



Role:
Instructor

Objectives:

In this scenario, you will:

- Navigate to an existing wiki
- Add text to the wiki
- Insert hyperlinks to an internal, existing, or external web page
- Insert local or external images
- Insert embedded media

Quick Start Guide: Contributing to a Wiki

After you have created a wiki, you can add text, hyperlinks, images, and embedded media.

Note: Students will be able to contribute to the wiki when **Yes** has been selected as the **Make the wiki available** option. They can contribute if to the wiki if they have been selected as a member of the wiki.


Navigation:

1. Enter a course.
2. Click a content area link in the course menu frame to locate a wiki.
3. Click the **View** link for the wiki.
4. Click the **Edit** link in the wiki sidebar.


Steps:

Adding Text


1. Enter information into the text box.

If you copied text from a Microsoft Word document, click  and press the **ctrl+v** on your keyboard to paste in the text from the **Paste from Word** window.

Select the **Insert** button to insert the content into the blog.

If you copied text from another type of document, click  (**ctrl+v**) to paste in the text.

Inserting Hyperlinks

1. Click the **Edit** link in the wiki sidebar.
2. Highlight the text that you want to link to another page.
3. Click .
4. If the link is to a new internal page, select the **Link to a new page** option and enter the page name in the **Page Name** field. This action creates the new page and the link to that page.

If the link is to a page that was created previously, select the **Link to an existing page** option and select the page from the list of pages.

If the link is to an external web site, select the **Link to an external web site** option and enter the address in the **URL** field.

5. Click the **Insert** button.
6. If done, click the **Save** button.




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Quick Start Guide: Contributing to a Wiki (continued)

Steps:


Inserting Local Images

1. Click the **Edit** in the wiki sidebar.
2. Click .
3. If the image is stored on your computer, select the **Upload an image** option and click the **Browse** button.
4. In the **file upload** dialog box, navigate to and select the image.
5. Enter a **description** in the alt text field.
6. Click the **Upload** button.
7. Click the **Insert** button.
8. If done, click the **Save** button.

Inserting External Images

1. Click the **Edit** link in the wiki sidebar.
2. Click .
3. If linking to an image on another website, select the **Include an image from an external web site** option.
4. Enter the address in the **URL** field.
5. Enter a **description** in the alt text field.
6. Click the **Upload** button.
7. If done, click the **Save** button.

Inserting Embedded Media

1. Click the **Edit** link in the wiki sidebar.
2. Click .
3. In the **Type** field, select the type of media being embedded.
4. Enter the address in the **URL** field.
5. Enter the width and height in the **Dimension** fields.
6. Click the **Constrain proportions** checkbox if applicable.
7. Click the **Insert** button.
8. If done, click the **Save** button.