Create Wiki Pages

2. On the wiki’s topic page, click Create Wiki Page on the action bar.
3. On the Create Wiki Page, type a name and a description or instructions.
4. Click Submit.

You can delete an entire wiki or pages within a wiki, but you cannot delete the wiki home page by itself. Students do not have the ability to delete wiki pages.

Comment on Wiki Pages

Course members can comment on wiki pages rather than contribute to or edit a page. Commenting provides a way for you and your students to offer feedback and suggestions. Comments are visible to all course members. All comments for all wiki pages are counted in the About This Wiki section in the sidebar.

No one can edit comments after they are posted. Users can delete the comments they authored.

For group wikis, the default setting allows all course members to read them, but you must be a member of the group to make a comment. You can change the default setting to allow only group members to view a group wiki.

1. Access a wiki and click the page to view in the sidebar. The wiki page opens in the content frame.
2. Click Comment following the user’s contribution and type a comment. You can use the spell check function at the bottom of the box as needed.

   NOTE: Comments have a 2,000-character limit. A pop-up message advises that a comment over 2,000 characters must be edited and resubmitted.

3. Click Add. Click the Comments link below the contribution to view the comment.
Edit Wiki Content

Because a wiki stores each version in its history, which includes who made changes, you have an opportunity to retrieve information about the development and contributions for any individual. You can click History in a page’s contextual menu to see how a page was modified, view any version, and compare two versions side by side.

Use the following steps to edit a wiki page.

1. Access the wiki. The wiki topic page appears.
2. Select the page to review and edit. The wiki page opens in the content frame.
3. In the sidebar, access the page’s contextual menu and click **Edit Properties**.

-OR-

Click **Edit Wiki Content** next to the page’s title in the content frame.

4. On the **Edit Wiki Page**, you can make changes to the name and content of the page.
5. Click **Submit**.
Delete a Wiki

If you no longer need a wiki, you can delete it. Deleting a wiki is permanent.

**NOTE:** If a wiki is gradable, the Delete Confirmation page appears. You need to perform extra steps to remove a gradable wiki.

1. On the **Wikis** listing page, access a wiki’s contextual menu and click **Delete**.
2. Click **OK** in the pop-up warning. If the wiki is gradable, the **Delete Confirmation** page appears. You have two options:
   - **Do not select check boxes**: The wiki is deleted, but the Grade Center column and scores you have assigned are retained. For example, all student contributions are graded and you want to keep the Grade Center column for the final grade calculations. If you delete a wiki, yet retain the Grade Center column, you can delete that column from the Grade Center at any time.
   - **Select the check boxes**: The grade column in the Grade Center and the wiki are deleted. For example, if you do not want to include the grade column for the wiki contributions in the final grade, you can safely delete all.