

**Role:**

Instructor

Objectives:

In this scenario, you will:

- Navigate to the **Create Wiki** page
- Name and describe the wiki
- Assign individuals or groups as members
- Define permissions
- Define start and end dates

Quick Start Guide: Creating a Wiki

A wiki is a website composed of one or more pages that allows people to add and edit content collectively. Your wiki starts off with one page: the homepage. You can add new pages at any time and link them together.

Navigation:

1. Enter a course.
2. Click a content area link in the course menu frame.
3. Click the **Edit View** link located at the top right of the page.
4. In the **Select** field, select **Wiki**.
5. Click the **Go** button.

Steps:

Wiki Information

1. Enter the name of the wiki in the **Name** field.
2. Enter the description of the wiki in the **Description** field if applicable.
3. If you want students to access the wiki, select **Yes** as the **Make the wiki available** option.

Member Settings

1. Select the **Wiki members** option.
2. If the **Specific groups and course members** option has been selected, select groups from the **Course Groups** box and/or from the individual students from the **Individual Course Members** box. Click ► to move the group or member to the **Selected Members** box.
3. Select the **Allow students to permanently delete wiki pages** checkbox if applicable.
4. Select the **Allow members to export the wiki** checkbox if applicable.
5. Select the **View Comments** checkbox if applicable. If this option has been assigned, select the **Write Comments** checkbox to allow members to add comments.
6. If you want to allow edits during a specific timeframe, select the appropriate **Allow Edits After** and **Allow Edits Until** options.

Non-Member Settings

1. Select the **Allow non-members to view the wiki** checkbox.
2. If you want to allow viewing access a specific timeframe, select the appropriate **Display After** and **Display Until** options.
3. Select the **View Comments** checkbox if applicable. If this option has been assigned, select the **Write Comments** checkbox to allow non-members to add comments.
4. Click the **OK** button to finish.
5. Click the **OK** button to continue.