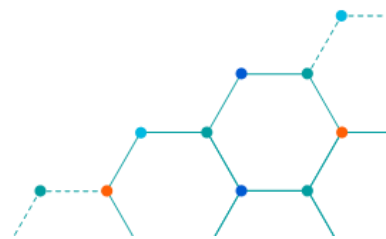


# How to create an OU Wiki

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# INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series](#). Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

A wiki activity provides a shared collection of webpages that any student can collaboratively edit, contribute to or comment on. (OU stands for Open University)

## **This document covers:**

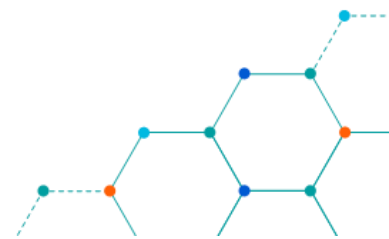
How to set up an OU Wiki for a class of students.

## **Important information**

It is possible to use the OU Wiki both for formative and summative assessment.

## **Accessibility considerations**

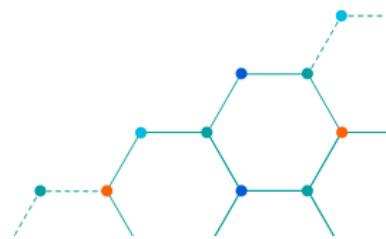
Through the Atto text editor users can utilise the Accessibility checker and the Screenreader helper for entries.



# QUICK GUIDE

## Setting up an OU Wiki (formative)

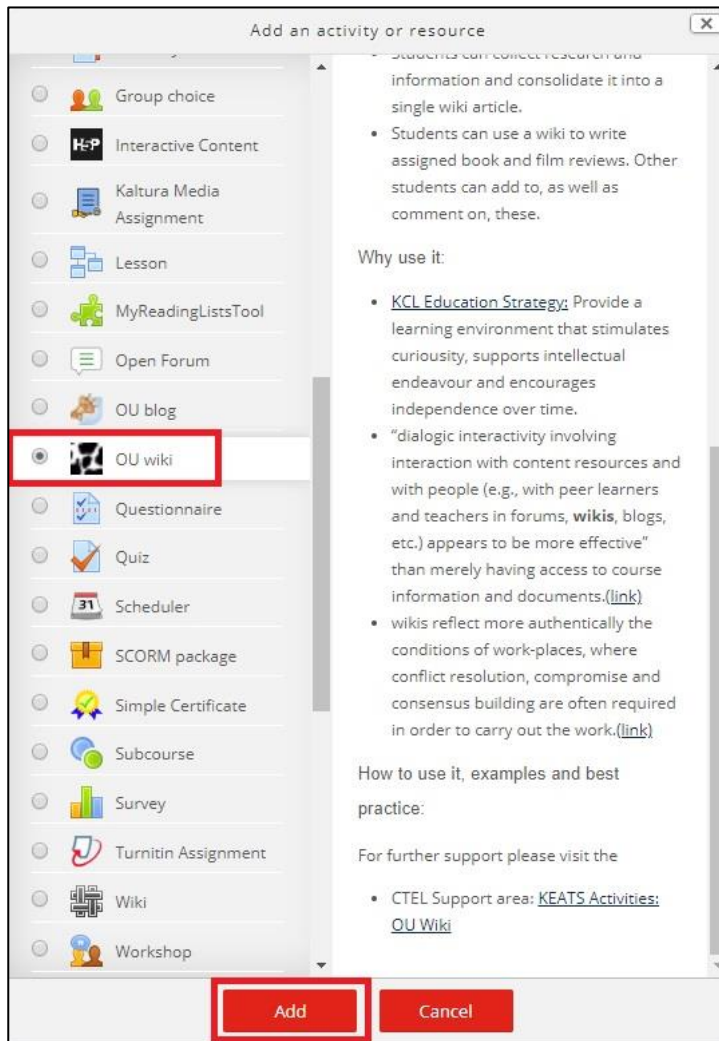
1. Login to KEATS and find the course you want to add the OU Wiki.
2. Turn editing on, select Add and activity or resource.
3. Select the OU Wiki from the activities menu and name it accordingly.
4. Set 'Grade' to 'None'.
5. In Common Module settings set 'Group mode' to 'No Groups'.
6. The OU Wiki is now ready.
7. Adding the first bit of content effectively creates the 'Start Page'. Save changes when you're happy with your content.



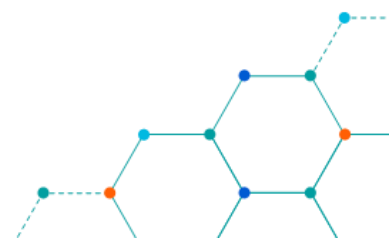
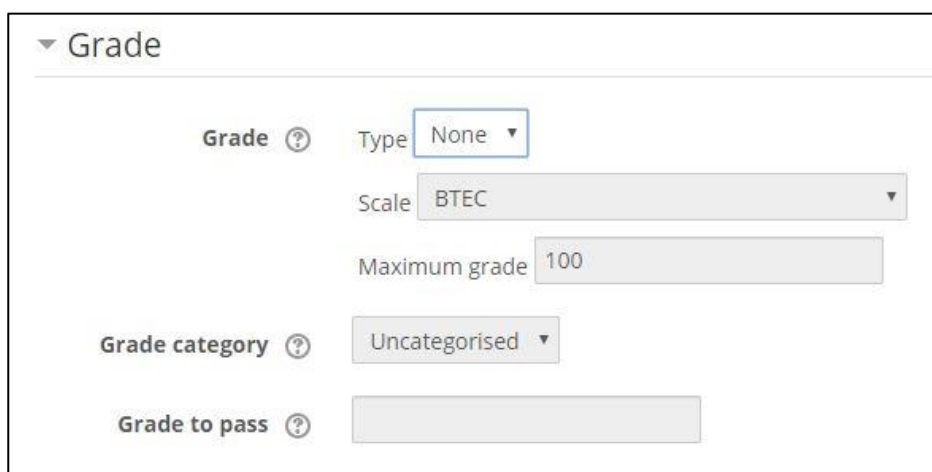
# DETAILED GUIDE

## 1. How to set up an OU Wiki for a class of students

1. Login to your KEATS course, turn editing on.
2. Add the OU Wiki from the activity menu and name it accordingly.



3. For formative activities set 'Grade' type to 'None'.
4. **OPTIONAL:** If you would like to grade your students for the wiki set 'Grade' type option to 'Point'.



5. Make sure you have 'No groups' selected in the Common Module settings. This ensures that the whole class can contribute to the wiki.

Common module settings

Availability ? Show on course page

ID number ?

Group mode ? No groups

Grouping ? None

Add group/grouping access restriction

6. Then click the **Save and return to course** button. The OU Wiki is now setup to use and students can create pages straight away.

7. Below is the wiki without any entries made (viewed as a student).

My Courses All Courses College Services Quick Links Staff Help Student Help Search courses

Ben James CTLE02 CTLE02

Wiki index Wiki changes My participation

Administration

View Edit

Course administration

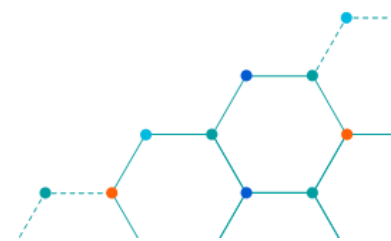
This wiki's start page has not yet been created.  
Would you like to create it?

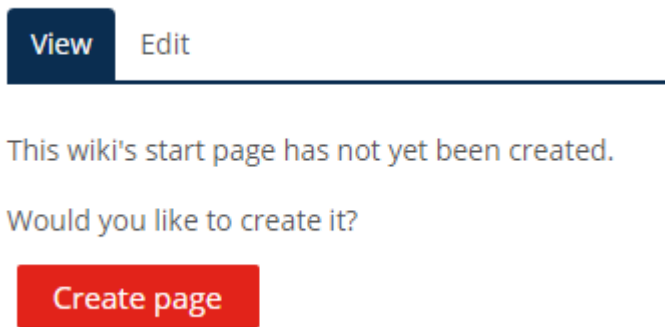
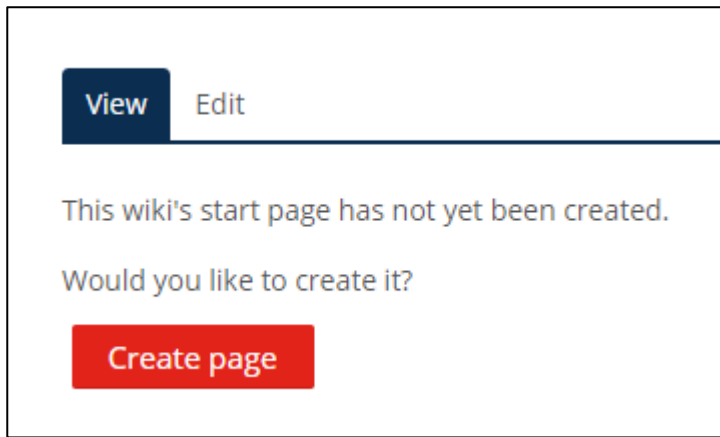
Create page

Submit your work here Jump to...

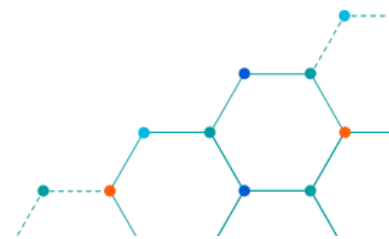
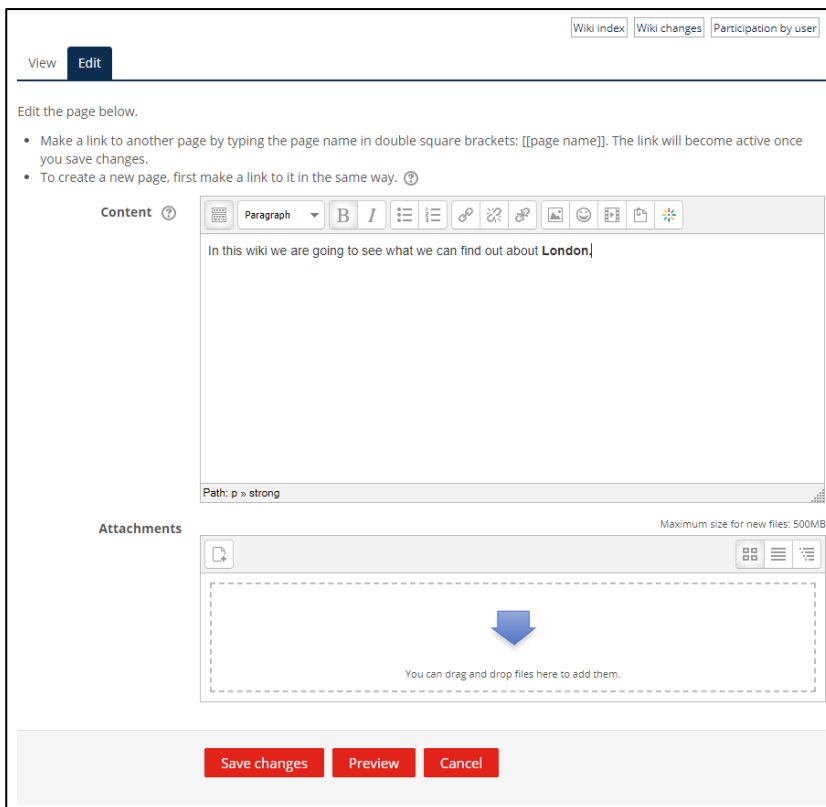
Terms of Use | Privacy Policy | Contact Us | Student Data Collection Notice  
© 2017 King's College London, Strand, London WC2R 2LS, England, United Kingdom Tel +44 (0)20 7836 5454  
<https://www.kcl.ac.uk/>

8. Any user can create the initial page, known as the 'Start page'. However, you might want to start them off by creating the 'Start page' for your students. Click **Create page** button and then start your first wiki contribution.





9. Adding the first bit of content effectively creates the 'Start Page'. Click **Save changes** when you're happy with your content.

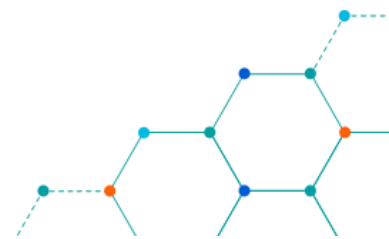


10. Below is how the 'Start page' / wiki appears.

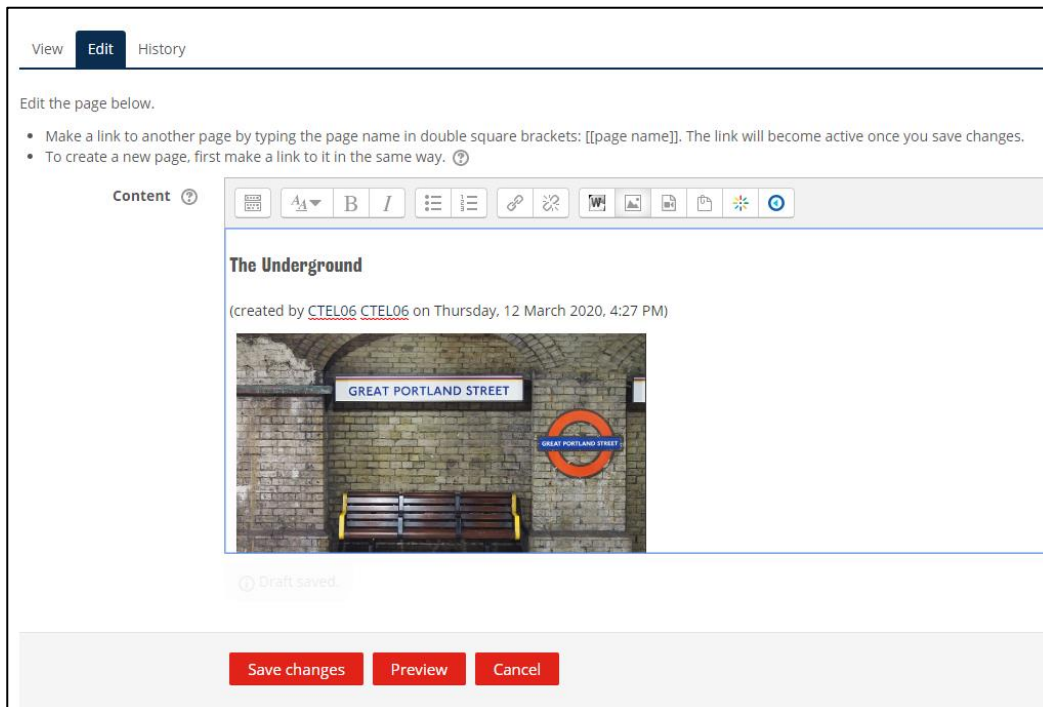
The screenshot shows a 'Start page' for a wiki. At the top right, there are three buttons: 'Wiki index', 'Wiki changes', and 'Participation by user'. Below these is a navigation bar with 'View', 'Edit', and 'History' tabs. The main content area has a light blue header with the title 'Start page' and links for 'Edit page' and 'Export to portfolio'. Below the header, it shows the latest edit: 'Thursday, 12 March 2020, 4:20 PM (Ben James); full history'. The main text reads: 'In this wiki we are going to see what we can find out about **London**.' Below this, it says 'Words: 15'. There are two main sections: 'Add new section to this page' with a text input field 'Type section title here' and an 'Add' button; and 'Create new page' with a text input field 'Type page name here' and a 'Create' button. At the bottom left, there is a 'Course wiki' link and a 'jump to...' dropdown menu.

11. Users can add new sections to a page:

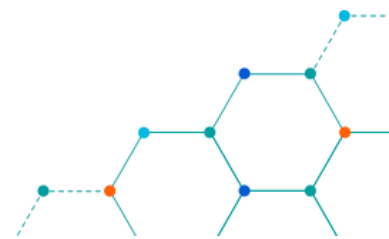
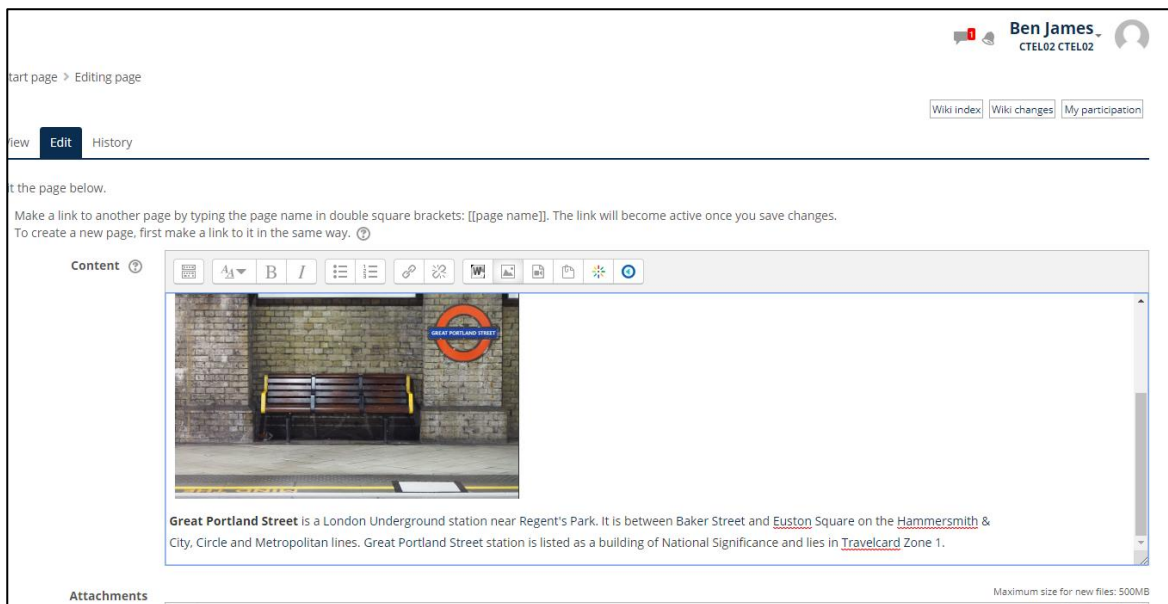
This screenshot shows the same 'Start page' as in the previous image, but with a new section added. The 'Add new section to this page' section now has the text 'The Underground' entered in the input field, and the 'Add' button is highlighted in red. The rest of the page, including the header, navigation, and 'Create new page' section, remains the same.



12. Then add relevant content, such as images. Any new sections are date-stamped and appear with the author's name.

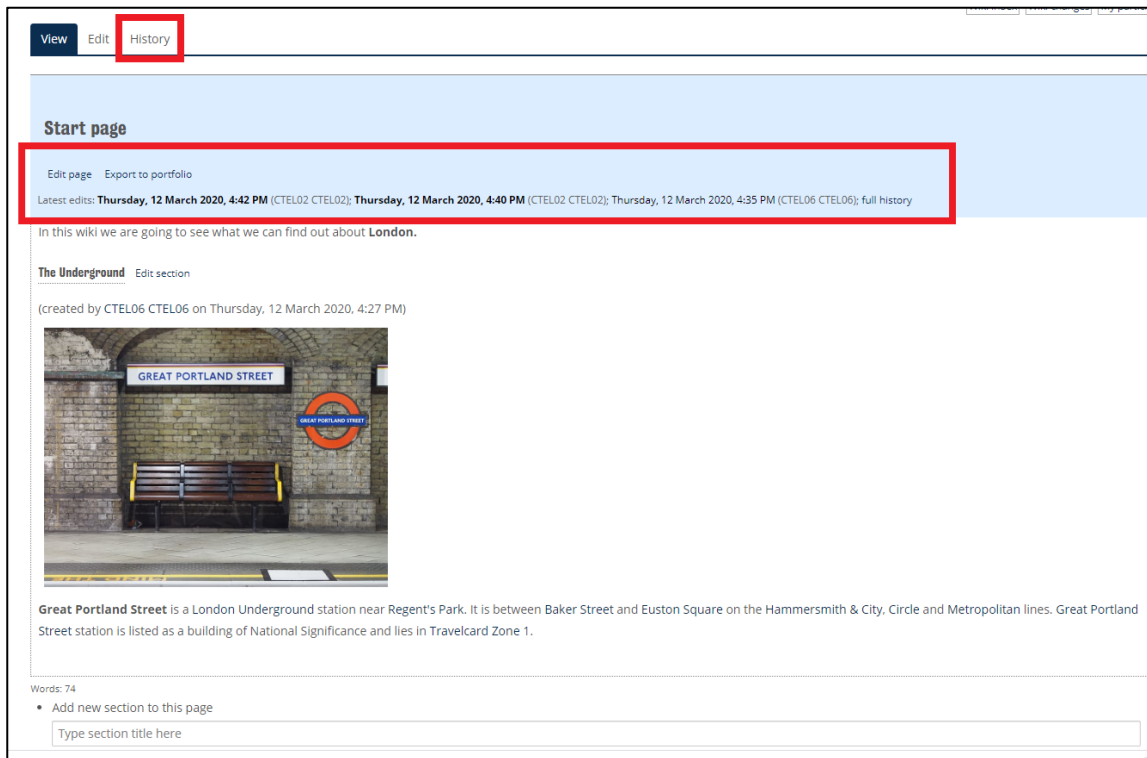


13. Users can edit wiki posts of other users and thus start working collaboratively.





14. Any edit/additions are listed at the top of the page. For a clearer indication of contributions people have made, select the **History** tab.



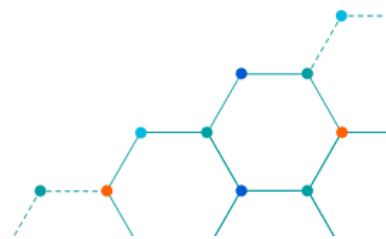
The 'History' tab displays the contributions people have made.

The screenshot shows the 'History' tab of a Wikipedia page. The 'History' tab is highlighted. Below it, there is a table displaying all changes made to the current page. The table has columns for Date, Time, Words, and Changed by. The table shows several changes made on 12 March 2020, including deletions and reverts.

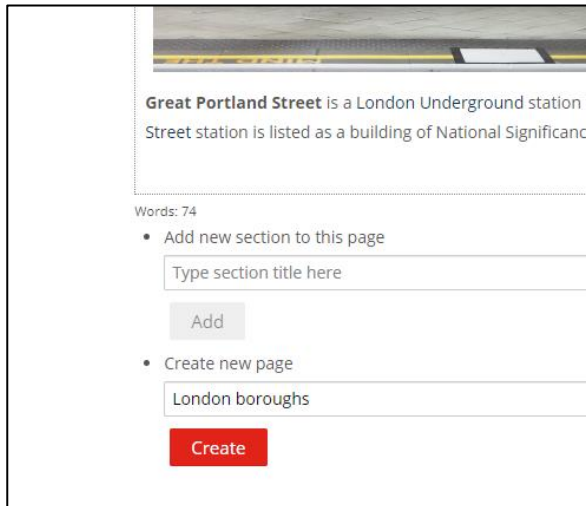
Date	Time	Words	Changed by
12 March 2020	5:01 PM	+59	CTEL02 CTEL02
	5:00 PM	-59	CTEL02 CTEL02
	4:42 PM		CTEL02 CTEL02
	4:40 PM	+46	CTEL02 CTEL02
	4:35 PM	+13	CTEL06 CTEL06
	4:20 PM	15	Ben James

15. It is possible to view changes made, compare changes and revert back previous versions.

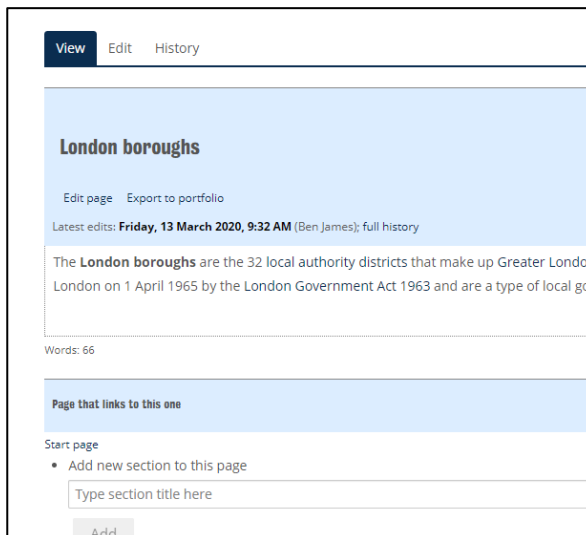
**NB:** All changes are recorded, and it is possible to revert to previous changes. All changes remain available to revert to unless you decide to permanently delete them.



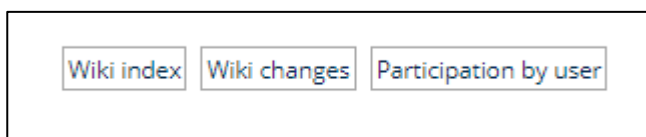
16. You can create pages in the same way. Click on **Create** button in the 'Create new page' option.



17. Add content and then either click **Save changes** or **Preview** it first if you prefer.



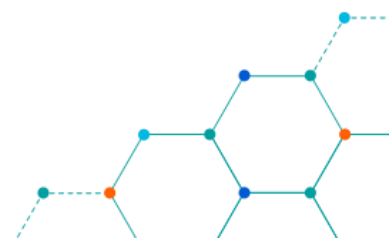
18. You can view the pages within the wiki via 'Wiki index'.



19. 'Wiki changes' shows what changes have been made, when they were made and by whom.

Date	Time	Page		Words	Changed by
13 March 2020	9:32 AM	Start page	View (changes)	+2	Ben James
	9:32 AM	London boroughs	View (first version)	66	Ben James
12 March 2020	5:01 PM	Start page	View (changes)	+59	CTELO2, CTELO2
	5:00 PM	Start page	View (changes)	-59	CTELO2, CTELO2

19. Participation by user gives details on pages created, edits, words added and deleted by individual users.



20. NB: If you have set up the wiki to be gradable, an extra 'Grades' column appears in the 'Participation by user' option.

User	Pages created	Page edits	Words added	Words deleted	Grades
 CTEL_TestTil	0	0	0	0	No grade ▾
 CTEL01 CTEL01	0	0	0	0	No grade ▾
 CTEL02 CTEL02 (detail)	0	4	105	59	No grade ▾

21. This completes the process.

