



WIKIS

LP+365

HELP GUIDE
VERSION 2.1

1. Overview

The **Wikis** tile is located on the **Class/Subject Dashboard** and allows both teacher and students to create or participate in wikis relevant to the class.

The tile displays a counter of new or modified pages for the day for a user. New wiki pages can be created by students and teachers who are permitted to the **Class/Subject Dashboard**.

A wiki can help your school to collect and capture knowledge, assemble content from numerous sources, and share plans and ideas.

For example, a school can create a wiki where learners can find and contribute the latest and most comprehensive information about learning activities, research and ideas. Your class can also use a wiki to collect information for new learners, to plan a school trip, or to collect ideas for a large project or tutorial.

Learners can edit wiki pages without any special editing tools, wikis are a good tool for sharing ideas and collecting information from groups of learners.

2. Creating a Wiki page

1. Navigate to the Class/Subject dashboard from where you wish to create a wiki.

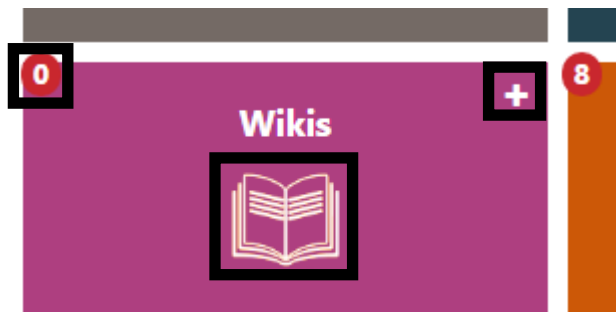


FIGURE 1. THE WIKIS TILE ON CLASS DASHBOARD

2. On the **Wikis** tile click on the plus **+** symbol as shown in Figure 1 in order to launch a new browser window: Add **New Item** as seen in Figure 2.

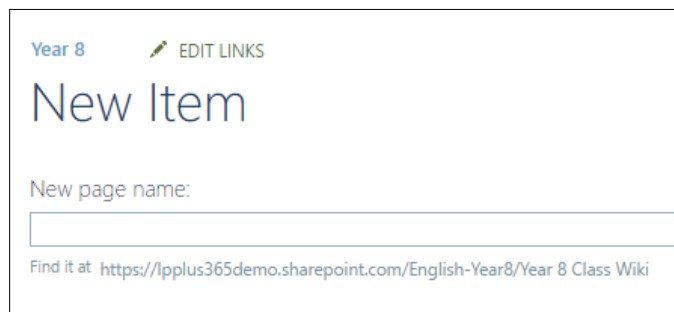


FIGURE 2. TO CREATE A NEW WIKI PAGE

3. Enter a Page name and click on **Create** to create and launch the page in edit mode.

3. Viewing Wiki pages.

Clicking on the title of the **Wiki** tile or icon will launch a new browser tab to display a list of all your class wiki pages as shown in Figure 3.

You can create and manage pages from this view and the changes will appear on the **Wiki** tile on your Class/Subject Dashboard.

Clicking on an individual Wiki page title will launch the wiki page.



FIGURE 3. VIEW WIKI PAGES

3.1 Edit a wiki page

After a user creates a wiki page, another user can add more content, edit the content, or add supporting links.

This community of authors helps to ensure the accuracy and relevance of the content.

Wikis thus continue to evolve as learners add and revise information.

1. Navigate to the wiki page you want to edit, click on **Page** on the global navigation and **Edit** as shown in Figure 4 below

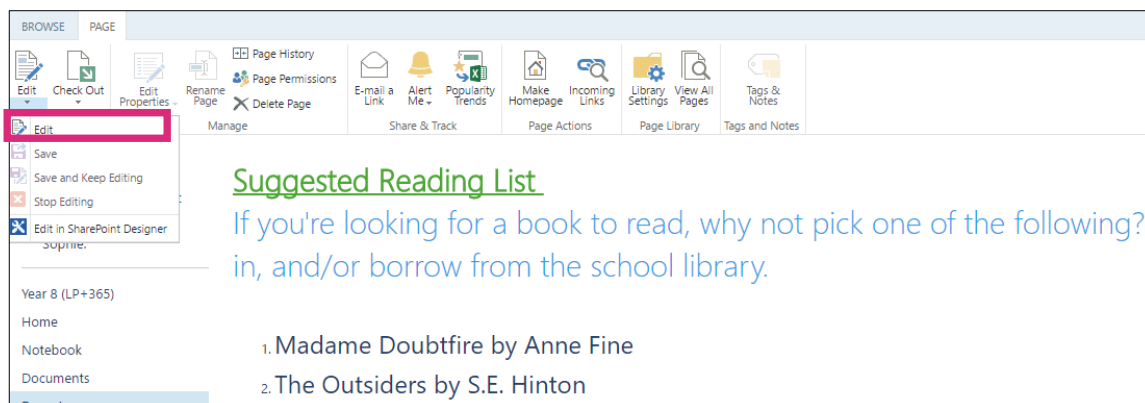


FIGURE 4. EDIT A WIKI PAGE

2. Type or edit the text you want.
3. Use the buttons on the formatting ribbon to format text and insert other content, such as pictures, tables, hyperlinks, and Web Parts.
4. To add wiki links to other pages, type the name of the page surrounded by double square brackets: **[[Page Name]]** e.g. to add a wiki link to a page named "My favourite books," type: **[[My favourite books]]**.
5. If the page that you are linking to does not exist: you can create a new page using the double square brackets. The new placeholder link will have dotted line beneath it. Clicking on the link will create the page.
6. When you are finished editing the page, click on **Page** on the global navigation and **Save**. Should you not want to save your changes, click on the drop down under **Save**, click **Stop Editing** and then click **Discard changes**.

TIP You can add more content later or change content that you have entered by clicking Edit. If you created a placeholder link, you can later click the link to create and edit the page.

3.2 Deleting a wiki page

Wiki pages can be deleted from the same manage wiki pages view.

1. Select the wiki page(s) that you wish to delete. You can do this by hovering over the title of a page, and clicking on the tick icon that will appear to the left hand side of the page title as shown in Figure 5.

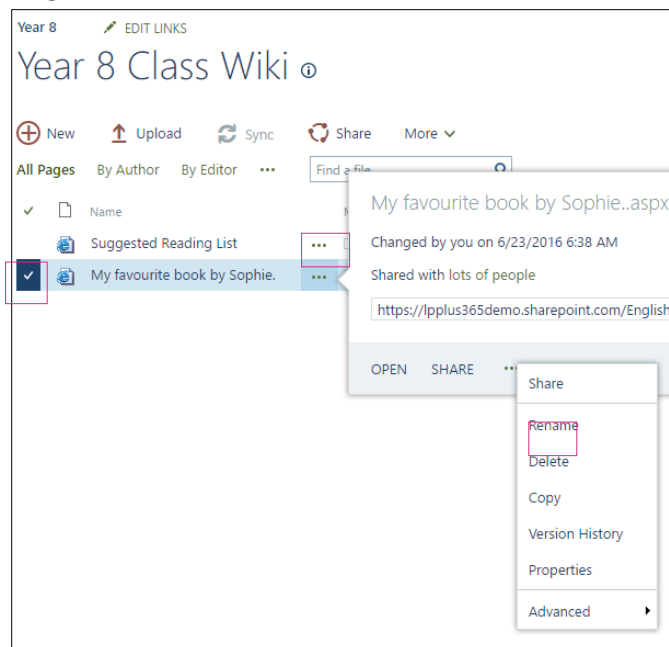


FIGURE 5. DELETING WIKI PAGE(S)

2. Having selected the page(s) that you wish to delete, click on the ellipses (series of three dots) and select delete item from the dropdown menu.

3. A new popup window will appear, asking you to confirm that you want to delete the **Page**. Click on OK if you are sure that you wish to delete this **Page** as shown in Figure 6.

The item can be restored from the Recycle Bin by the site administrator.

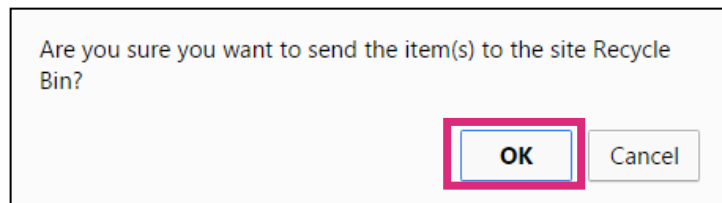


FIGURE 6. CONFIRMATION MESSAGE

4. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Introduction to libraries](#)
- [Create and edit a wiki](#)

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Get in touch by email: lp365support@lpplus.com