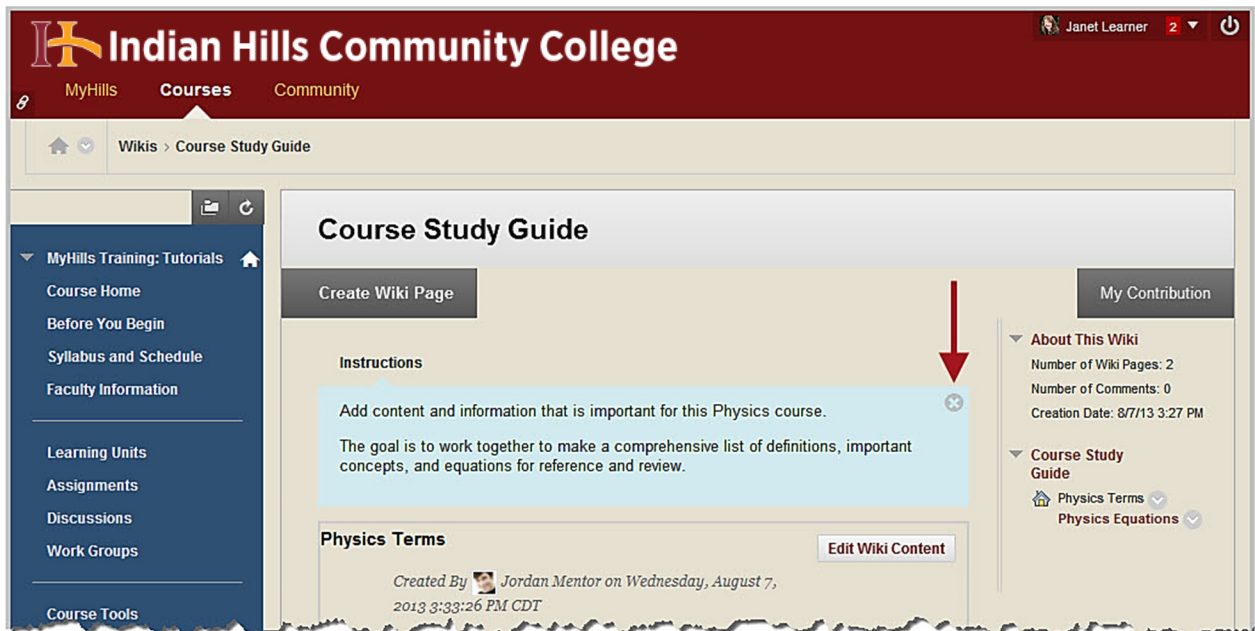
Note: You may also be able to access a *specific* wiki by clicking the Wiki link from within a learning unit.



The instructions for the wiki will appear in a blue box under “Instructions.”



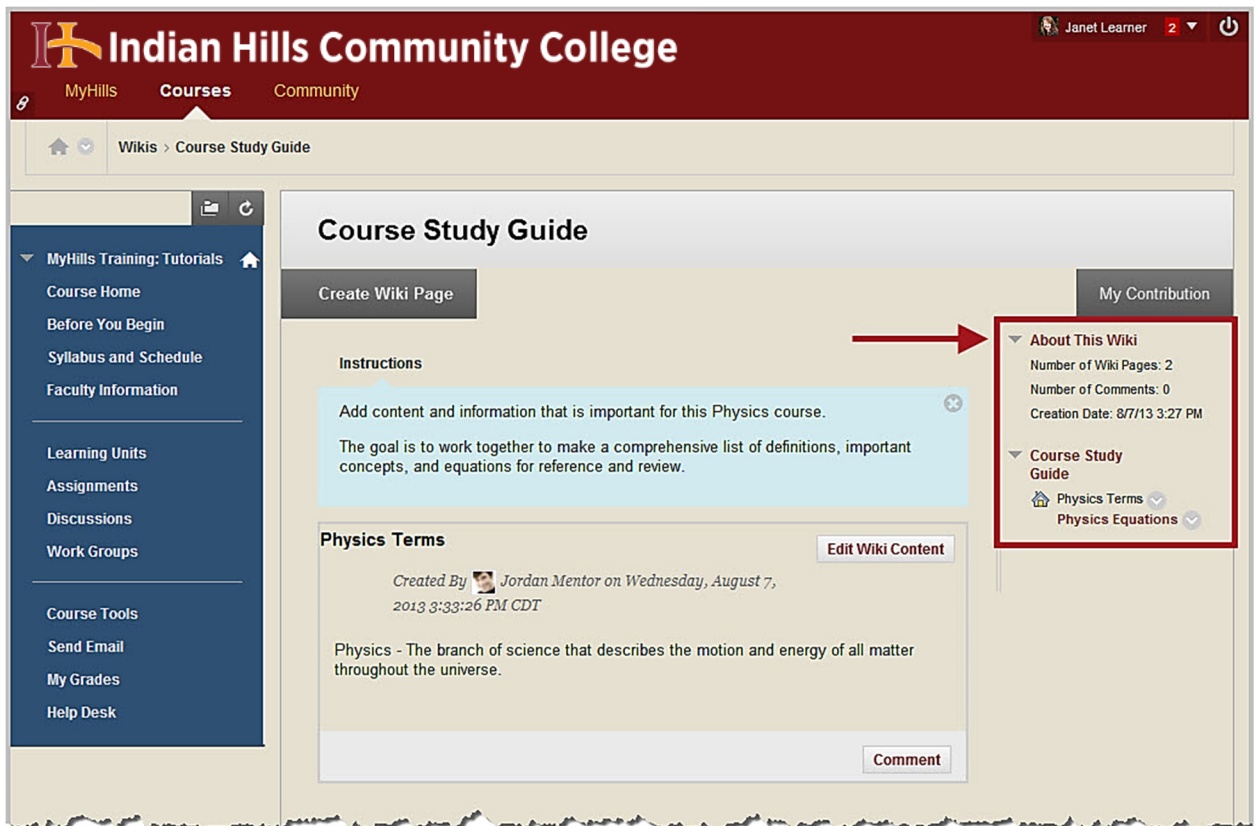
You may close the “Instructions” box by clicking the “X” in the upper-right corner of the box.



Click “Instructions” if you would like to re-open the “Instructions” box.



General information about the wiki, including the “Number of Wiki Pages,” will appear on the right side of the page, under “About this Wiki.”



The "Home" page of the wiki, along with any content that has been added to that page will appear below the instructions.

Course Study Guide

Create Wiki Page

My Contribution

Instructions

Add content and information that is important for this Physics course.

The goal is to work together to make a comprehensive list of definitions, important concepts, and equations for reference and review.

Physics Terms ←

Created By Jordan Mentor on Wednesday, August 7, 2013 3:33:26 PM CDT

Physics - The branch of science that describes the motion and energy of all matter throughout the universe.

Edit Wiki Content

Comment

About This Wiki

Number of Wiki Pages: 2
Number of Comments: 0
Creation Date: 8/7/13 3:27 PM

Course Study Guide

Physics Terms
Physics Equations

Click "Edit Wiki Content" to edit a wiki page. You can add new content or edit existing content.

Instructions

Add content and information that is important for this Physics course.

The goal is to work together to make a comprehensive list of definitions, important concepts, and equations for reference and review.

Physics Terms

Created By Jordan Mentor on Wednesday, August 7, 2013 3:33:26 PM CDT

Physics - The branch of science that describes the motion and energy of all matter throughout the universe.

Comment

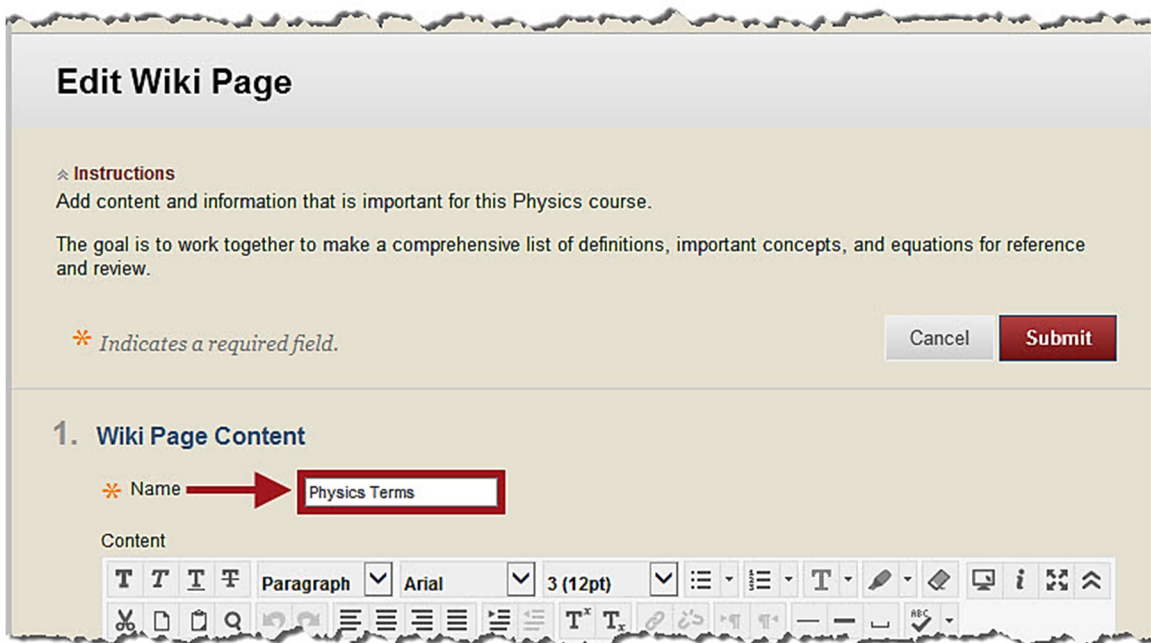
Edit Wiki Content

The “Edit Wiki Page” will open.



The title of the wiki page will already appear in the box next to “Name.”

IMPORTANT: Do not change the title of the wiki page unless you are instructed by your professor to do so.



The "Content" box may already contain content written by your instructor or classmates. You may edit content that is already there or type new content in this box.

1. Wiki Page Content

Name

Content

Physics - The branch of science that describes the motion and energy of all matter throughout the universe.

Path: p Words: 17

This screenshot shows a Wiki page editor interface. At the top, there is a title "1. Wiki Page Content" and a "Name" field containing "Physics Terms". Below this is a "Content" section with a rich text editor toolbar. The toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph styles, font selection (Arial), font size (3 (12pt)), and various alignment and list options. The main content area contains a single paragraph: "Physics - The branch of science that describes the motion and energy of all matter throughout the universe." At the bottom left, it shows "Path: p" and at the bottom right, "Words: 17".

You may edit your entry using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.

1. Wiki Page Content

Name

Content

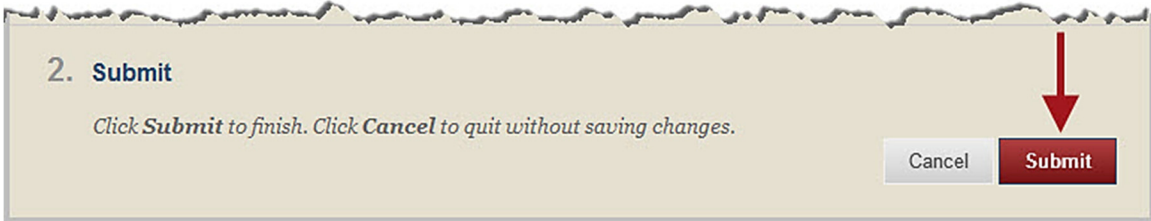
Physics - The branch of science that describes the motion and energy of all matter throughout the universe.

Mass - The mass of an object is the quantity of material making up the object.

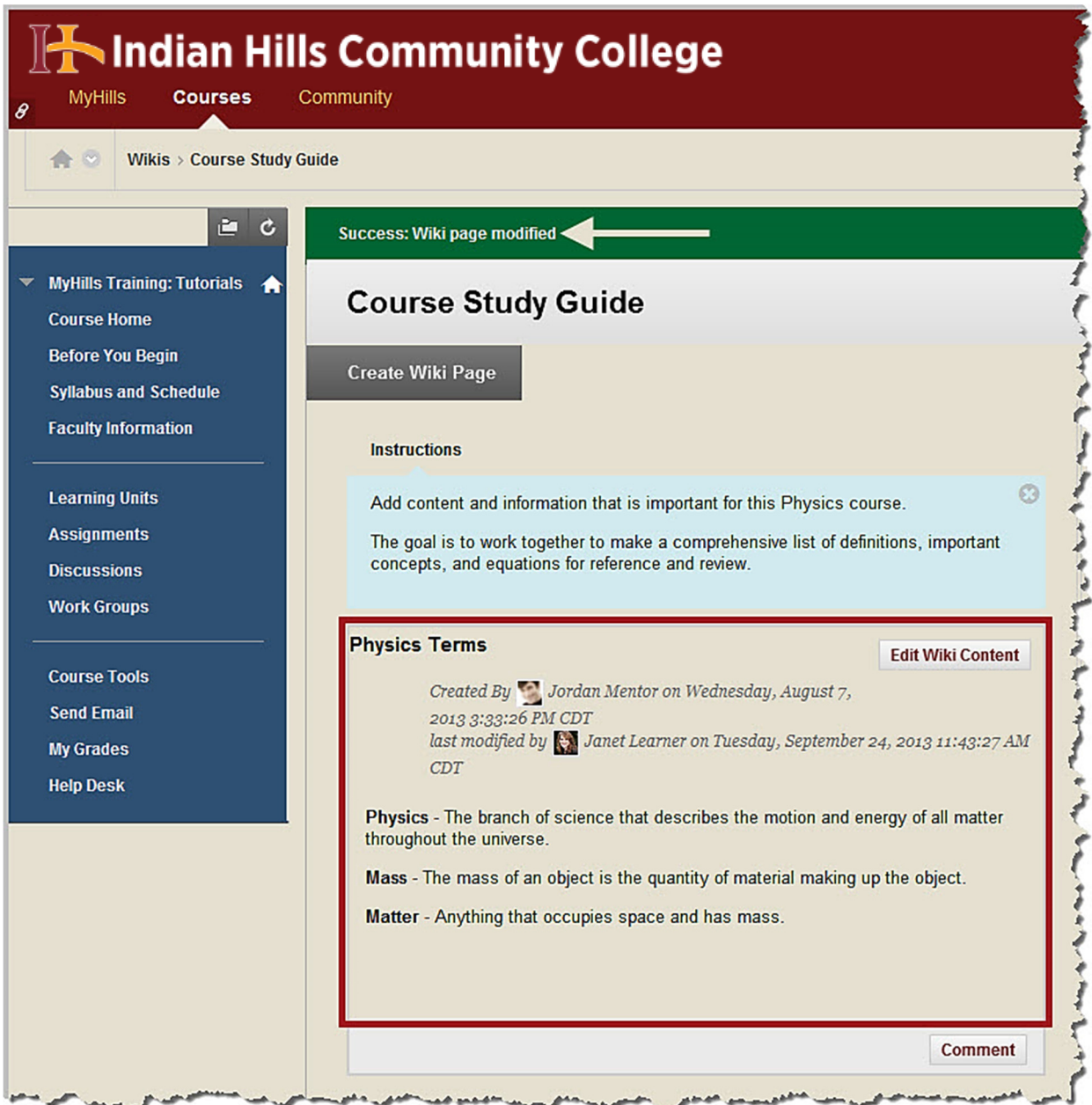
Matter - Anything that occupies space and has mass.

This screenshot shows the same Wiki page editor interface as the first image, but with more content. The "Content" section now contains three paragraphs. The first paragraph is "Physics - The branch of science that describes the motion and energy of all matter throughout the universe." The second paragraph is "Mass - The mass of an object is the quantity of material making up the object." The third paragraph is "Matter - Anything that occupies space and has mass." The rich text editor toolbar is visible at the top, and the "Name" field still contains "Physics Terms".

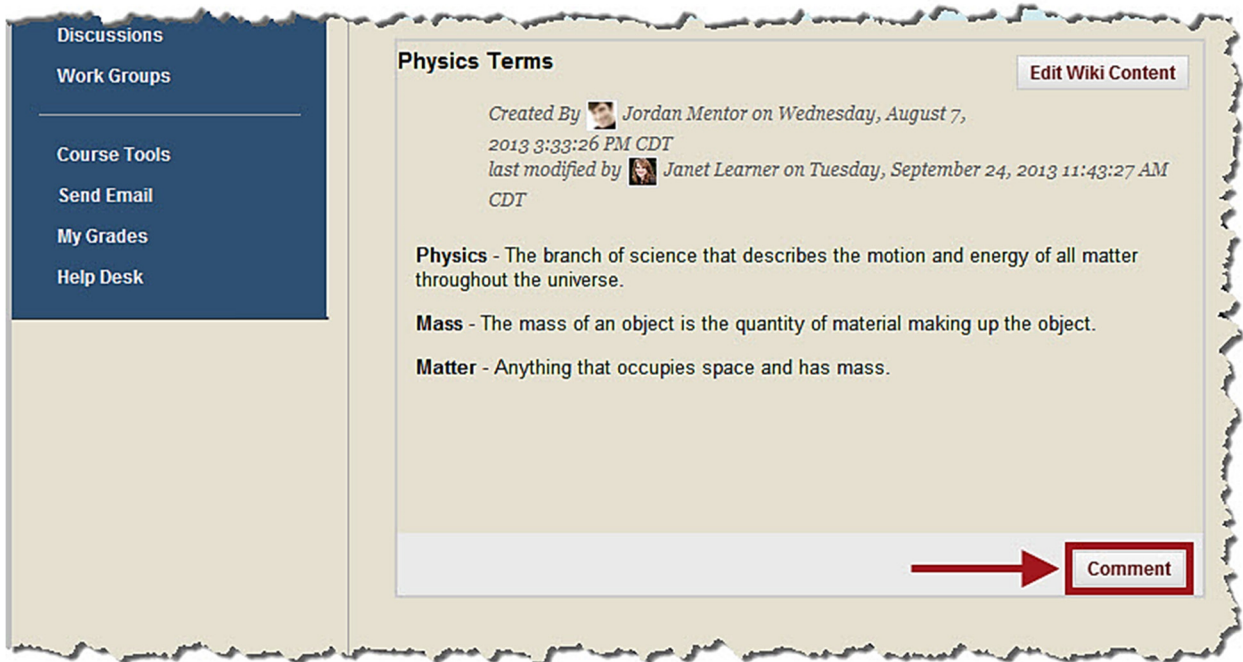
Once you are ready to post to the wiki, click **“Submit.”**





A **green** “Success...” message will appear at the top of the wiki page and the edited wiki will appear below the “Instructions.”



Click **“Comment”** if you would like to add a comment to a Wiki Page.



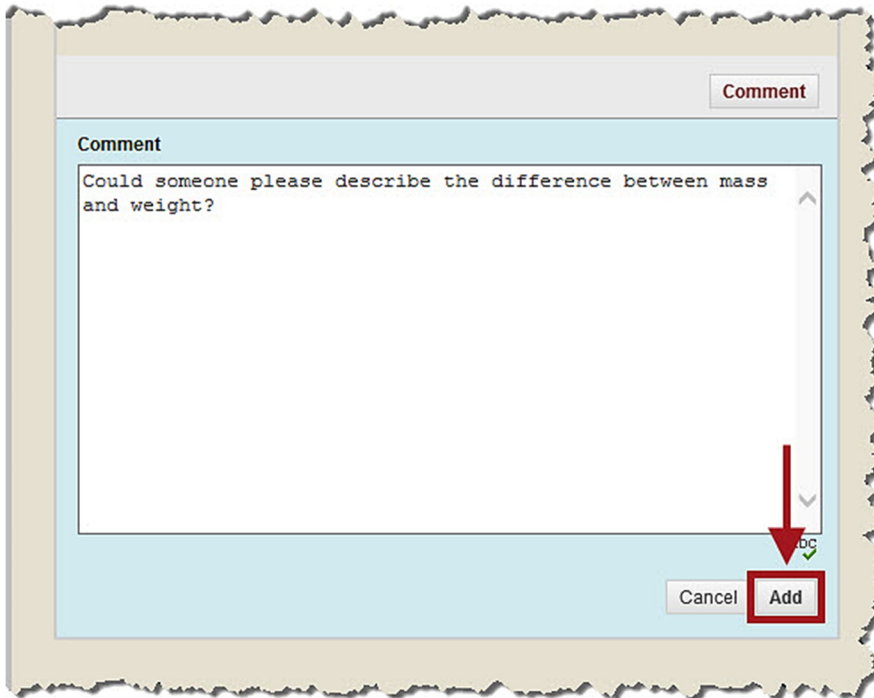
The screenshot shows a Wiki page titled "Physics Terms". On the left is a dark blue sidebar with links: Discussions, Work Groups, Course Tools, Send Email, My Grades, and Help Desk. The main content area has a title "Physics Terms" and an "Edit Wiki Content" button. Below the title, it says "Created By  Jordan Mentor on Wednesday, August 7, 2013 3:33:26 PM CDT" and "last modified by  Janet Learner on Tuesday, September 24, 2013 11:43:27 AM CDT". The page contains three definitions: "Physics - The branch of science that describes the motion and energy of all matter throughout the universe.", "Mass - The mass of an object is the quantity of material making up the object.", and "Matter - Anything that occupies space and has mass.". At the bottom right, a red arrow points to a "Comment" button.

The **“Comment”** box will open. Type your comment in this box.

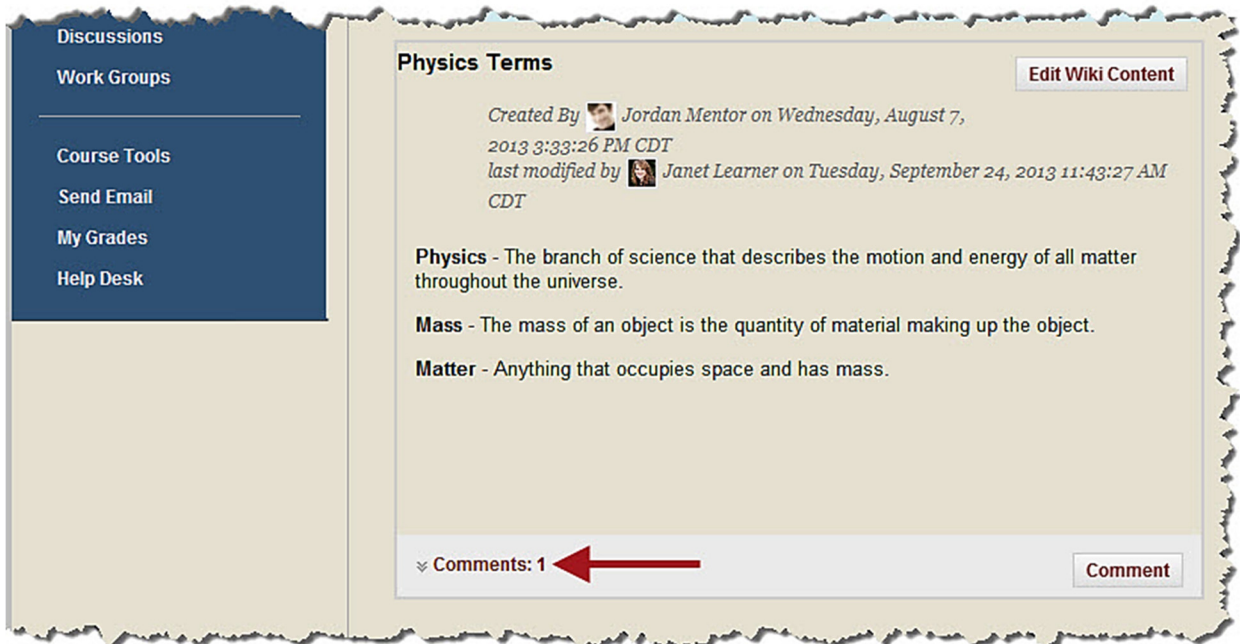


The screenshot shows the "Comment" dialog box. It has a title bar with a "Comment" button. The main area is titled "Comment" and contains a large text input field with a red border. At the bottom right of the input field, there is a small "abc" icon with a green checkmark. Below the input field are "Cancel" and "Add" buttons.

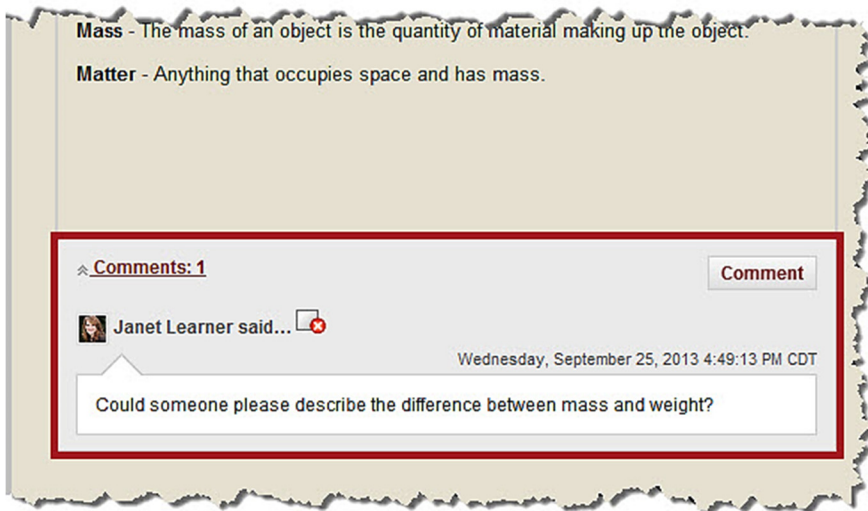
Then, click “Add.”



The “Comment” box will close. Select “**Comments**” to view comments made to the Wiki Page.



Any comments made to the page will appear.



Click “**Create Wiki Page**” to create a new wiki page.

Note: Only create a new Wiki Page if you are instructed to do so by your professor.



The page “**Create Wiki Page**” will open.



Type the title of the Wiki Page in the “**Name**” box.

Create Wiki Page


⌵ **Instructions**
Add content and information that is important for this Physics course.

The goal is to work together to make a comprehensive list of definitions, important concepts, and equations for reference and review.

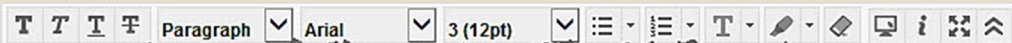
* Indicates a required field.

Cancel Submit

1. Wiki Page Content

* Name 

Content


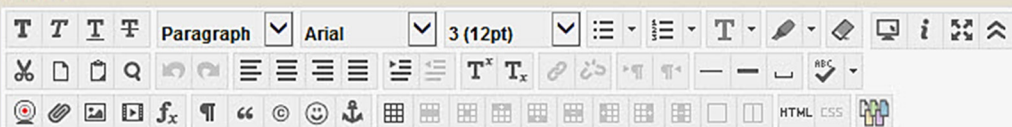


Type content for the Wiki Page in the “Content” box.

1. Wiki Page Content

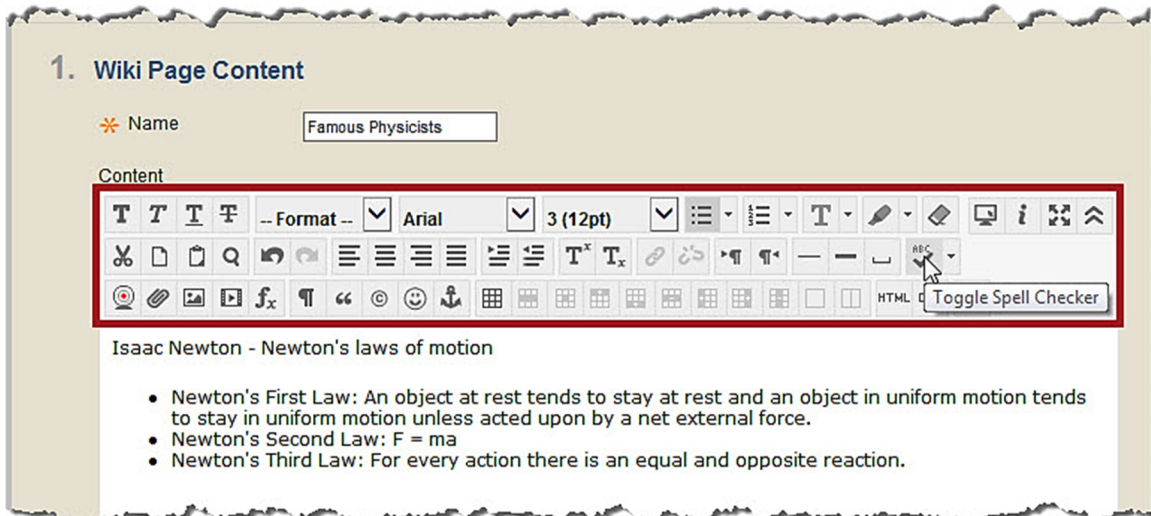
* Name

Content

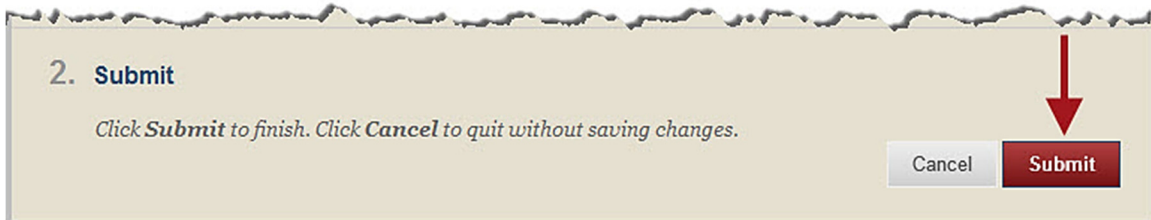


Path: Words:0

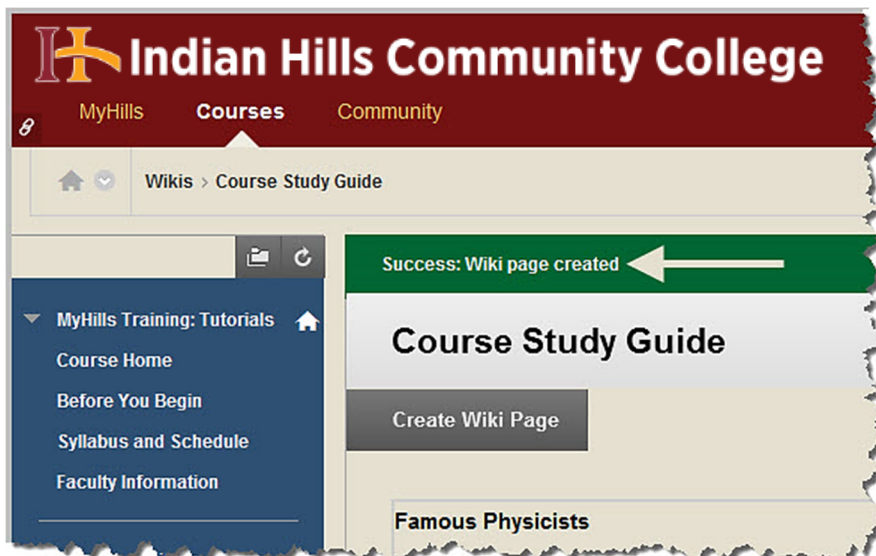
You may edit your entry using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.



Once you are ready to create your Wiki Page, click “Submit.”



The Wiki Page you created will appear. A green “Success...” message will appear at the top of the page.



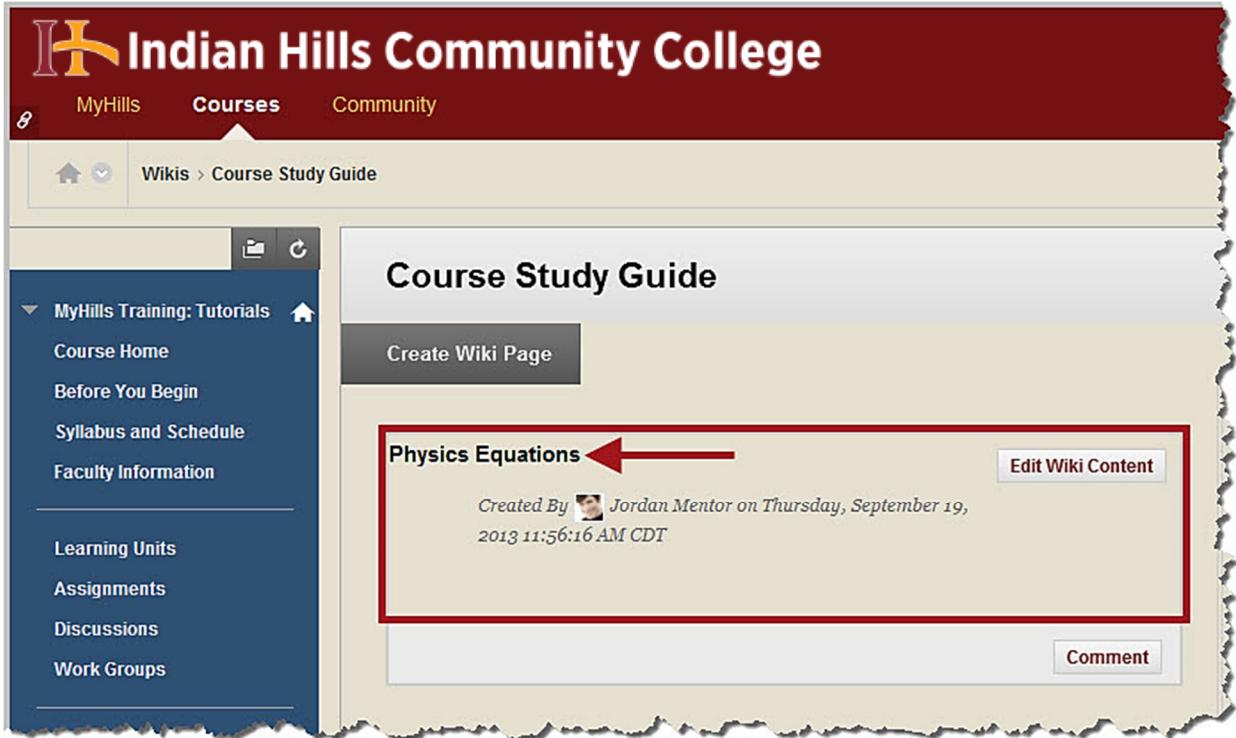
The content you added to the Wiki Page will also appear.

The screenshot shows a Wiki page titled "Course Study Guide". At the top left is a "Create Wiki Page" button. At the top right is a "My Contribution" button. The main content area is titled "Famous Physicists" and is enclosed in a red rectangular border. It includes a creation notice: "Created By Janet Learner on Wednesday, September 25, 2013 3:53:16 PM CDT". Below this is the text "Isaac Newton - Newton's laws of motion" followed by a bulleted list: "• Newton's First Law: An object at rest tends to stay at rest and an object in uniform motion tends to stay in uniform motion unless acted upon by a net external force.", "• Newton's Second Law: $F = ma$ ", and "• Newton's Third Law: For every action there is an equal and opposite reaction." To the right of the main content is a sidebar with a "My Contribution" button. Under "About This Wiki", it lists "Number of Wiki Pages: 3", "Number of Comments: 0", and "Creation Date: 8/7/13 3:27 PM". Under "Course Study Guide", there are three dropdown menus: "Physics Terms", "Famous Physicists", and "Physics Equations". An "Edit Wiki Content" button is located at the top right of the main content area, and a "Comment" button is at the bottom right.

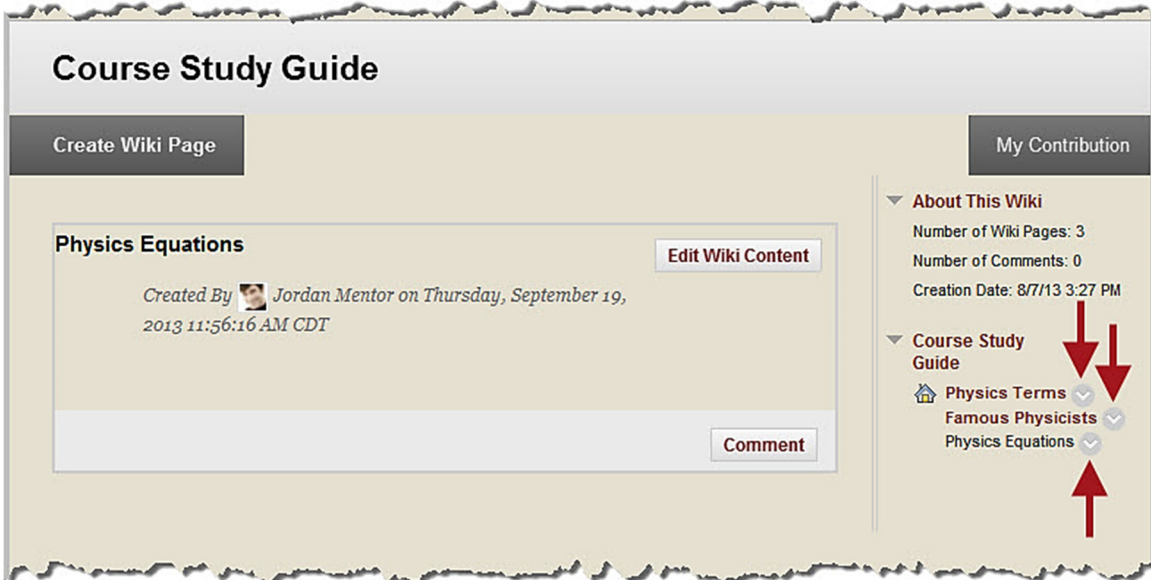
If you would like to edit a different "Wiki Page," select the title of page you would like to edit on the right side of the page under the title of the wiki.

This screenshot is identical to the one above, but with a red rectangular box highlighting the "Famous Physicists" option in the "Course Study Guide" sidebar. A red arrow points from the right side of the main content area towards the highlighted option in the sidebar.

The selected page will open. Follow the instructions from earlier in this tutorial to add content to the Wiki Page.

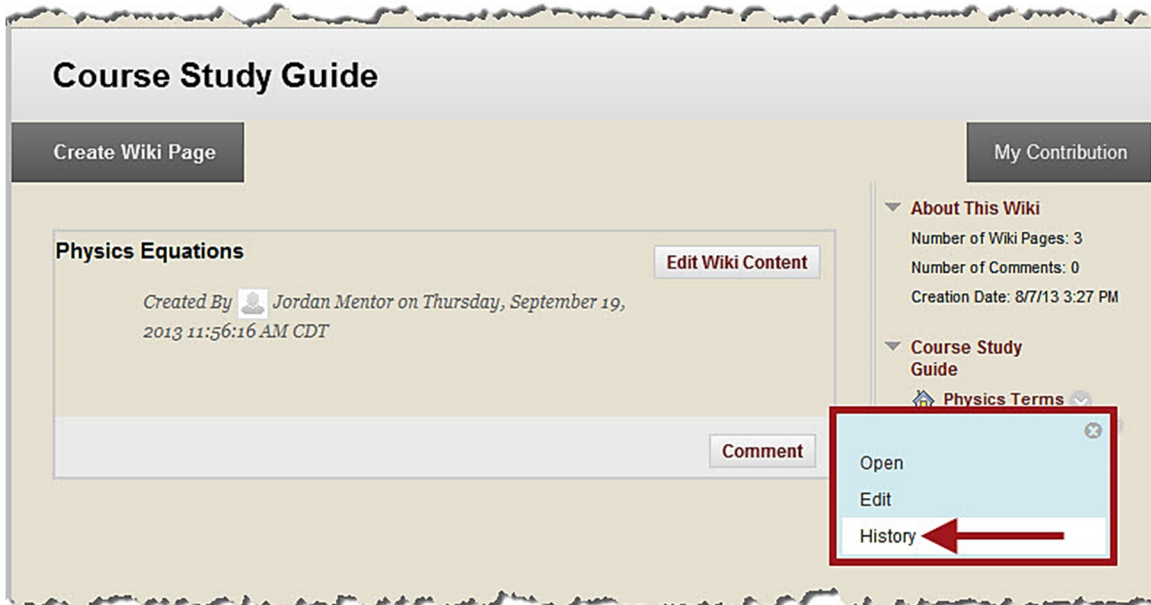


If you would like to see the history of a “Wiki Page,” click the drop-down arrow next to the title of the page.

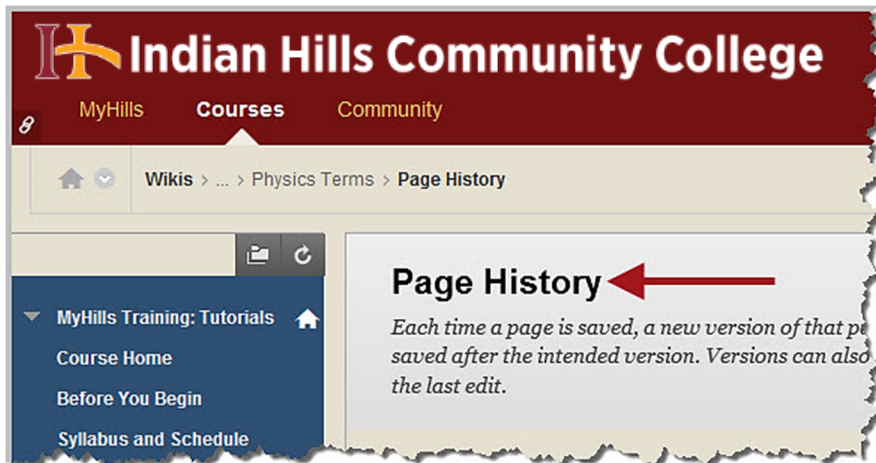


In the menu that opens, select “History.”

Note: You may also choose to “Open” or “Edit” the wiki from this menu.



The “Page History” page will open.



Select the version of the wiki you would like to view.

Page History

Each time a page is saved, a new version of that page is created. To revert to a previous version, delete all versions saved after the intended version. Versions can also be compared to each other to show the differences made since the last edit.

Compare Versions

<input type="checkbox"/> Version ▾	Created On	Size	Author
<input type="checkbox"/> Physics Terms (Version 2)	9/24/13 11:43 AM	1 KB	Janet Learner
<input type="checkbox"/> Physics Terms (Version 1)	8/7/13 3:33 PM	1 KB	Jordan Mentor

Compare Versions

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

The wiki “Version” will open in a new window. Click “OK” to close the window.

Physics Terms (Version 2)

Physics - The branch of science that describes the motion and energy of all matter throughout the universe.

Mass - The mass of an object is the quantity of material making up the object.

Matter - Anything that occupies space and has mass.

← OK

You can compare two versions of the wiki by selecting the boxes to the left of the two versions you would like to compare. Then, select “**Compare Versions.**”

Page History

Each time a page is saved, a new version of that page is created. To revert to a previous version, delete all versions saved after the intended version. Versions can also be compared to each other to show the differences made since the last edit.

Compare Versions

<input checked="" type="checkbox"/>	Version ▾	Created On	Size	Author
<input checked="" type="checkbox"/>	Physics Terms (Version 2)	9/24/13 11:43 AM	1 KB	Janet Learner
<input checked="" type="checkbox"/>	Physics Terms (Version 1)	8/7/13 3:33 PM	1 KB	Jordan Mentor

Compare Versions ←

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

The “Page Comparison” page will open in a new window.

Page Comparison ←

Use the Legend tab to understand how one version was changed in comparison to the other version of the page.

Comparison Details Legend

Version: 1	Version: 2
Page Title: Physics Terms	Page Title: Physics Terms
Created On: 8/7/13 3:33 PM	Created On: 9/24/13 11:43 AM
Author: Jordan Mentor	Author: Janet Learner
Size: 1 KB	Size: 1 KB

Physics Terms

Information about each version of the wiki you are comparing, such as the author and date, will be in the “Comparison Details” box.

Page Comparison

Use the Legend tab to understand how one version was changed in comparison to the other version of this Wiki page.

Comparison Details Legend

Version: 1	Version: 2
Page Title: Physics Terms	Page Title: Physics Terms
Created On: 8/7/13 3:33 PM	Created On: 9/24/13 11:43 AM
Author: Jordan Mentor	Author: Janet Learner
Size: 1 KB	Size: 1 KB

Physics Terms

Physics - The branch of science that describes the motion and energy of all matter throughout the universe.

The content of the Wiki Page will appear directly below the “Comparison Details” box.

Page Comparison

Use the Legend tab to understand how one version was changed in comparison to the other version of this Wiki page.

Comparison Details Legend

Version: 1	Version: 2
Page Title: Physics Terms	Page Title: Physics Terms
Created On: 8/7/13 3:33 PM	Created On: 9/24/13 11:43 AM
Author: Jordan Mentor	Author: Janet Learner
Size: 1 KB	Size: 1 KB

Physics Terms

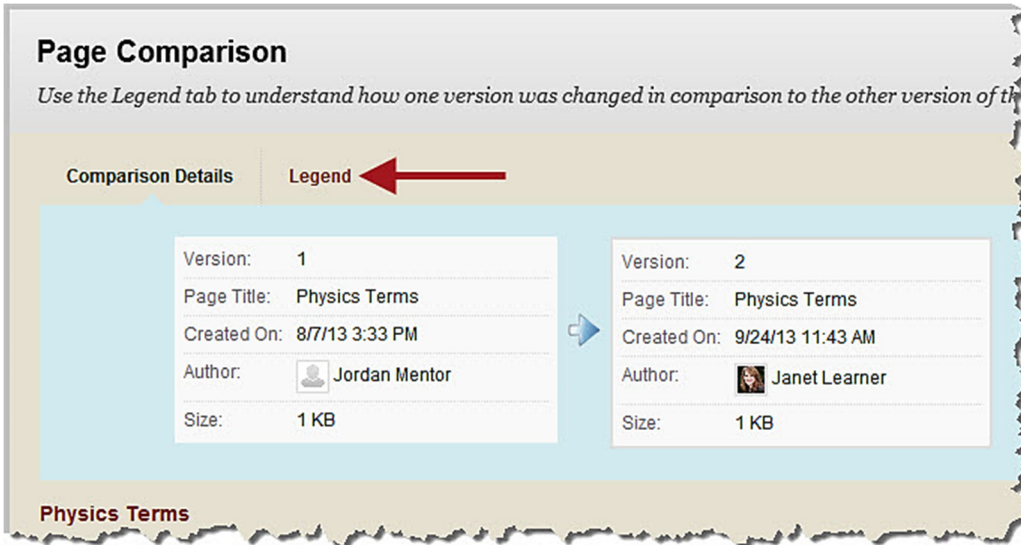
Physics - The branch of science that describes the motion and energy of all matter throughout the universe.

Mass - The mass of an object is the quantity of material making up the object.

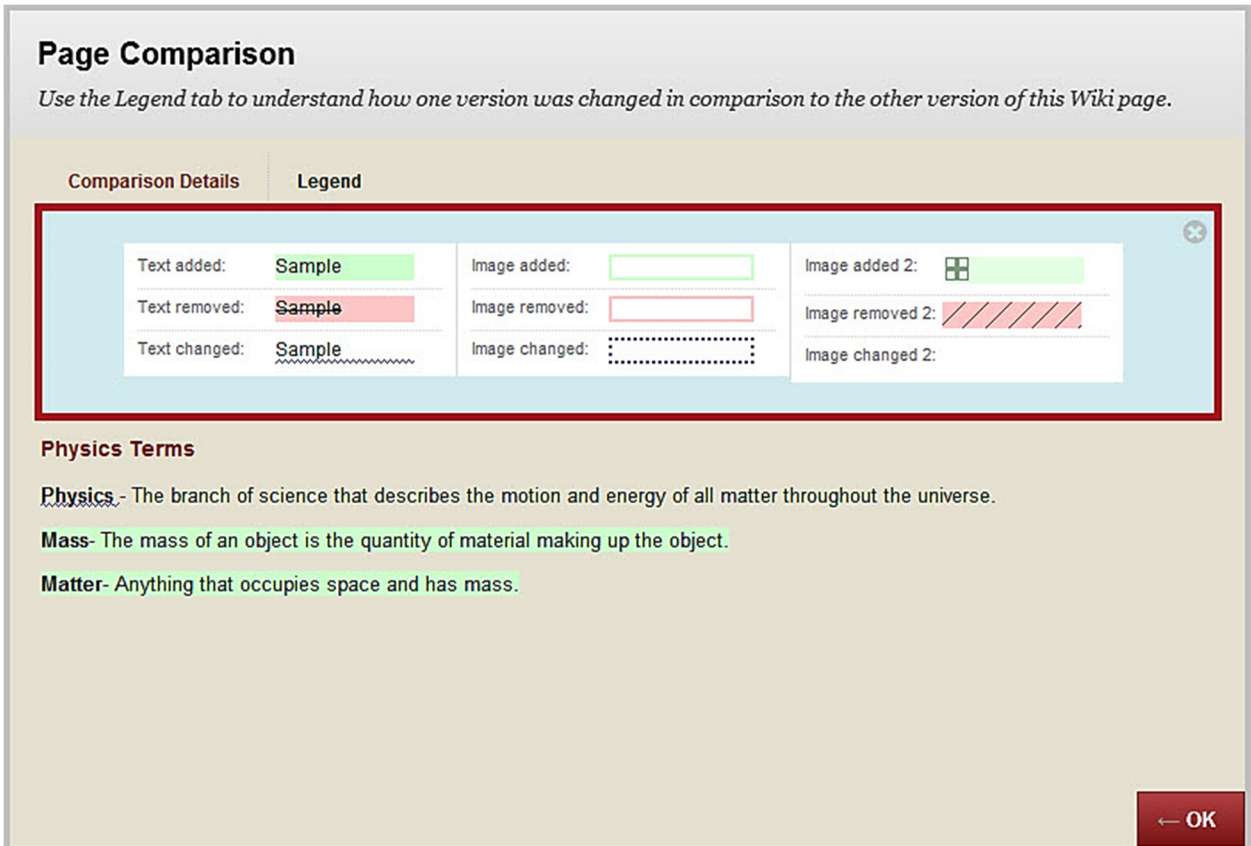
Matter - Anything that occupies space and has mass.

← OK

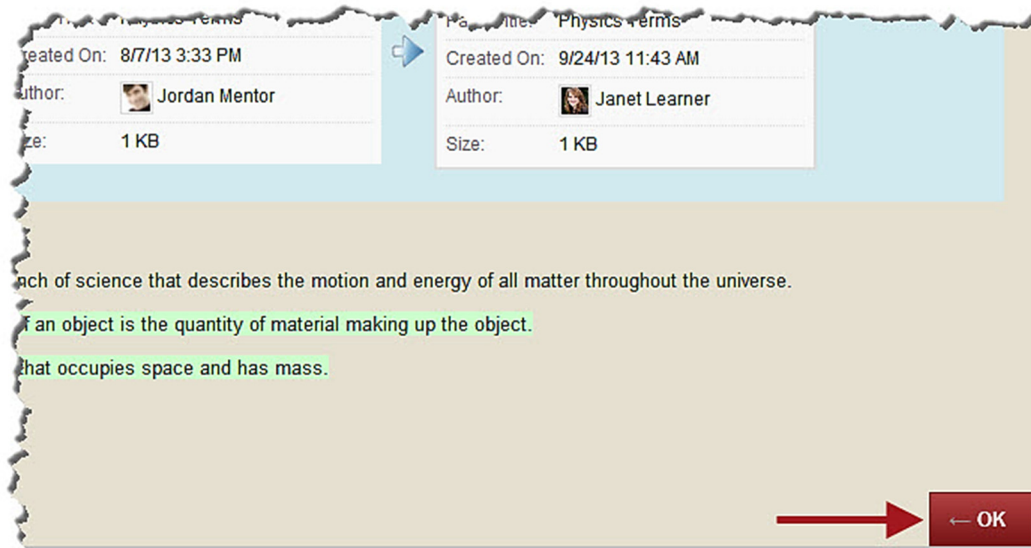
Click “**Legend**” for an explanation of the different markings that are shown when comparing versions of a Wiki Page.



The legend will appear. Use the legend to identify how one version of the Wiki Page is different from the other.



Once you are finished comparing versions of the Wiki Page and would like to close the “Page Comparison” window, click “OK.”



Congratulations! You now know how to post to a Wiki in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk