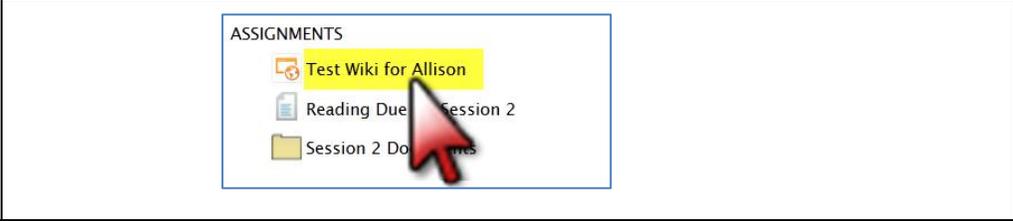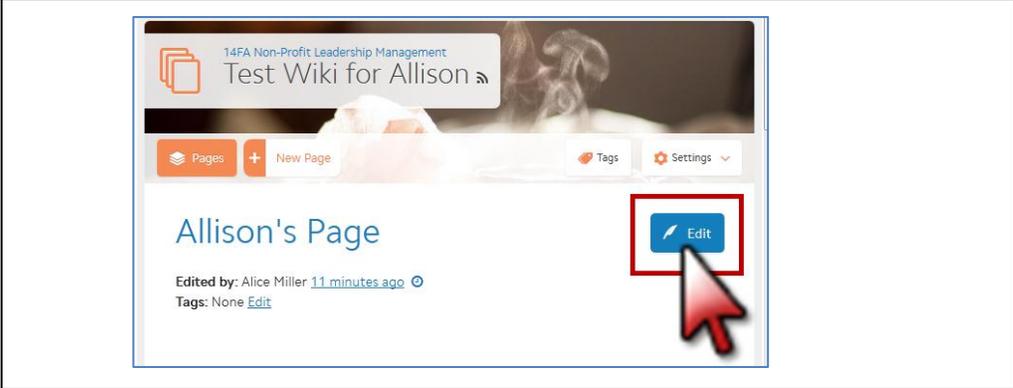GOUCHER | college

Wiki Basics for Students

A wiki is a collaborative website whose content can be edited by anyone who has access to it. A wiki can be used for group work in an online course since everyone can edit the same pages. Documents, images, and other files can be uploaded to a wiki page and shared. Users/groups may work on a single wiki page together or work on individual/group pages inside the same wiki. Follow the instructor's directions.

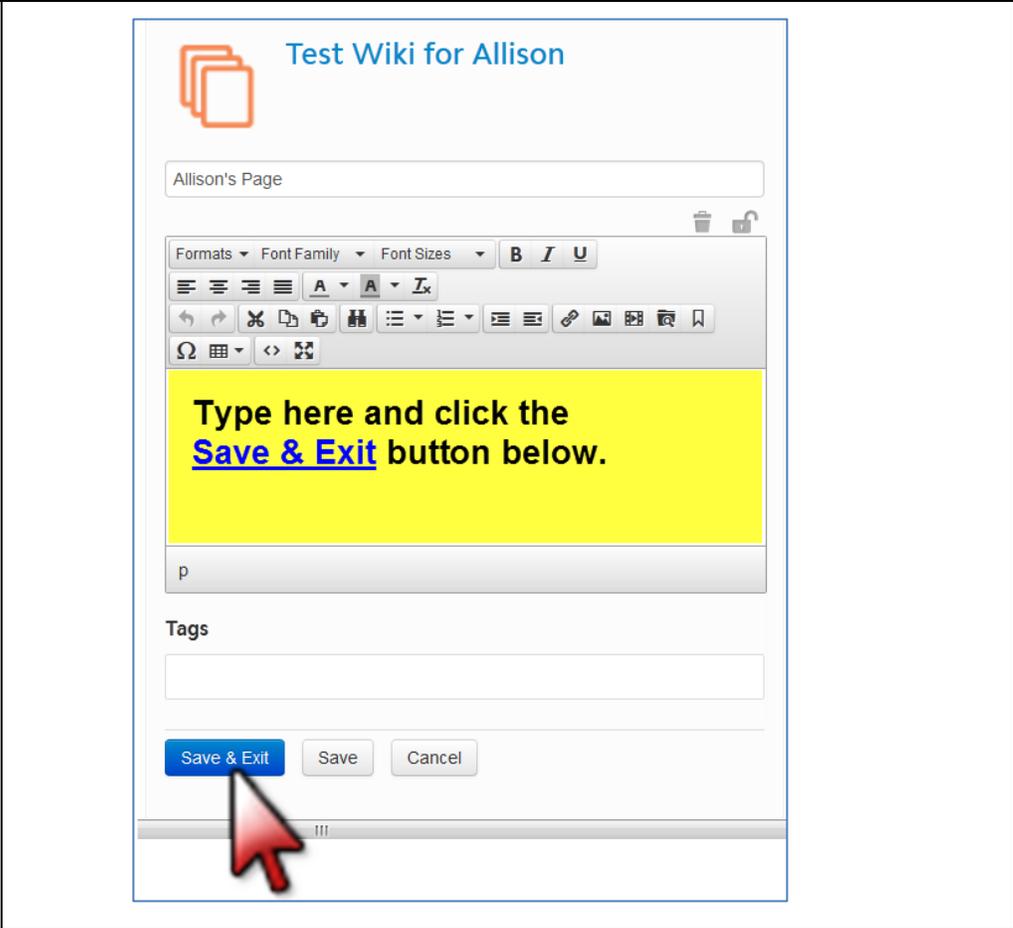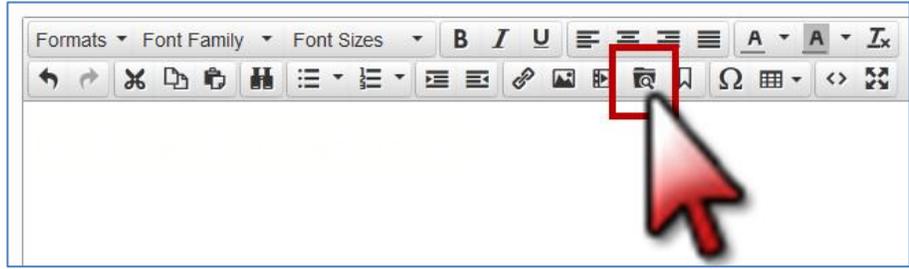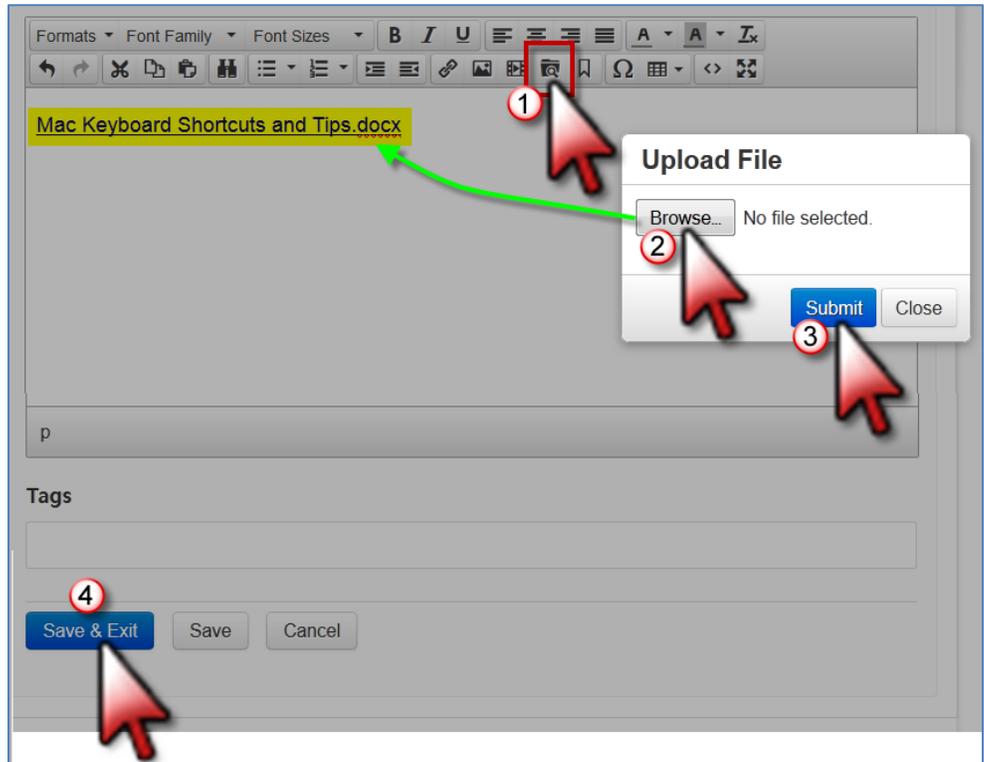|	
Find the link to the wiki in your GoucherLearn course site. Click the link to open the wiki.	
To edit or add text to any wiki page, click the **Edit** button on the right.	
On the Edit page, type in the text box to add or edit text. Formatting tools are available above the text box to edit the text as needed. Click the **Save & Exit** button. The contents of the text box will appear on the wiki page.	

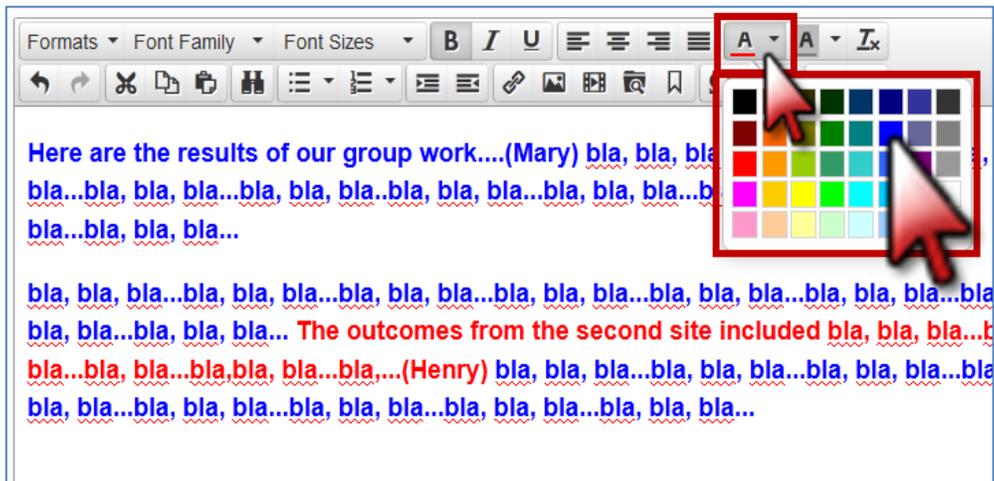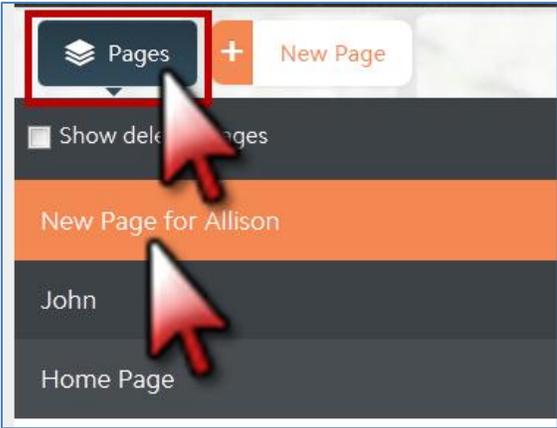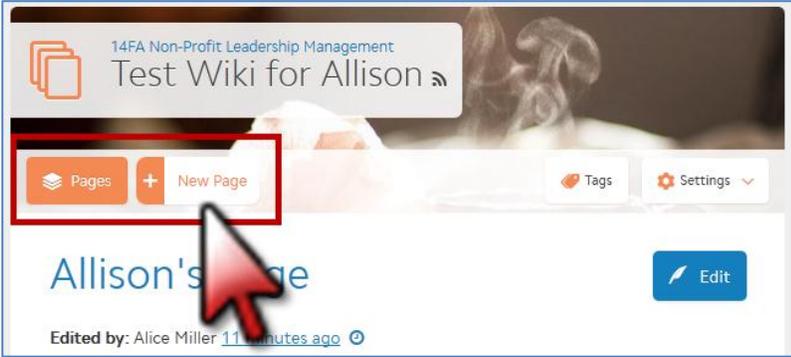|	
To upload a file, click the **Edit** button on any wiki page. Roll over all of the formatting buttons to see their functions. The **Upload File** button looks like a folder and spy glass.	
1. Click the **Upload File** button. 2. Click the **Browse** button and select a file that is saved on your computer. A link to the file will appear in the text box which is shaded during the upload process. 3. Click the **Submit** button. 4. Click the **Save & Exit** button. The link to the selected file will appear on the wiki page.	
When more than one user edits the same text, it is helpful for each user to use a different text color. Click the spot where you want to enter new text then click the **Text Color** button to select a new color. Type your text using the new color. To identify your work, type your name in parentheses at the end of your first entry.	

Click the **Pages** button in the top banner to find any individual pages created inside the wiki. Click any page title to open it. (Some instructors may create a separate **Home Page** to provide directions for the wiki activity and post documents needed to complete the activity.)	
The instructor may ask everyone to work on the same wiki page or may create separate group pages (or a separate page for each user). To create a new wiki page, click the **New Page** button.	
Type a name for the new page and click the **Add Page** button.	
To leave the wiki and return to the course site, click the course number in the blue banner. You may also click on other links in the blue banner to go to those pages.	

October 2014