

## Building your wiki (Wikis 2) Megan Poore

### Purpose

To build your wiki.

### Learning outcomes

By the end of this workshop, you should be able to use the basic functions of your wiki. You should be able to:

1. Write and add pages
2. Manage pages using the 'More tools' functions such as 'delete page' and 'move page'
3. Back up your wiki

If you are a little more skilled, you should also be able to:

1. Embed content using widgets
2. Manage users
3. Add attachments and link to them in a wiki page
4. Change your privacy settings

### Program

1. Basic functions are to

- Add, write, and publish a page: adding text, links, images
- Manage pages by moving them or deleting them
- Back up your wiki under Settings > Backup, Settings > Export or similar

2. Advanced functions are to

- Embed a YouTube video (or poll or slideshow, etc.) by using a widget
- Manage users
- Add attachments and link to them in a wiki page
- Set privacy options

3. Reflection

4. Evaluation

5. Useful links

### 1. Basic functions

**Work in pairs.** Go into the 'Easy' toolbar on your wiki's homepage and explore the basic functions of your wiki, as outlined above. For example,

- Write some text on your page and save it.
- Add another page, this time adding a link and an image.
- Add several 'dummy' pages and move them.

---

---

### 2. Advanced functions

Explore the advanced functions of your wiki, as outlined above.

---

---

### **3. Review**

What do you think or know now? What is still confusing? What do you need to follow up on?

---

---

---

### **4. Evaluation**

Helpful or not? Let us know your thoughts.

### **5. Useful links**

Web 2.0 survival guide: <http://web2survivalguide.wordpress.com/>

Wiki basics: <http://web2survivalguide.wordpress.com/web-20-tools/wikis/>