



# WRITING TEXTS TOGETHER ON THE WIKI

by CiL-Support-Team | Stand: February 2017



---

## Content

1. General.....	2
2. Application scenarios .....	2
3. Create Wiki page.....	4
4. Check out and check in the wiki page.....	4
4.1. OVERRIDE CHECK OUT .....	5
4.2. DISCARD CHECK OUT .....	5
5. Edit a wiki page .....	6
5.1. USING LINKS.....	6
5.1.1. <i>External links</i> .....	6
5.1.2. <i>L<sup>2</sup>P-internal links</i> .....	6
5.1.3. <i>Wiki-internal links</i> .....	6
5.2. FIXATION OF THE MENU STRIP.....	7
5.3. INTEGRATE LATEX-CODE.....	7
6. See all page versions .....	8
7. Delete Wiki Page.....	8
8. More Options .....	9

## 1. General

The term "Wiki" is derived from "Wikiwiki", the Hawaiian term for "fast". A wiki page is accordingly a website, which can be easily created, extended and edited. Since many people can collaborate on the text of a wiki page in a successive, non-parallel manner, it is particularly suited to collaborative writing. All changes can be tracked and undone, since the various edits are stored as so-called "versions", which can be restored at any time.

A Wiki consists of individual Wiki pages, which are linked by hyperlinks, so that a knowledge collection emerges - similar to the free encyclopedia Wikipedia. Hyperlinks to Wiki pages, however, do not necessarily point to pages outside the wiki or to other, already existing pages within a wiki. You can also link a term in the text of a Wiki page so that the link leads to a blank wiki page. This is intended to encourage the readers of your text to fill the blank page with content and to contribute to the knowledge collection itself.

Wiki pages provide an easy way to create collaborative learning content, record knowledge, and publish. In this way, students can be actively involved in the creation of content and also an adaptable and flexible knowledge encyclopedia is created.

All persons in the learning room are allowed to create, edit and delete wiki pages. However, MANAGERS and TUTORS with extended rights have some additional rights and may, e.g. Wiki pages can also be blocked or hidden.

## 2. Application scenarios

A wiki can be used as an addition to lectures, exercises, seminars, internships, etc. The Wiki pages can promote and support the cooperative cooperation between the students and the lecturers.

Possible application scenarios are:

- Collaboration of an instructional script. Each student has a chapter / topic or a lecture to edit or summarize. All students as well as the supervisors of the event participate in the review process.
- Use as a communication tool in a project, e.g. Collaborative work on lectures, seminars or a programming project. In this scenario, the group can create a work plan, learning / project progress and experience logs, a collection of requirements, mockups, code documentation, user tests, and various sources of knowledge.
- Use for a webquest. A webquest is a didactically structured search game for the effective use of the Internet. In contrast to conventional searches, some to all links are given. The results of the work are published and linked by the participants in cooperative work in a wiki.
- Joint writing of a scientific article (e.g. for Wikipedia). Here, different groups create an article on a topic. The various approaches are compared to the semester center. After completion, the articles are evaluated per given criteria. The best article is published in Wikipedia. This is how the students learn to work on a topic scientifically, to formulate considering a specific target group, and at the same time to learn about the functioning of Wikipedia.
- Jointly creating a current knowledge pool, e.g. a glossary or an annotated link list.
- One minute feedback. At the end of a lecture, surveys will be distributed with reflections, which can be completed in the last 5 minutes. Typical questions are, for example, "What were the three most important learning contents today?", "What has remained unclear?" Or "What would you improve concerning the lecture?" The completed surveys are gathered by a participant and their contents are summarized in the wiki. The re-

sult of this weekly, anonymous feedback is then visible to all participants and can be taken up briefly by the lecturers at the beginning of the next session.

In addition, the wiki can also serve as semester-updated knowledge storage in non-collaborative scenarios:

- FAQ about the event
- Collection of tutorials
- Glossary
- Organizational frame and information about the event
- Collection of test examples

Here is an example of a wiki page that summarizes various questions related to the event:

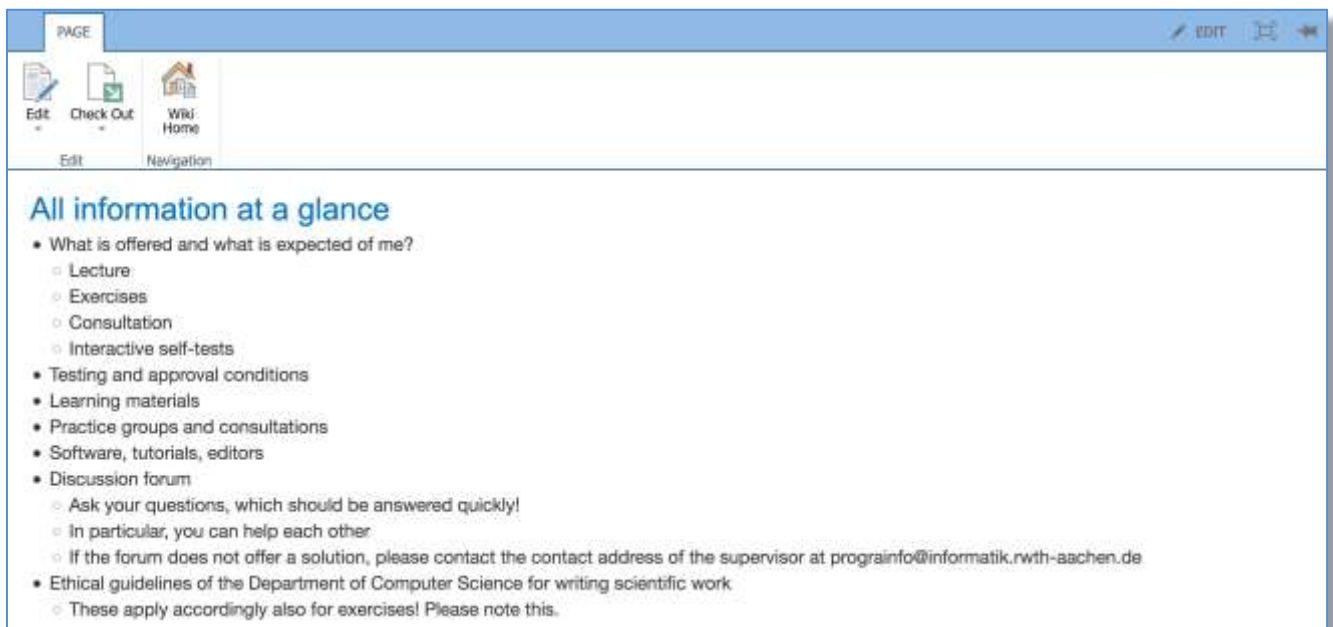


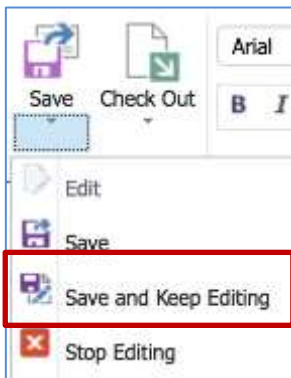
Fig. 1: Example of a wiki page with information about the event

### 3. Create Wiki page



To create a new Wiki page, click NEW WIKI PAGE in the Wiki area. In the small pop-up window, add a name to the new page and confirm with CREATE.

You are now directed to the newly created Wiki page and can enter and format your text in the editor. The page is automatically checked out so that others will not edit the page in parallel and may overwrite your changes (check out and check in the Wiki page). The yellow status message below the ribbon informs you about this.



When entering longer texts, it is recommended to temporarily save the entries from time to time. To do this, click on the lower half of the SAVE button and select the SAVE AND KEEP EDITING option (s. Fig. 2).

When you have finished typing your text, click SAVE to save all your entries. Subsequently, you must reload the page with CHECK IN again for editing by others. In a comment box, you can record what changes you have made.

After saving, you will be taken to the overview page, where the new wiki page is listed. It shows you who created the wiki and who edited it at which time.

Fig. 2: Latching

### 4. Check out and check in the wiki page



Wiki pages can be collaboratively edited to create a text document together. This, however, entails the risk that, in parallel processing, one participant will overwrite the progress of the other. Therefore, it is useful to reserve the page with a click on CHECK OUT before the actual processing. A checked-out page

cannot be edited by other users. This prevents the duplication of parallel processing.

As soon as you have made your changes and saved with SAVE, you can release the page again for others by clicking on CHECK IN, who can now check out and edit the page. In a comment box, you can record what changes you have made.




#### Note

Please note that changes to a checked-out page will be visible to all other persons in the course room only **after saving and checking in!**

## 4.1. Override Check Out



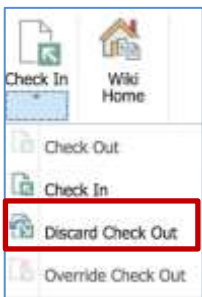
Checked out pages will be marked by this  icon. If you checked out the page, you will be notified by the yellow status message displayed when you visit the wiki page.

MANAGERS and TUTORS with extended rights have the option to terminate the checkout of others, e.g. if someone has apparently forgotten to check in a page after finished editing. This allows all others to edit the page again. To do this, click the **VERRIDE CHECK OUT** button in the ribbon. The page is then scanned for you and can be edited after reloading the page. The status message indicates that the page is checked out for you.

### Note

Please use this option carefully! By disabling the check-out, you automatically overwrite any changes made during the time the page was checked out! It is therefore advisable to contact the person who checked out the page and ask them to check in again.

## 4.2. Discard Check Out



If you have checked out a wiki page, but you are unsure of your changes, you can also discard the checkout to allow others to edit.

To do this, click the lower part of the **CHECK IN** button and select the **DISCARD CHECK OUT** option (s. Fig. 3). Nach Bestätigung der Sicherheitsabfrage wird die Seite wieder in den Zustand vor dem Auschecken zurückversetzt.

Fig. 3: Discard Check Out

### Note

Please note that this action will also discard any changes that you have already made to the checked-out page!

## 5. Edit a wiki page



To edit an existing Wiki page, click on the title of the page in the Wiki overview. You reach the detailed view, which displays the current page text. Then, first select CHECK OUT to reserve the page for editing (s. above CHECK OUT AND CHECK IN THE WIKI PAGE). Then select EDIT in the ribbon to start editing. You can also edit the page without first checking out. However, there is a risk that others will edit the page in parallel and overwrite your changes.

It is recommended to temporarily store/ save your current changes from time to time if you are writing longer sections of text. To do this, click the lower half of the SAVE button and select SAVE and CONTINUE EDITING. When you have finished entering your changes, click SAVE to SAVE YOUR CHANGES. Subsequently, you must release the page with CHECK IN again for making editing for others available.

### 5.1. Using links

In Wiki pages, you can use three types of links: external, L<sup>2</sup>P-internal, and Wiki-internal links. External links refer to websites outside L<sup>2</sup>P, L<sup>2</sup>P internal links refer to elements within L<sup>2</sup>P and Wiki internal links point to other pages of the same Wikis. The first two link types can be added via the editor functions, for the third link type there is a special Wiki syntax, via which the link can be created.

#### 5.1.1. External links

Mark the text of the wiki page behind which a link is to be placed. Then, on the ribbon, click the INSERT tab, and then click LINK. Select FROM ADDRESS and enter the link address. The previously selected text is automatically set as display text. After confirming with OK, the link is inserted behind the selected text.

#### 5.1.2. L<sup>2</sup>P-internal links

Mark the text of the wiki page behind which a link is to be placed. Then, on the ribbon, click the INSERT tab, and then click LINK. Select FROM L<sup>2</sup>P and navigate to the item you want to link. After confirming with OK, the link is inserted behind the selected text.

You can also link wiki pages in the same way. However, you cannot suggest text elements for your own Wiki pages (s. WIKI-INTERNAL LINKS)

#### 5.1.3. Wiki-internal links

Wiki pages offer the option to paste links to other pages of the same Wikis via a special syntax. Here's an example:

Charlemagne was the eldest son [[Pippin the Younger|Pippins of the Younger]].

The text in double square brackets becomes a link after saving. The „Pippins of the Younger“ forms the text that is displayed, „Pippin the Younger“ instead represents the title of a Wiki page which is referred to. If this page already exists, the ad text will appear in blue font color to indicate it is a link. If the page does not exist yet, the displayed text appears in blue font color and blue underline (s. Fig. 4)



Fig. 4: Wiki-internal links

This indicates that this page does not yet exist, but it would be useful to create it and fill it with content. People who click on the link are therefore prompted to create the page and give it a title. Thus, unlike L<sup>2</sup>P internal links, suggestions can be made to extend the wiki and the knowledge gathered in it.

## 5.2. Fixation of the menu strip

Editing a long Wiki page causes the problem that you need to scroll back to the top of the page to use the editor features and format your text. This is cumbersome, and you will not see the result of your changes immediately.

To avoid this, you can fix the buttons of the menu strip. This will cause the menu bar to scroll down as you move to lower side areas. By doing so the text editing options always remain in view.

To fix the menu strip, click the stapling symbol on the right side of the light blue ribbon (s. Fig. 5). To un-lock, click the icon again. If the icon is down, the menu strip is fixed and scrolls down. If the symbol is displayed horizontally, the menu strip remains up.



Fig. 5: Schaltflächen fixieren

## 5.3. Integrate LaTeX-Code



You can also include LaTeX code like this:  $\sqrt{x}$  in wiki pages to show formulas more easily. The formula code must be set between single or double dollar signs. With simple dollar signs ( $\sqrt{x}$ ) the formula is set left-aligned or is inserted in the continuous sentence (align), with double dollar signs ( $\sqrt{x}$ ) it is centered in a separate line (display). After saving the page, the formula is rendered and displayed as an image.

To check whether your LaTeX code matches the correct formula without saving, select the formula code and click the PREVIEW option in the ribbon. The formula is now displayed as an image and can be edited directly.

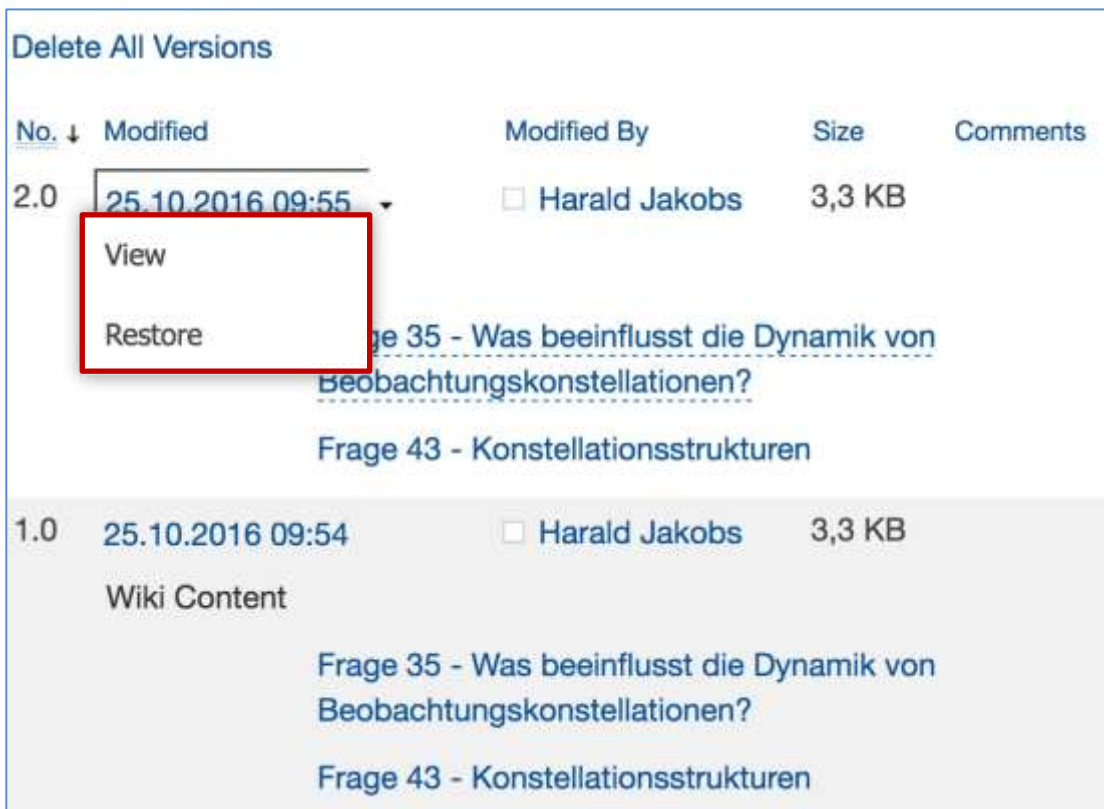


## 6. See all page versions



Wikis have the big advantage over conventional text documents that the Wiki pages are automatically versioned, that means each processing step is equivalent to a new version of the page. These versions can be displayed in L<sup>2</sup>P and, if necessary, an older version of the page can be restored. This makes sense if e.g. so many errors were recorded in the page that it would be cumbersome to correct the errors one by one as easy to return to an older version.

To display the version history of a wiki page in L<sup>2</sup>P, select the page in the wiki overview by clicking the check mark, and then click on PAGE HISTORY in the menu bar. The version history lists all versions of the wiki page. Using the context menu behind the change date of the individual versions, MANAGERS and TUTORS can use extended rights to view, restore, or delete specific versions (s. Fig. 6). TUTORS without extended rights can only view and restore versions.



**Delete All Versions**

No. ↓	Modified	Modified By	Size	Comments
2.0	25.10.2016 09:55	<input type="checkbox"/> Harald Jakobs	3,3 KB	Frage 35 - Was beeinflusst die Dynamik von Beobachtungskonstellationen? Frage 43 - Konstellationsstrukturen
1.0	25.10.2016 09:54	<input type="checkbox"/> Harald Jakobs	3,3 KB	Wiki Content Frage 35 - Was beeinflusst die Dynamik von Beobachtungskonstellationen? Frage 43 - Konstellationsstrukturen

Fig. 6: Page History

## 7. Delete Wiki Page



To delete a Wiki page, select it on the overview page of the Wiki pages by ticking the title. Then click on the Delete Wiki Page button in the ribbon and confirm the security query with Ok. The wiki page is now removed from the list.

---

## 8. More Options

If you have selected a wiki page with a checkmark, a series of options will appear in the ribbon:

- **EDIT PROPERTIES:** Here you can change the name of the wiki page.
- **HIDE:** If you hide a wiki page, it will not be displayed to the students in the list. This way you can prepare Wiki pages and make them visible only gradually. This option is only available to MANAGERS and TUTORS with extended rights.
- **UNHIDE:** This option makes a hidden wiki page visible to the students again.
- **LOCK:** If you want a wiki page to read, but cannot be edited by the students, select the LOCK option. This function is also available only to MANAGERS and TUTORS with extended rights.
- **UNLOCK:** This option unlocks a wiki page.
- **MARK AS FEATURED:** This option marks a wiki page as a recommended post. These are displayed in the dashboard app Wiki Sites. This allows you to generate a kind of table of contents, which lists only the top ones, on wikis with many pages.
- **UNMARK AS FEATURED:** Use this option to remove the recommendation for a post.

These options are only available to MANAGERS and TUTORS with extended rights. TUTORS without advanced privileges can only modify the name of a Wiki page by EDITING PROPERTIES.