Edvance360 QUICKSTART GUIDE

How to Use Wiki - ADMIN

The Wiki is a tool available in Courses and Communities, if enabled by the course designer or instructor. Wikis are one of the fastest growing tools in corporate America, as they allow learners to collaborate in the definitions, responses, and results of presented material, words/phrases, and situations. The largest wiki in the world is Wikipedia, and is editable by (if approved) anyone on the internet.

Edvance360 Wikis are great tools for sharing and collaborating between class members, departments, or any group of people using the LMS. The functionality is the same inside Courses and Communities.

Our Wiki allows learners of a course or a community to contribute in the form of links, thoughts, discussion, debate, and finalize the results that are shared by the group. The Wiki keeps track of all the edits made by learners, as well as the discussion and debate surrounding each wiki entry. The Wiki makes an excellent study tool as more learners contribute valuable content to it, feel "invested" in it, and want to keep the end results. Departments use them to define how to respond in situations using role-playing techniques or presenting a situation for discussion/debate and final response as a group. Schools use them to have students define hard-to-define words or phrases rather than just memorize content. Counselors and coaches use them to get groups to think outside the proverbial box. Since the Wikis are a "group" or collaborative tool, the grade is often give to the entire group, based on results and participation.
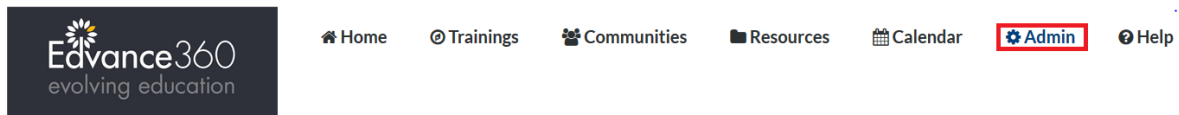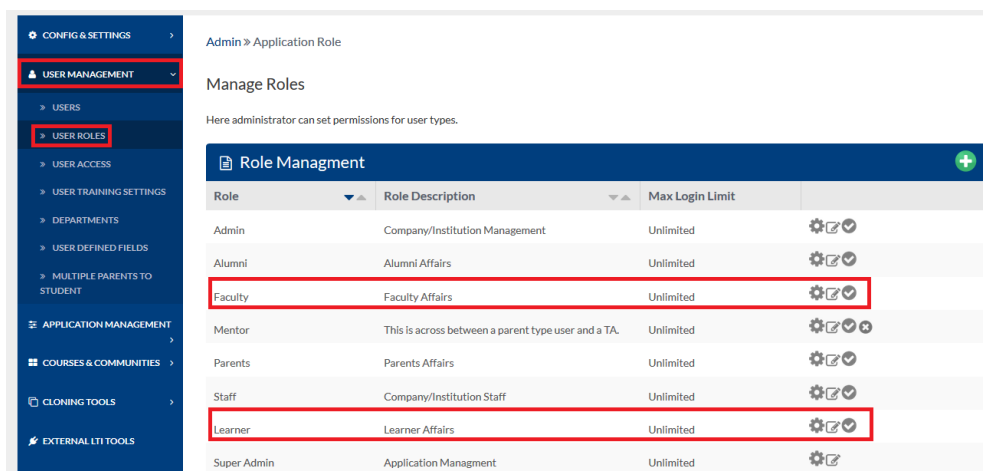
How to Check User Role Settings

Edvance360 provides granular permissions for site administrators. Below are the recommended settings.
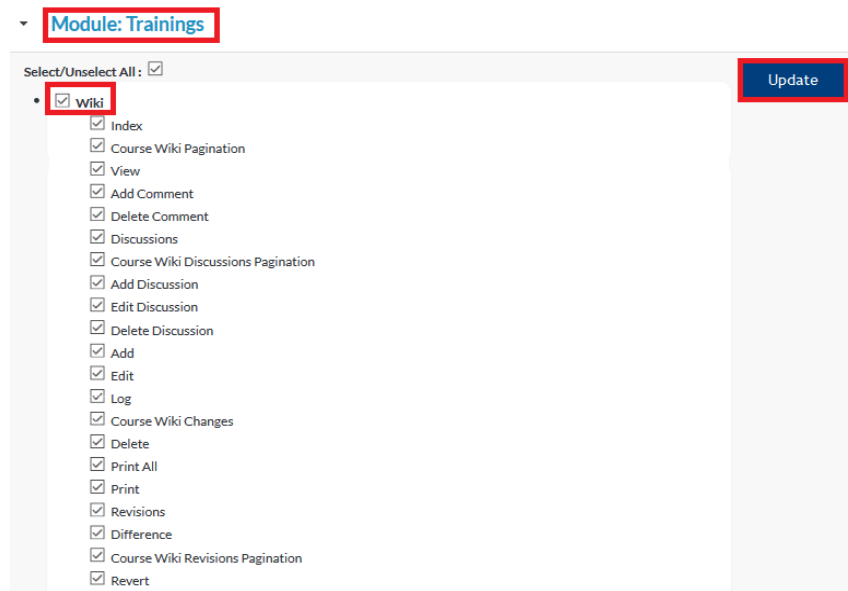
1 **Login** to Edvance360

2 Navigate to **Admin Tab**

3 Select **User Management** > **User Roles** > Desired User Role for Editing

Note: User Role changes require you to logout and log back in to take effect. May even need to refresh your Internet browser cache by selecting FN F5.

Recommended Faculty/Instructor role settings for wiki. Select **Manage** ⚙ > **Module**: **Trainings/Courses >** Scroll to **Wiki** section > Select **Update** to Save

Recommended Faculty/Instructor role settings for wiki. Select **Manage** ⚙ > **Module**: **Communities >** Scroll to **Wiki** section > Select **Update** to Save

Recommended User/Learner role settings for wiki. Select **Manage** ⚙ > **Module**: **Trainings/Courses >** Scroll to **Wiki** section > Select **Update** to Save

Recommended User/Learner role settings for wiki. Select **Manage** ⚙ > **Module**: **Communities** **>** Scroll to **Wiki** section > Select **Update** to Save

How to Create a Wiki Entry

1 **Login** to Edvance360

2 Navigate to **Course or Community**
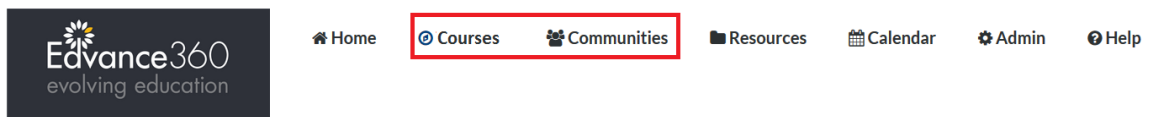
3 Scroll down to **Settings**
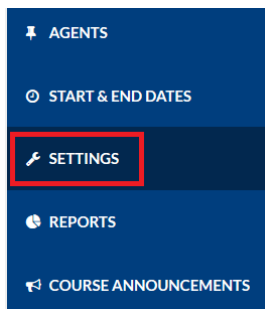
4   On the Modules Tab select **Active** next to **Wiki** Tool > Select **Save**

Note: The availability and order of the Course/Community tools depends on the settings configured by the site administrator. You can change the order in which the Course/Community tools display by entering the desired number into the Order column.

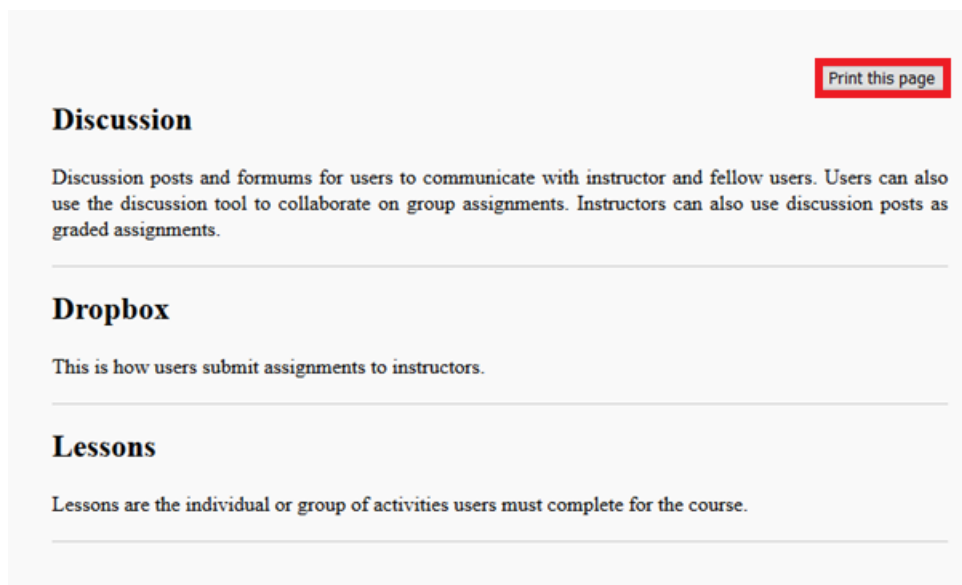**5**   Select Wiki from left-hand course menu

6   Select **green plus sign** to create new wiki entry

Additional options include:

- *Print All* (): Allows learners to print all wiki entries for viewing all at once or printing for later use. A new window will open with all the wiki entries and a button to Print this Page.

- *Wiki Changes* ( ): Displays changes made to all wiki entries including the learner, date and content. You can search by user name, wiki entry title or date.

Select the **down arrow** to expand > Select **Show Detail**

- *Search* ( ): Allows learners to search all wiki entries for keywords within the wiki entry title.

Enter wiki entry information

Trainings » Course Wiki » Add Wiki

* Name

> Enter wiki title here

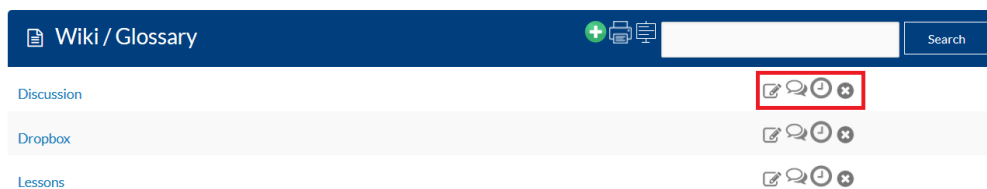Description

> Enter wiki information
> here

Paragraphs: 0, Words: 0

Logo Browse... No file selected. **You can upload an image here**

Save **Select to save information**

How to Use Wiki Features

Once the wiki entry has been created there are four options

Wiki / Glossary   Search

Discussion

Dropbox

Lessons

- *Edit* ( ): Select to edit the wiki entry
- *Discussion Posts* ( ): The learner may open the wiki entry, add to the discussion by selecting the Green "Add New" Plus Sign, and/or edit a pre-existing discussion board regarding that particular wiki entry
- *Revisions* ( ): The learner may view the dates, times and user names of each learner who has edited the specific wiki entry
- *Delete* ( ): The instructor/admin may delete the wiki entry

1   To **Edit** the wiki entry select the pencil icon to the right of the wiki entry. The Edit Wiki entry page will open and allow you to edit and save the wiki entry.

Trainings » Course Wiki » Edit Wiki

* Name

Discussion

Description

Discussion posts and formums for users to communicate with instructor and fellow users. Users can also use the discussion tool to collaborate on group assignments.

Paragraphs: 1, Words: 25

Logo   Browse...   No file selected.

Save

Upon successful completion of editing the wiki entry you will see the following green message.

✔ Wiki Updated Successfully

2   To add or edit Discussion Post associated with a wiki entryselect the 💬 icon to the right of the wiki entry. The Discussion Post page will open.

Trainings » Course Wiki » View Discussions » Add Discussion

* Name

<div style="color:red">Enter discussion post title here</div>

Description

[editor toolbar]

<div style="color:red">Enter discussion post here</div>

Paragraphs: 0, Words: 0

☐ Allow comments on this post   Select to allow users to comment on your discussion post

Save   Select to save discussion post

Upon successfully adding a discussion post the following green message will display with your post.

Trainings » Course Wiki » View Wiki

✔ Discussion Added Successfully

Wiki / Glossary Entity

Discussion

Discussion posts and formums for users to communicate with instructor and fellow users. Users can also use the discussion tool to collaborate on group assignments. Instructors can also use discussion posts as graded assignments.

› **Add Discussion**

Discussions & Comments

Example Discussion Post
This is a test.

By: Ashley Stephens
Date: 18 Aug, 2017 05:50:44 PM

› **Comment**

Instructors can edit or delete discussion posts on the Discussion page

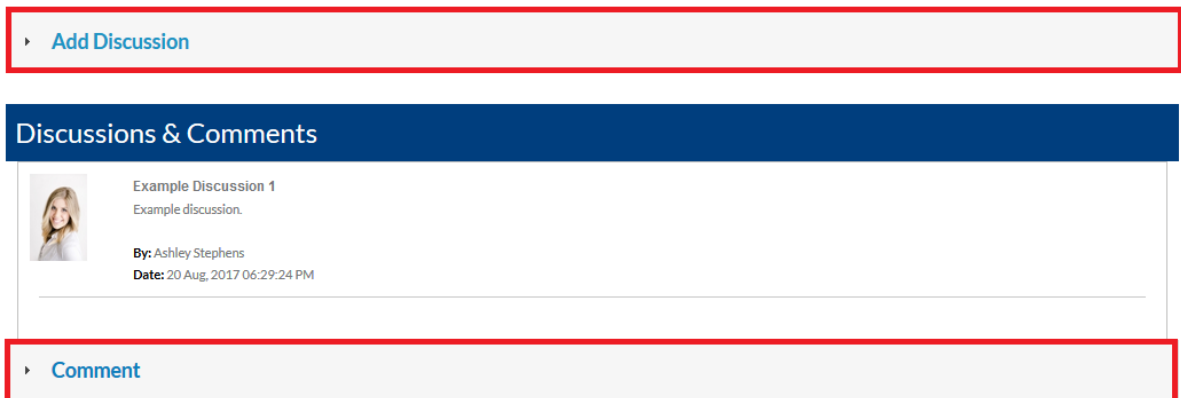**3** Select desired wiki by clicking it to respond to discussion post or add comment

A new window will open, select **Add Discussion** or **Comment**

4   Select the Revisions icon 🕐 to view wiki entry revisions

Trainings » Course Wiki » Wiki Revisions

📄 Discussion		
Date ▼▲	**Author** ▼▲	**Comments**
Aug 18, 2017, 5:26 pm	Ashley Stephens	
Aug 18, 2017, 2:23 pm	Ashley Stephens	

Select desired Revision to view details

Trainings » Course Wiki » Wiki Revisions » Wiki Versions

Example Wiki   ☑ 💬₁ 🕐₁

Ashley Stephens : Aug 20, 2017, 6:21 pm
(Deleted , Inserted)

[Older Version] [Newer Version]

This is a test.