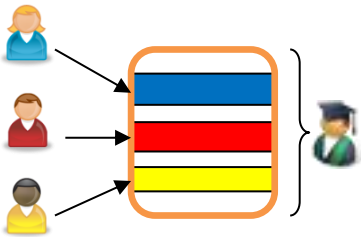
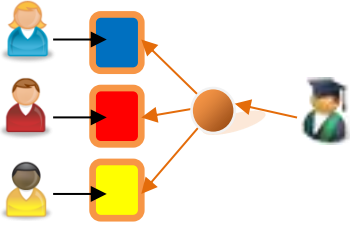
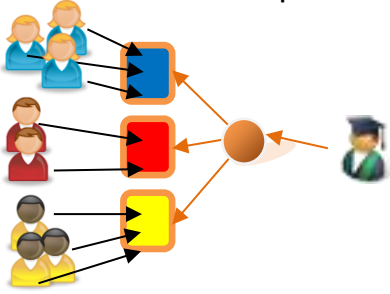


**Overview**

A wiki is a website that allows the creation and editing of any number of interlinked web pages. The wiki tool enables separate instances of wikis to be setup for individual or group work. There are three different ways to set up a wiki:

<p><b>Single Copy</b></p> 	<p><b>One Per Person</b></p> 	<p><b>One Per Group</b></p> 
<ul style="list-style-type: none"> <li>• There is one Wiki site.</li> <li>• Students can add and edit pages of the same Wiki.</li> <li>• Students and Instructors can view all pages.</li> <li>• Students and instructors can comment on all pages.</li> </ul>	<ul style="list-style-type: none"> <li>• A separate Wiki is created for each student automatically.</li> <li>• These are accessed from a common link in the unit.</li> <li>• By default students cannot access other student's Wikis.</li> <li>• The Instructor can see an overview of all Wiki activity and access each Wiki individually.</li> <li>• The Instructor can add pages or comments to student's Wikis individually.</li> <li>• Wiki content can be pre-populated using a template.</li> </ul>	<ul style="list-style-type: none"> <li>• A separate Wiki is created for each group automatically.</li> <li>• These are accessed from a common link in the unit.</li> <li>• By default group members cannot access the Wikis of other groups.</li> <li>• The Instructor can see an overview of all Wiki activity and access each Wiki individually.</li> <li>• The Instructor can add pages or comments to group's Wiki individually.</li> <li>• Wiki content can be pre-populated using a template.</li> </ul>

**Creating a Wiki - Single Copy**

The following instructions will create a single blank Wiki that students can start using. The default settings will create a single wiki that will be shared equally by all unit members.

1. Enter the unit in which you wish to deploy the Wiki.
2. Navigate to the content area from which you wish the Wiki to be accessed e.g. Unit Materials, Assessment etc...
3. With Edit Mode turned on, mouse over the 'Tools' button and click on 'Campus Pack Wiki' from the drop down menu.
4. Add a **Title** and **Description** for the Wiki.
5. Set **Deployment** as **Single Copy**.
6. If you wish to assess the Wiki check the 'Create Grade Book Entry' and complete the following three fields: **Entry Name**, **Points Possible** and **Display Grade to Students**.

Further information on the assessment options can be found in the **Assessing Wikis Guide**.

7. Click **Add**. Once **Add** is clicked the Wiki will be available for students to begin using.
8. If you wish to make the Wiki unavailable to students click on the **Settings** link from the wiki's home page, then un-check the **Availability** check box. Now click **Save**.

## Creating a Wiki - One Per Person

The following instructions will create a blank Wiki for each student within a unit. Once made available students can begin adding content.

1. Enter the unit in which you wish to deploy the Wiki.
2. Navigate to the content area from which you wish the Wiki to be accessed e.g. Unit Materials, Assessment etc...
3. With **Edit Mode** turned **On**, mouse over the **'Tools'** button and click on **'Campus Pack Wiki'** from the drop down menu.
4. Add a **Title** and **Description** for the Wiki.
5. Set **Deployment** as **One Per Person**.
6. Un-tick **All Roles** and then un-tick **Grader** and **Guest** so that just **Student** is ticked.
7. If you wish to assess the Wiki check the **'Create Grade Book Entry'** and complete the following three fields.

Further information on the assessment options can be found in the **Assessing Wikis Guide**.

8. Click **Add**.
9. You will now be taken to the Activity page, this will give you an overview of the Wiki activity and allow you to access the individual student Wikis.
10. If you wish to pre-populate each student Wiki with content this can be done via the **Assignment Template** link in the top right of the page.

For more information on Templates read the **Journal, Blog and Wiki Template Guide**.

11. To make the Wikis available to the students click on **'Click here to make it available'**. Once the Wikis are made available, students will be able to add content, this will be tracked via the Activity page (only visible to Instructors).

## Creating a Wiki - One Per Group

The following instructions will create a blank Wiki for selected groups within a unit. Once made available students can begin adding content.

1. Enter the unit in which you wish to deploy the Wiki.
2. Navigate to the content area from which you wish the Wiki to be accessed e.g. Unit Materials, Assessment etc...
3. With **Edit Mode** turned **On**, mouse over the **'Tools'** button and click on **'Campus Pack Wiki'** from the drop down menu.
4. Add a **Title** and **Description** for the Wiki.
5. Set **Deployment** as **One Per Group**.
6. Un-tick **All Groups** and then make sure that the groups that you wish to create Wikis for are ticked.
7. If you wish to assess the Wiki check the **'Create Grade Book Entry'** and complete the following three fields.

Further information on the assessment options can be found in the **Assessing Wikis Guide**.

8. Click **Add**.
9. You will now be taken to the Activity page, this will give you an overview of the Wiki activity and allow you to access the individual student Wikis.
10. If you wish to pre-populate each student Wiki with content this can be done via the **Assignment Template** link in the top right of the page.

For more information on Templates read the **Journal, Blog and Wiki Template Guide**.

11. To make the Wikis available to the students click on **'Click here to make it available'**. Once the Wikis are made available, students will be able to add content, this will be tracked via the Activity page (only visible to Instructors).

## Further support

- Further resources and support are available in the TEL Toolkit: [www.bournemouth.ac.uk/tel-toolkit](http://www.bournemouth.ac.uk/tel-toolkit)
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.
- Campus Pack Instructor guides:  
[http://help.campuspack.net/Groups/Documentation/Campus\\_Pack\\_User\\_Guide#/page/295098716](http://help.campuspack.net/Groups/Documentation/Campus_Pack_User_Guide#/page/295098716)
- Student guides available from **myBU Help tab**