School of
Health & Medicine

LANCASTER
UNIVERSITY

A Quick Guide to Using the Course OU Wiki

CONTENTS

USING THE OU WIKI

What is a wiki and why are we using one?

A wiki is a web-based system that lets you work together to create and edit a set of linked pages. It's a quick, easy way of creating a mini-website. The system also keeps is a record of who has made changes and created content and a history allowing you to 'roll back' to an earlier version. These features make it a useful tool for group working and creating a shared resource.

Working with our template wiki for your group

We've already created a wiki for you for you to start work on with a basic framework and some core pages. We've also given you a 'sandpit wiki' which you can experiment with and practice adding, updating and editing in if you want to do this before working on the 'real wiki'.

ACCESSING THE WIKI

Wikis are marked with this icon: and a title e.g.

Strategy/Action Plan Group Wiki

When you click the link you'll arrive at the start page:

Wiki Title

Course and Site Navigation
Use this to go back to the module main page or your modules page

Wiki Navigation Links
These links help you navigate the wiki:

Wiki index shows you an index of all the pages in the wiki.

Wiki changes shows you a history of all the changes that have been made in your group's wiki.

My participation shows the content you have added and changes you have

Visible Groups
This should show your group by default. When viewing your group's wiki you will be able to edit the pages, or other groups you can only view content.

Wiki Page Editing Controls
Use these to <u>view</u> the page, <u>edit</u> the contents or see the <u>history</u> of who has made changes.

Page Edit Controls
The red text 'Edit Page' or 'Edit Section' links take you to the editing word-processor-style view of that page or section

Faculty of Health and Medicine ▶ Division of Health Research ▶ DHR.406 ▶ General ▶ Strategy/Action Plan Group Wiki ▶

Strategy/Action Plan Group Wiki

Viewing wiki for: Learning Set 1 ▾ | Change | | Wiki index | Wiki changes | My participation |

| **View** | Edit | History |

A space for your group to develop a set of linked pages giving details and consideration of implementing a strategy or action plan in the area of organisational health and wellbeing.

Start page

Edit page
Latest edits: Tuesday, 27 March 2012, 12:24 (the system); full history

Development Strategy/Action Plan Wiki Pages   Edit section
(the title above to be appropriate for your group project)

Introduction   Edit section
Edit this text to provide a short introduction to your project pages.

Main Sections   Edit section
In developing the strategy or action plan we have addressed the following areas:

- How we will ensure management commitment to your strategy?

Text links to other pages
Hyper-links to other pages can be clicked like any web page link.
They are added by putting [[double square brackets]] around words when editing text.

Navigating the Wiki and Viewing Wiki Pages

Your default setting is to view the set of wiki pages. You can navigate through the wiki by clicking links (text highlighted in red) in the text which will take you to other pages in the wiki.

Clicking this link

Main Sections   Edit section

In developing the strategy or action plan we have addressed the following areas:

- How we will ensure management commitment to your strategy?
- How we will encourage staff commitment?

Takes you to a different page with the link name as its' title

staff commitment

Edit page
Latest edits: Tuesday, 27 March 2012, 12:24 (the system); full history

Use this page adding sections and creating other linked pages to:

set out how you you going to encourage staff commitment.

(please delete this instruction when you add content)

Words: 29

Page that links to this one

Start page

At the bottom of the page is a list of other pages that link to it – for this page it is currently only linked to from the start page.

NAVIGATING THE WIKI CONTD.

You can use the links on pages to navigate to other pages in the wiki, and also the navigation links.

At the bottom of each page is a list of pages that link to it >

set out how you will go about an evaluatio

(please delete this instruction when you add c

Words: 37

Page that links to this one

Start page
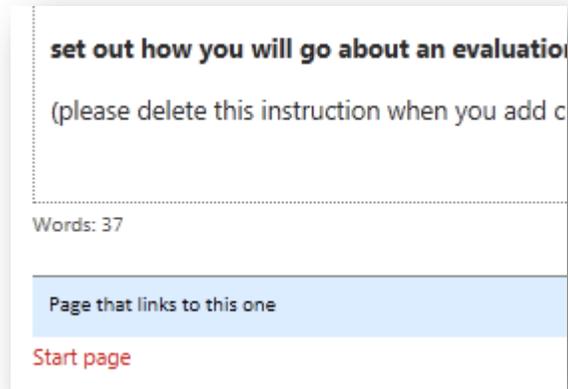
You can also use the Wiki Index link to view a list of all the pages in the wiki

esear   HR.406 ▶ General ▶ Strategy/Action Plan Group Wiki ▶

Group Wiki

Wiki index   Wiki changes   My participation

The **Wiki Index** shows you a list of all the pages in your wiki and any pages that have yet to be created but have had links created to them

By default the list is alphabetical >

Viewing wiki for: Learning Set 1   Change   Wiki index

Alphabetical   Structure

Start page

Words: 146
Last change: **Thursday, 29 March 2012, 16:16** / Steve Wright

evaluation of the initiatives and the strategy/action plan

Words: 35
Last change: **Tuesday, 27 March 2012, 16:05** / Steve Wright

A more useful view can be the **structure** view which shows how pages relate to each other in sections and as subpages:

Editing wiki pages

The main reason for using a wiki is to make it easy for different people to collaborate on creating a set of pages and editing their content. You can change, add to or delete existing text as well as creating new sections and new pages for further content. This section shows you the basics of editing.

EDITING A PAGE

Either click the Edit tab at the top of the page

View | Edit | History

Or the edit page link

Start page

Edit page

Latest edits: Tuesday, 27 March 2012, 16:06 (Steve Wright);

ADDING AND EDITING SECTIONS ON A PAGE

Instead of editing a whole page you can choose to just open and edit a section of a page. Sections help to divide up content on a page and allow you to just edit a section rather than a whole page.

You can use the form below the page content to add a section with a title as a heading.

• Add new section to this page [Type section title here] [Add]

Next to the section title is an option to **Edit Section** allowing you to edit just that section (from one heading to the next)

Help Text
This information is useful information, please read it! You can then click the ❓ icons wherever you see them for more help.

Text formatting and layout controls
Use these to format text
(Hover your mouse pointer over the buttons to see information of what they are and any keyboard shortcuts.)

Add attachment button (editing *page* only) – use this if you want to attach a document to a page

View **Edit** History

Edit the page below.

- Make a link to another page by typing the page name in double square brackets: [[page name]]. The active once you save changes.
- To create a new page, first make a link to it in the same way. ❓

Content* ❓

Font family | Font size | Format

B I U ABC X₂ X²

Development Strategy/Action Plan Wiki Pages

(Edit the title above to be appropriate for your group project)

Introduction

Edit this text to provide a short introduction to your project pages.

Path:

Attachments
Add... Maximum size for new files: 500MB

No files attached

Save changes   Preview   Cancel

Uploading media – you can add images or videos from your computer or direct from your DropBox, or albums on Flickr, Picassa or by searching directly on YouTube.

Adding and Editing text is just like in a forum post you can select, delete, and insert text.

Saving and seeing your changes
Use Save changes to make permanent changes to the page (you can't revert them)
Or
Preview your changes (recommended) – this shows you how the page will look with your changes and you can then edit further or save
Else Cancel if you want to start over.

Creating new wiki pages

One of the main reasons for using a wiki is the ease of creating and linking to new pages. There are two ways of creating new pages:

1 – You can create a link and with it a new page

2 – you can create one a new page then link to it later (not generally recommended)

Creating wiki pages can be confusing if you aren't familiar with wikis.

- A key principle is that pages on a wiki should be linked together in some way.
- In order to ensure this happens, you have to create a link to the new page before you can create the new page itself.

CREATING A NEW PAGE AND LINKING TO IT

Usually you will want to create a page by creating a link to it.

When editing a page, links are created by typing the title of a page you want to link to inside double square brackets.

- If you wish to link to a page titled References, you would type [[References]].

Hints

- If you're creating multiple pages, you might want to make all the links in one go.
- You can make links to new pages even when you personally don't intend to create the new page. When you do that, the 'missing' pages are indicated in the wiki index view. This could be used to indicate that you think the page should exist.
- Be careful about titles - once a page has been created, the title can't be changed.

CREATING A NEW PAGE: STEP-BY-STEP:

1. Think of a title for your page. The title should be different to the titles of other pages on the wiki. It should describe the content of your page. An example title might be [[References]].
2. Decide which page should link to your new page. The wiki needs some structure – add major sections from the start page (some of these will probably have been created for you). From each major section page you will probably want to create links to sub-pages that give more detail on that area.
3. Edit the page that will contain the link.
4. Find the point where you would like the link to go, and type it in: [[References]]

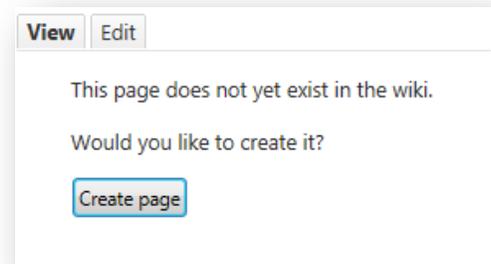5.Preview the change and make sure it is spelled correctly and is in the right place.

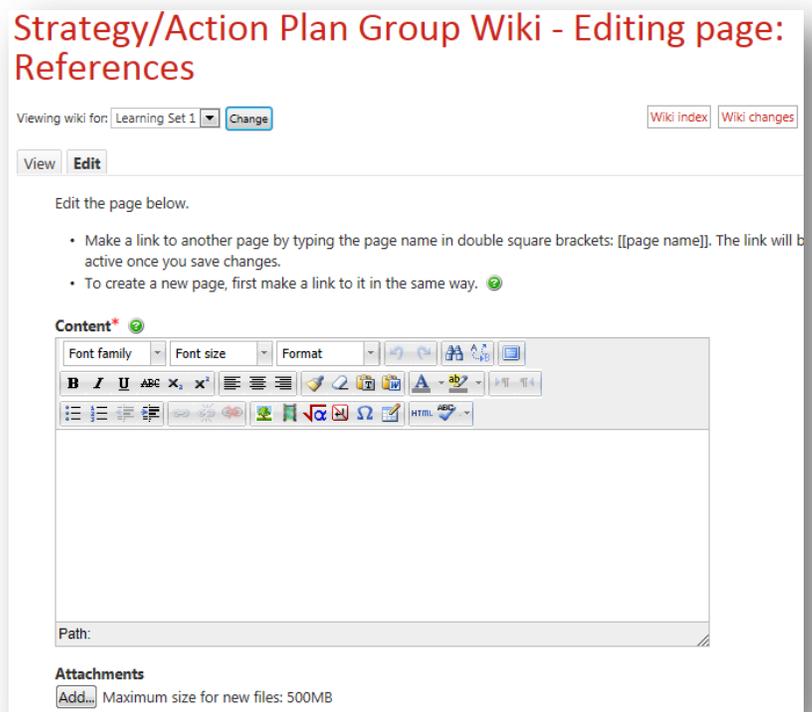6.Once you're happy, Save this change. The link you have created should appear, ready for use.

management commitment to your strategy

Edit page
Latest edits: **Wednesday, 28 March 2012, 15:31** (Steve Wright); Tuesday, 27 March 2012, 12:24 (the system); full history

Content about mangament commitment will go in here.

References

Words: 9
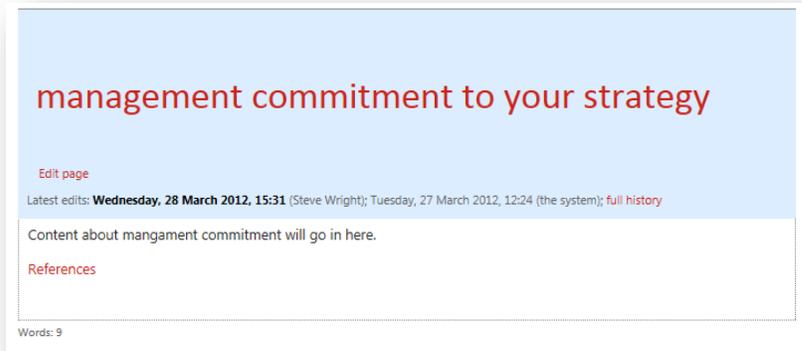
7.Click the link. You will be asked whether you want to create a new page.
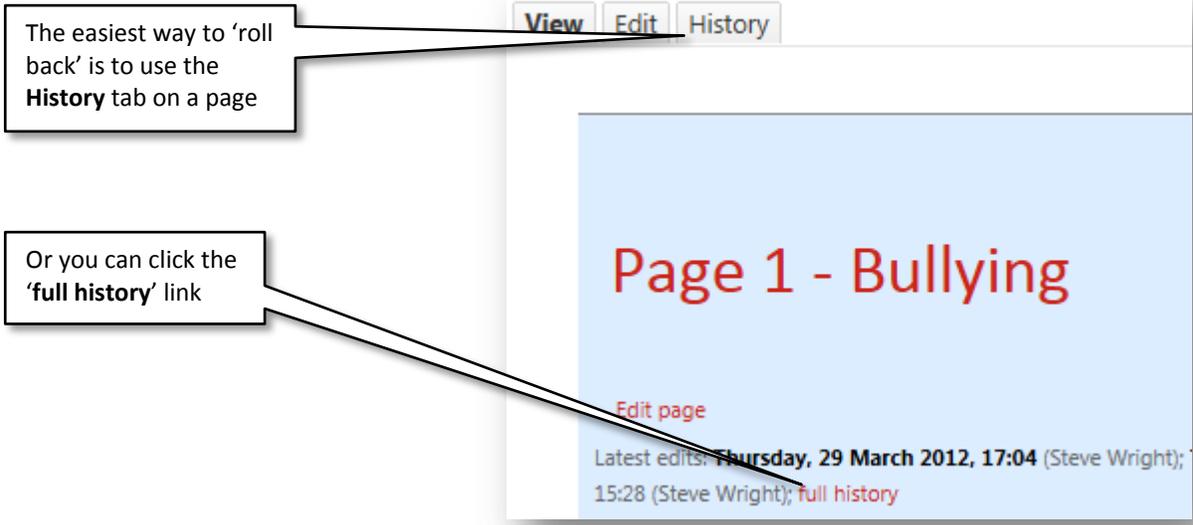8.Click the **Create Page** button. The edit window appears for your new page.

View Edit

This page does not yet exist in the wiki.

Would you like to create it?

Create page

9.Type in the initial text of your page, then save it. Your page is now created.

Strategy/Action Plan Group Wiki - Editing page: References

Viewing wiki for: Learning Set 1 Change   Wiki index Wiki changes

View **Edit**

Edit the page below.

- Make a link to another page by typing the page name in double square brackets: [[page name]]. The link will b
active once you save changes.
- To create a new page, first make a link to it in the same way.

Content*

Font family Font size Format

B I U ABC x₂ x²

Path:

Attachments
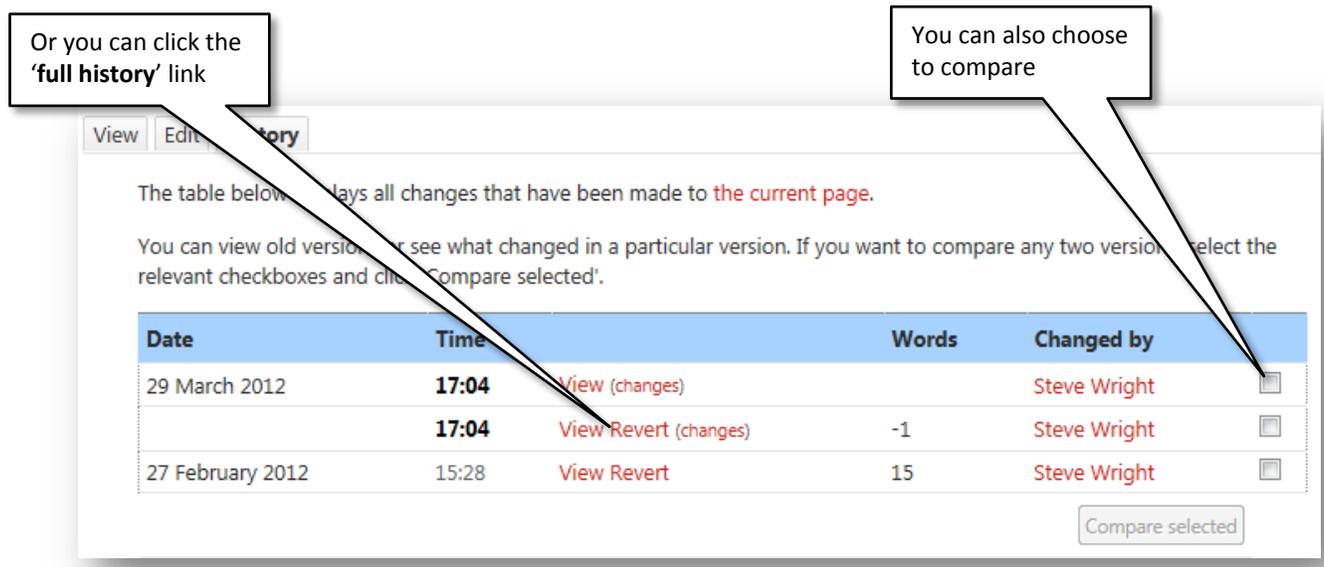Add... Maximum size for new files: 500MB

Using History to revert changes old versions

There are generally two sets of problems that happen with wikis: links get edited so pages become unlinked or 'orphaned' or pages are missing. Often 'rolling back' to a previous version of a page can resolve this.

The easiest way to 'roll back' is to use the **History** tab on a page

Or you can click the '**full history**' link

View | Edit | History

Page 1 - Bullying

Edit page

Latest edits: **Thursday, 29 March 2012, 17:04** (Steve Wright);
15:28 (Steve Wright); full history

You can then choose to revert to an old version of the page by choosing 'revert':

Or you can click the '**full history**' link

You can also choose to compare

View | Edit | story

The table below displays all changes that have been made to the current page.

You can view old versions or see what changed in a particular version. If you want to compare any two versions select the relevant checkboxes and click 'Compare selected'.

Date	Time		Words	Changed by	
29 March 2012	**17:04**	View (changes)		Steve Wright	☐
	17:04	View Revert (changes)	-1	Steve Wright	☐
27 February 2012	15:28	View Revert	15	Steve Wright	☐

Compare selected

Viewing Changes

You can view the changes made to the whole wiki page by using the **wiki changes** link. This shows a list of dates and times changes were made, words added or deleted and allows you to view the old version of the changes made. It's a bit like 'track changes' in a word processor.

Clicking **View** shows you the old version of the page

Dates and times of changes displayed here.

All changes	New pages				

The table below lists all changes to any page on this wiki, beginning with the latest changes.

Using the links you can view a page as it looked after a particular change, or see what changed at that moment.

Date	Time	Page		Words	Changed by
29 March 2012	16:19	EVALUATION QUESTIONNAIRE	View (first version)	0	Steve Wright
	16:19	evaluation of the initiatives and the strategy/action plan	View (changes)	+2	Steve Wright
	16:16	Start page	View (changes)	-19	Steve Wright
28 March 2012	15:31	management commitment to your strategy	View (changes)	-23	Steve Wright
	12:31	Start page	View (changes)	-2	Steve Wright

Who made the changes shown here.

Clicking **changes** shows you a view of the two versions side-by-side with additions in green and deletions in struck-through red:

The older version is shown on the left, where deleted text is highlighted. Added text is indicated in the newer version on the right. (Return to history view.)

Tuesday, 27 March 2012, 16:05	Thursday, 29 March 2012, 16:19
saved by Steve Wright	saved by Steve Wright
Use this page adding sections and creating other linked pages to:	Use this page adding sections and creating other linked pages to:
	+{[[Evaluation Questionnaire]]}
set out how you will go about an evaluation of the initiatives and the strategy/action plan.	**set out how you will go about an evaluation of the initiatives and the strategy/action plan.**
(please delete this instruction when you add content)	(please delete this instruction when you add content)
Attachments	**Attachments**
No attachments	No attachments

Viewing Your Participation

You can also choose to view a history of your participation – this view is also available to the tutor to see the contributions you have made.

				Wiki index	Wiki changes	My participation

Download table data as | a comma separated values text file ▼

Date	Time	Page	Words	
27 March 2012	16:05	evaluation of the initiatives and the strategy/action plan		View (changes)
	16:06	Start page	+2	View (changes)
	16:45	Start page	+19	View (changes)
28 March 2012	12:31	Start page	-2	View (changes)
	15:31	management commitment to your strategy	-23	View (changes)
29 March 2012	16:16	Start page	-19	View (changes)
	16:19	evaluation of the initiatives and the strategy/action plan	+2	View (changes)
	16:19	EVALUATION QUESTIONNAIRE	0	View (first version)

Using History to Delete pages and page versions (tutor only)

As well as reverting to old versions of the wiki you can delete them, or delete orphan pages if no longer needed.

Using the Delete option is removes that version of the page from the history.

| 23 April 2012 | 11:25 | View Delete Revert (changes) |
| 18 April 2012 | 16:30 | View Delete Revert |

Clicking **Delete** removes this page version from the history. If **all versions are deleted** the page will be removed from the wiki index.

Deleting is *not final* you can still undelete a page version. Once all versions are deleted it will become an 'orphan page' so you can either remove the link to the unwanted and now deleted page or recreate it. If you recreate it the older versions will still be visible.

If there is a link remaining to the deleted page you can recreate the page and the old versions will still be available. To completely remove the page delete all versions *and* any links to them.

Date	Time	
24 April 2012	16:26	View Delete (changes)
	16:25 Deleted	View Undelete (changes)
	16:24 Deleted	View Undelete 11

Deleted pages – you can **undelete** these and then revert or compare to them.

Dealing with problems - Unlinked 'orphan' pages

The wiki index will show you any unlinked pages and any missing pages >>>

Unlinked pages have usually had the link to them edited or deleted. The easiest way to resolve this is to copy and paste the page title and add it as a link on another page. (If the page is no longer needed leave it as unlinked)

Start page

Words: 41
Last change: Tuesday, 13 March 2012, 16:35 / Steve Wright

Unlinked pages

Page 1 - Bullying

Words: 15
Last change: Monday, 27 February 2012, 15:28 / Steve Wright

Missing pages

This page is linked to, but has not yet been created.

AN EXAMPLE PAGE (from Start page)

1) Go to the page and either copy or make a careful note of the page title:

Page 1 - Bullying
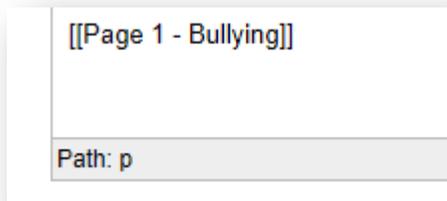
	Cut
	Copy
Edit page	Paste
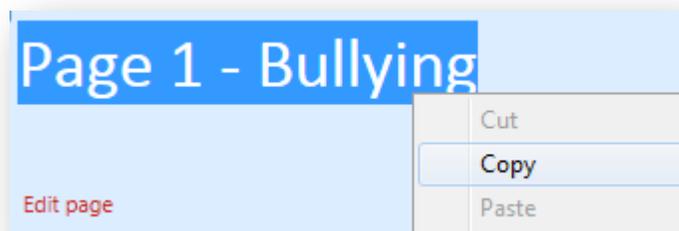
2) Go to the wiki index and choose the right page to link to this 'orphan' page

3) Open the page in edit view, insert two opening square brackets [[then either type or paste the page title and close the square brackets:
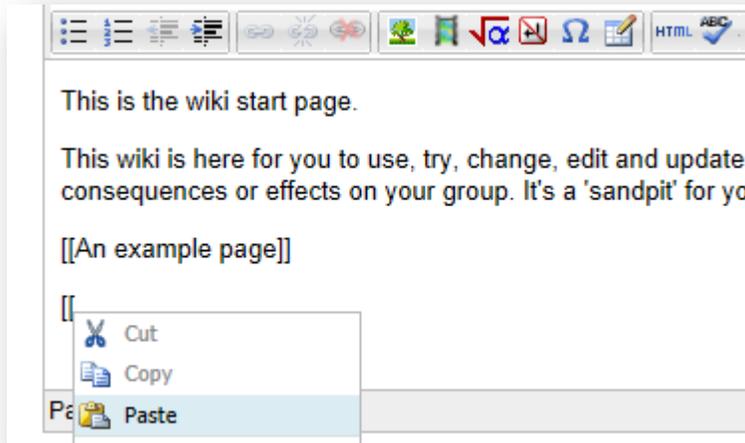
4) Delete any extra lines etc. between the opening brackets, then add closing brackets:

5) Save the page, click the link and check it takes you to the orphan page. Then check the wiki index to make sure the page is no longer listed as unlinked.
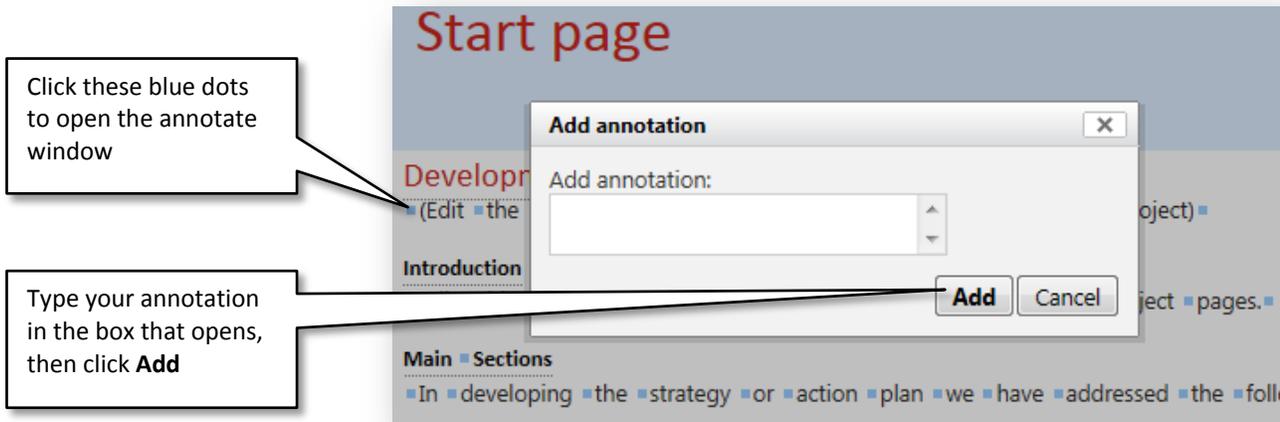
Annotating Pages

One option which *may* be available is to annotate the text on a page. Remember you should use this to make *notes* and *comments* not as a substitute for making edits or additions to a page.

Use the annotate tab to access the annotation view.

Or click the **annotate** link

Once in the 'annotate' view you will see a series of blue dots next to each word. You can click these to add a note at that point:

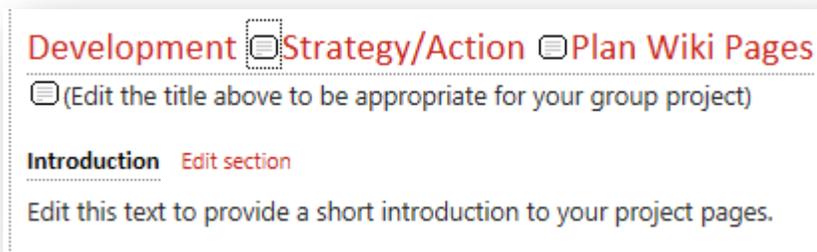Click these blue dots to open the annotate window

Type your annotation in the box that opens, then click **Add**

While in annotation view this will appear as a number in brackets:

Annotations are numbered in the order they were made.

Development ▪Strategy/Action **(1)**Plan
(2)(Edit ▪the ▪title ▪above ▪to ▪be ▪appropriate ▪fo

Once you have finished adding annotations you need to scroll down and click the **Save Page** button.

When you return to the page view the annotations now appear as small speech bubbles embedded in the text:

Development ⬚Strategy/Action ⬚Plan Wiki Pages
⬚(Edit the title above to be appropriate for your group project)

Introduction   Edit section

Edit this text to provide a short introduction to your project pages.

As you can see if there are too many it can be a little distracting!

Click on the speech bubble to view the annotation in-line along with information on the author:

Click **show all annotations** to see all the annotations on the page in-line

> Edit page   Annotate   Show all annotations
>
> ~~st edits:~~ **Thursday, 29 March 2012, 17:24** (Steve Wright); Thursday, 29 March 2
> 12:31 (Steve Wright); full history
>
> ## Development ▭Strategy/Action ▭
>
> **Steve Wright**
> Example annotation
>
> ## Plan Wiki Pages Edit section
>
> ▭(Edit the title above to be appropriate for your group project)

Click the speech bubble to open a single annotation

Editing and Deleting annotations

Annotations can be deleted from the annotations tab

| View | Edit | Annotate | History |

Click the annotate tab or link to see annotations view. annotate

A space for your group to develop a set of linked pages giving det action plan in the area of organisational health and wellbeing.

Start page

Edit page   Annotate

Latest edits: Thursday, 29 March 2012, 16:16 (Steve Wright); Wednesday, 28 (Steve Wright); full history

Development Strategy/Action Plan Wiki Pages

(Edit the title above to be appropriate for your group project)

As well as seeing the text to add annotations there are other options further down the page:

Click the Annotations menu to view and edit all your annotations on the page

Annotatio

▪Using ▪this ▪page ▪

Words: 12
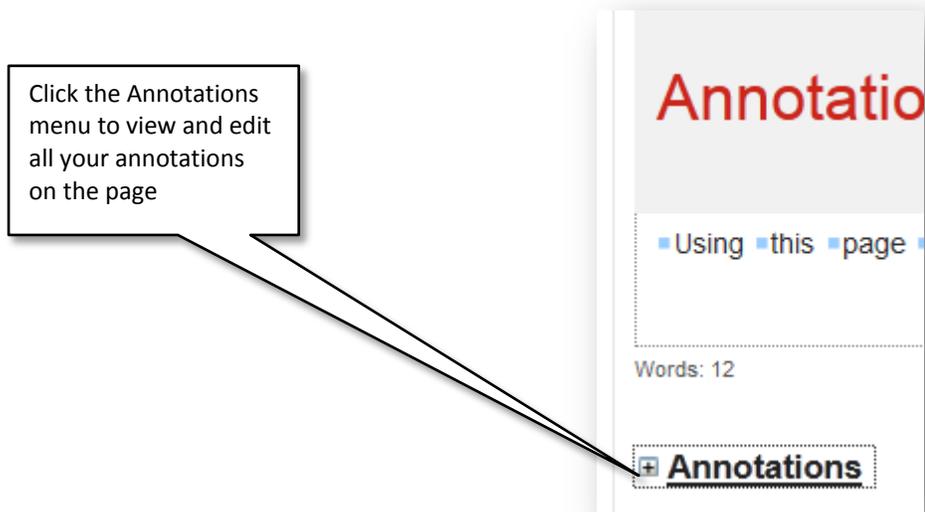
⊞ **Annotations**

You can then edit the annotations, or select and delete the text and save changes to delete an annotation.

Annotations

1

first annotation

To delete select all the text and then delete it here.

2

second annotation

Then click **save changes** – the annotations will be updated with your edits and anywhere all the text is deleted will be removed.

Save changes   Cancel