

# How to Use Wiki - Learner

The Wiki is a tool available in Courses or Communities if enabled by the instructor. A wiki is a web-based page that can be edited by learners. For example, Wikipedia. Wikis are great tools for sharing and collaborating in a Course or Community. The functionality is the same inside Courses and Communities. The Wiki allows learners of a course or a community to contribute to a learner generated glossary. The Wiki keeps track of the latest learner to edit the entry as well as the date the entry was last updated. The Wiki makes an excellent study tool as more learners contribute valuable content to it.

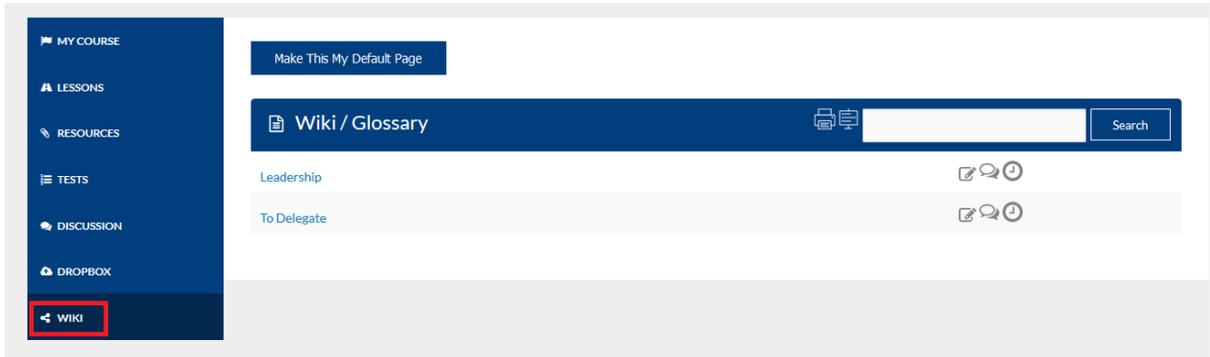
## How to Access Wiki

- 1 Login to Edvance360
- 2 Navigate to **Course or Community**



# QuickStart Guide: How to Use Wiki - Learner

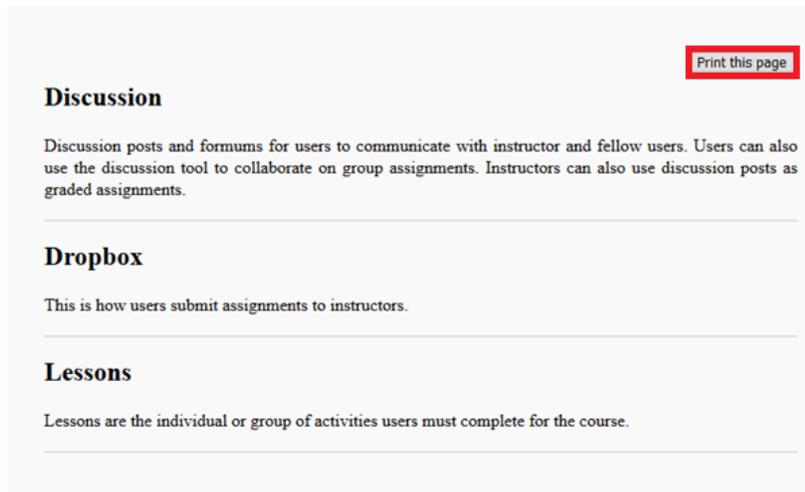
3 Select **Wiki** from left-hand course menu



## How to Use Wiki Features



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- **Print All** (

**Discussion**

Discussion posts and forums 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.

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**Dropbox**

This is how users submit assignments to instructors.

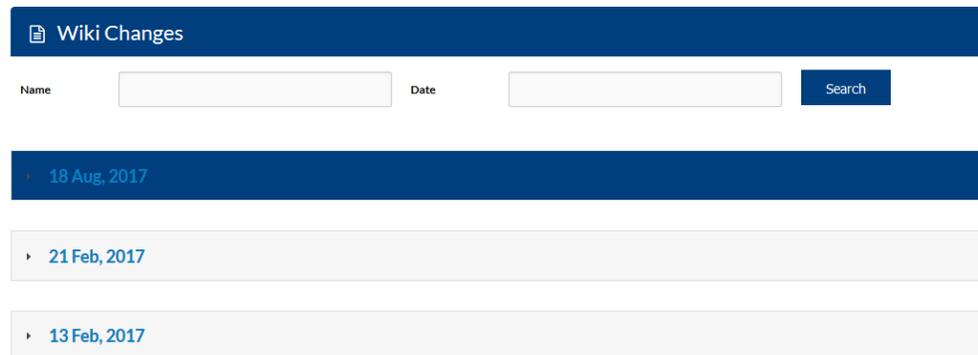
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**Lessons**

Lessons are the individual or group of activities users must complete for the course.

- **Wiki Changes** (

Trainings » Course Wiki » View Changes



**Wiki Changes**

Name  Date

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▸ 18 Aug, 2017

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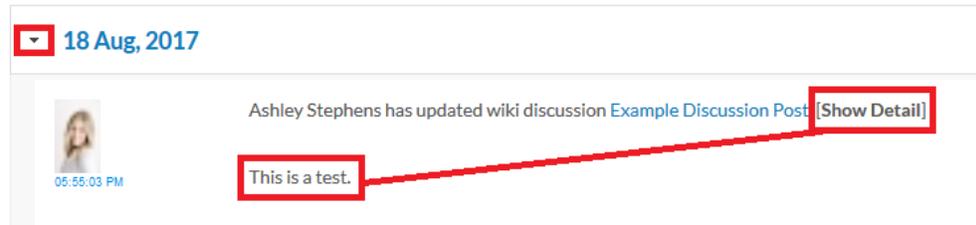
▸ 21 Feb, 2017

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▸ 13 Feb, 2017

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



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

Once the wiki has been created there are three options:



- *Edit* ( ): Select to edit the wiki
- *Discussion Posts* ( ): The learner may open the wiki, add to the discussion by selecting the Green "Add New" Plus Sign, create a new discussion board regarding that particular wiki
- *Revisions* ( ): The learner may view the dates, times and usernames of each learner who has edited the specific wiki

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

[Trainings](#) » [Course Wiki](#) » Edit Wiki

\* Name

Discussion

Description



Discussion posts and forums 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  No file selected.

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

✓ Wiki Updated Successfully

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- 2 To add Discussion Post associated with a wiki select the  icon to the right of the wiki. The Discussion Post page will open. Select the **green plus sign** to add new Discussion Post.



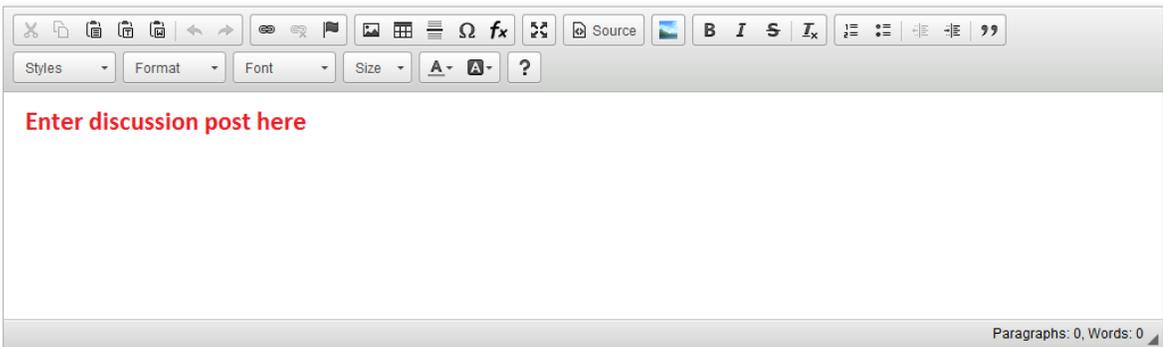
- 3 Enter Discussion Post information

Trainings » Course Wiki » View Discussions » Add Discussion

\* Name

Enter discussion post title here

Description

A screenshot of the discussion post editor interface. It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, strikethrough, link, unlink, source, and image. Below the toolbar is a text area with the placeholder text "Enter discussion post here". At the bottom right of the text area, it says "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**

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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



Leadership

This is the start.

This is another post about this.

▸ [Add Discussion](#)

Discussions & Comments



Test  
Test

By: Jane Doe

Date: 20 Aug, 2017 07:23:17 PM

▸ [Comment](#)

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

Trainings » Course Wiki

Wiki / Glossary



Search

Example Wiki



# QuickStart Guide: How to Use Wiki - Learner

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

Trainings » Course Wiki » View Wiki

## Wiki / Glossary Entity



### Leadership

This is the start.

This is another post about this.

▸ [Add Discussion](#)

### Discussions & Comments



Test  
Test

By: Jane Doe

Date: 20 Aug, 2017 07:23:17 PM

▸ [Comment](#)

**5** Select the Revisions icon  to view wiki revisions

Trainings » Course Wiki » Wiki Revisions

Discussion		
Date	Author	Comments
<a href="#">Aug 18, 2017, 5:26 pm</a>	Ashley Stephens	
<a href="#">Aug 18, 2017, 2:23 pm</a>	Ashley Stephens	

# QuickStart Guide: How to Use Wiki - Learner

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.](#)