

eFundi Tutorial

WIKI



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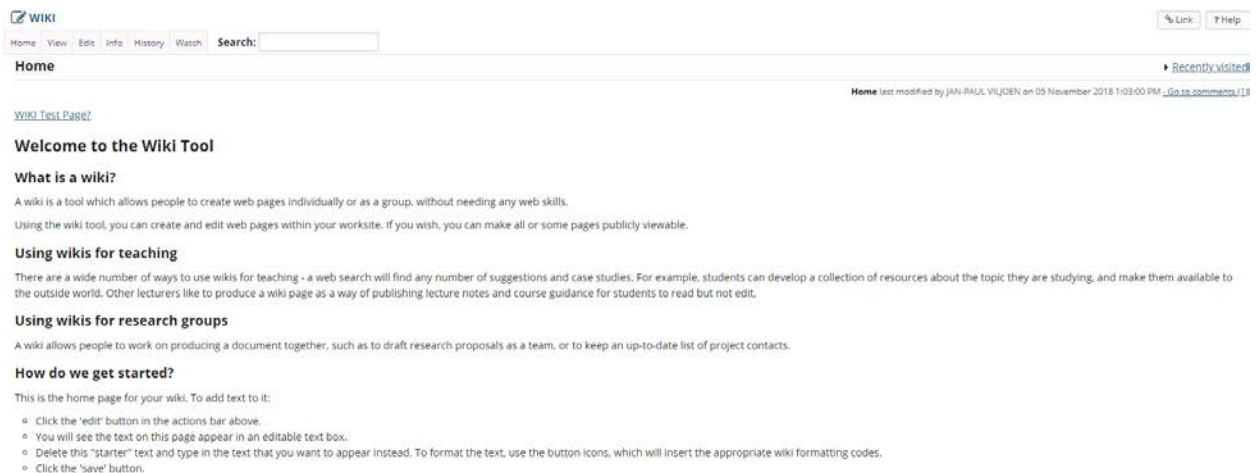
[Where can I find help?](#)

What is the Wiki tool?

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The Wiki tool allows people to collaboratively author web pages, without the need for advanced web authoring skills. The Wiki tool was designed specifically for site participants to collaborate on documents, share information and create online materials within a course or project site. Users have the option to subscribe to the site Wiki and be notified about content updates. There is also the option to make wiki pages available to the outside world beyond the course if desired.

To access this tool, select **Wiki** from the **Tool Menu** in your site.

A screenshot of the Wiki tool's home page. The page has a navigation bar with 'Home', 'View', 'Edit', 'Info', 'History', and 'Watch' buttons, and a search box. The main content area is titled 'Welcome to the Wiki Tool' and contains sections for 'What is a wiki?', 'Using wikis for teaching', 'Using wikis for research groups', and 'How do we get started?'. The 'What is a wiki?' section explains that a wiki is a tool for creating web pages collaboratively. The 'Using wikis for teaching' section mentions that wikis can be used for publishing lecture notes and course guidance. The 'Using wikis for research groups' section mentions that wikis can be used for drafting research proposals and keeping up-to-date lists of project contacts. The 'How do we get started?' section provides instructions on how to add text to a wiki page, including clicking the 'edit' button, typing in the text, and clicking the 'save' button.

How do I view Wiki pages?

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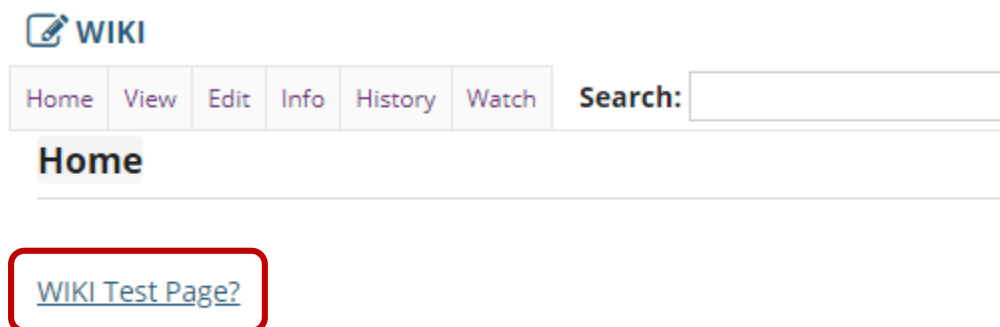
To move from page to page in Wiki, follow the links within each page. Links with a world icon beside them link to external websites or to attachments. These will open in a new window.

Unlike some wiki tools, Wiki does not have a separate menu to navigate through the pages. All navigation must be done through the links on the pages.

Go to Wiki. Select the **Wiki** tool from the **Tool Menu** of your site.



Click on the page links to navigate through wiki content.



Welcome to the Wiki Tool

Click on the **Home** link to return to the top level of the wiki page.



Home	View	Edit	Info	History	Watch	Search: <input type="text"/>
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If you have navigated down one or more levels via page links and need to return to the Home page to navigate to another area, use the **Home** link in the top menu to return to the top level of the wiki.

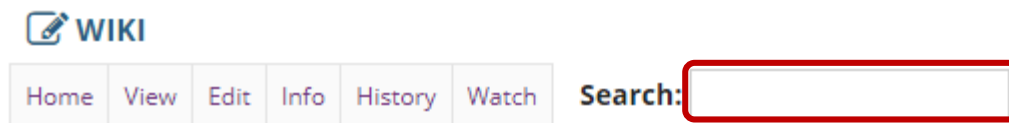
How do I search wiki pages?

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Go to **Wiki**. Select the **Wiki** tool from the **Tool Menu** of your site.



Enter the search terms.



Type in your search terms in the **Search** box, then press **Enter** on your keyboard.

All pages on that wiki site containing your search terms will be listed. This search will be recorded in your **Recently Visited** page list and you can return to your results page at any time.

Wiki will recognize the “and” operator but not the “not” or “or” operators. For example, searching for “children AND dahlias” will find pages which contain both the word “children” and the word “dahlias” but not pages which contain only one of the words.

Note: Pages which are not in the wiki will not be searched. This includes other Sakai pages (e.g., Schedule, Syllabus, etc.) and attachments to the wiki.

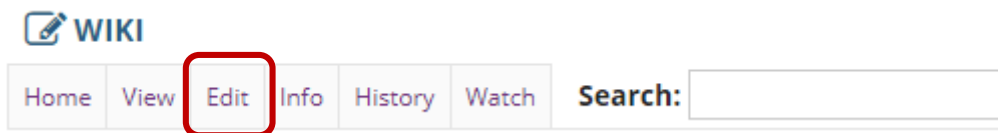
How do I edit wiki pages?

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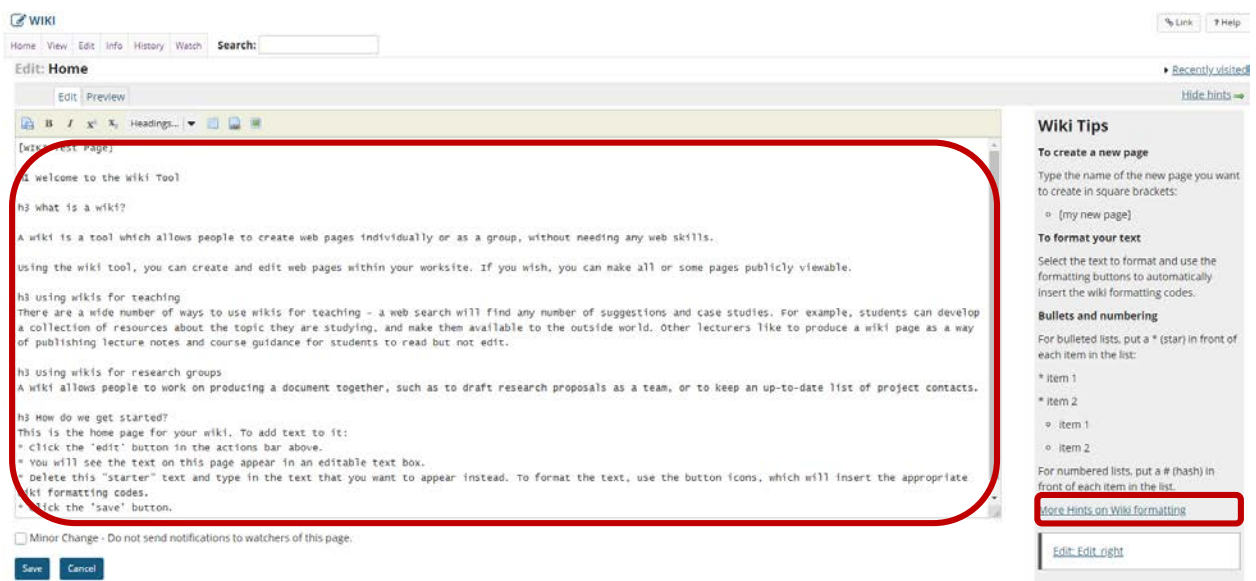
Go to **Wiki**. Select the **Wiki** tool from the **Tool Menu** of your site.



Click on **Edit**.

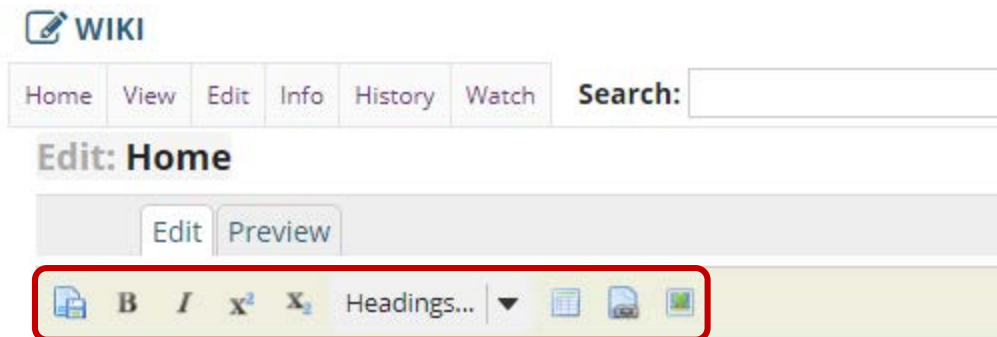


Enter the page content into the editing area provided.



*Note: If you need some help formatting your text, refer to the Wiki Tips sidebar which contains information on how to use the appropriate mark-up to format text. You may also click on the **More Hints on Wiki Formatting** link in the sidebar to view additional formatting examples.*

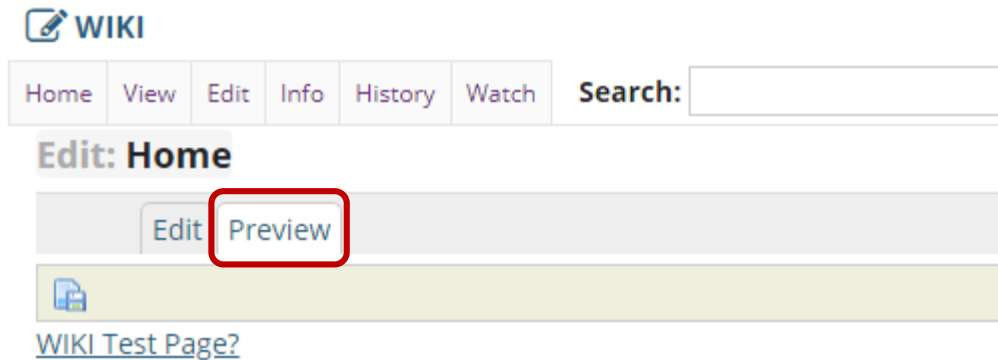
Use editor icons to format text or add tables, links, images and attachments (Optional).



The wiki editor also has icons which allow you to:

- Save;
- Make text **bold**;
- Make text *italic*;
- Add a ^{superscript};
- Add a _{subscript};
- Choose a heading level;
- Add a table;
- Add a link; and
- Add an image or attachment.

Preview content (Optional).

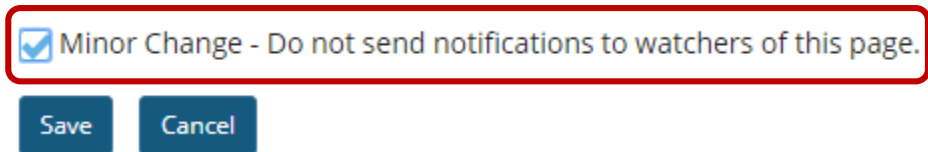


The screenshot shows the top navigation bar of a Wiki page. It includes a 'WIKI' logo, a search bar, and tabs for 'Home', 'View', 'Edit', 'Info', 'History', and 'Watch'. Below the navigation bar, the page title 'WIKI Test Page?' is visible. The 'Edit' area contains two tabs: 'Edit' and 'Preview'. The 'Preview' tab is highlighted with a red box, indicating it is the selected option.

Welcome to the Wiki Tool

If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

Specify as minor change (Optional).



The screenshot shows a checkbox labeled 'Minor Change - Do not send notifications to watchers of this page.' The checkbox is checked, and the entire label is enclosed in a red box. Below the checkbox are two buttons: 'Save' and 'Cancel'.

If your edits on the page are very minor (e.g, fixing a typo) and you do not want users to receive a notification about new content on this page, you may check the **Minor Change** box to not send notifications.

Click **Save**.



The screenshot shows two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box, indicating it is the button to be clicked.

Once you have finished editing the page, click **Save**.

How do I create a new wiki page?

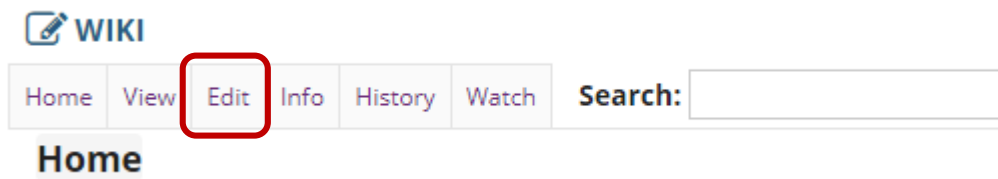
[Back to Index](#)

To create a new page, you will need to add it as a link from an existing page.

Go to **Wiki**. Select the **Wiki** tool from the **Tool Menu** of your site.



Click **Edit**.



While viewing an existing page, click the **Edit** button.

Enter the page name.

WIKI

Home View Edit Info History Watch Search:

Edit: Home

Edit Preview

[NEW PAGE]

h1 welcome to the wiki Tool

h3 what is a wiki?

A wiki is a tool which allows people to create web pages individually or as a group, without needing any web skills.

using the wiki tool, you can create and edit web pages within your workspace. If you wish, you can make all or some pages publicly viewable.

h3 Using wikis for teaching

There are a wide number of ways to use wikis for teaching - a web search will find any number of suggestions and case studies. For example, students can develop a collection of resources about the topic they are studying, and make them available to the outside world. Other lecturers like to produce a wiki page as a way of publishing lecture notes and course guidance for students to read but not edit.

h3 Using wikis for research groups

A wiki allows people to work on producing a document together, such as to draft research proposals as a team, or to keep an up-to-date list of project contacts.

h3 How do we get started?

This is the home page for your wiki. To add text to it:

- * Click the 'edit' button in the actions bar above.
- * You will see the text on this page appear in an editable text box.
- * Delete this "starter" text and type in the text that you want to appear instead. To format the text, use the button icons, which will insert the appropriate wiki formatting codes.
- * Click the 'save' button.

Minor Change - Do not send notifications to watchers of this page.

Save Cancel

In the editing area, type the name of the page in brackets, then click **Save**. For example, typing **[New Page]** will create a page titled "New Page".

Note: You cannot use the following characters in a Wiki link or title:

- *: Colon;*
- *@ At;*
- *# Hash*
- *| Pipe;*
- *\ Backslash; and*
- */ Forward Slash*

How do I add images to a wiki page?

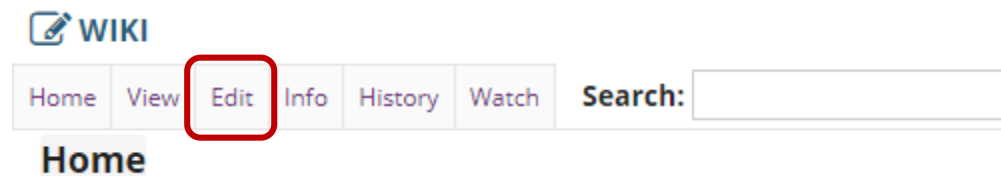
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Before you add an image, make sure that it is the correct size and shape for your web page, and that the file size is optimized for the web. If you put an image with a very large file size into a wiki page, it will take a long time for users to download it. Many image editing programs will allow you to compress images for the web.

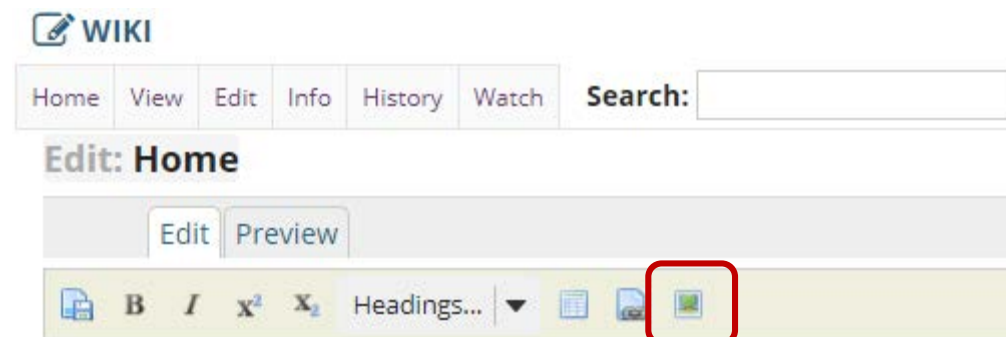
Go to **Wiki**. Select the **Wiki** tool from the **Tool Menu** of your site.



Click **Edit**.



Select the **Image** icon in the **Editor Toolbar**.




Select the image from **Resources**.

 WIKI

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Location:  JTST 1 V Year 2015 Resources

Title	Actions
 JTST 1 V Year 2015	• Add 
 commons	• Add 
 LessonsTest	• Add 
 NewFolderTest	• Add 
 Podcasts	• Add 
 Chrysanthemum.jpg	Select
 Desert.jpg	Select
 Hydrangeas.jpg	Select
 Jellyfish.jpg	Select
 Koala.jpg	Select
 Lighthouse.jpg	Select
 Penguins.jpg	Select
 Tulips.jpg	Select
Show other sites	

Continue

Cancel

Click the **Select** link for the image file if it is already in **Resources**.





















Or upload the file if it is not already in Resources (Optional).

 WIKI

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Location:  JTST 1 V Year 2015 Resources

 Title 	Actions
 JTST 1 V Year 2015	<ul style="list-style-type: none">• Add ◦ Upload Files◦ Create Folders◦ Add Web Links (URLs)◦ Create Text Document◦ Create HTML Page◦ Create Citation List
 commons	• Add 
 LessonsTest	• Add 
 NewFolderTest	• Add 
 Podcasts	• Add 
 Chrysanthemum.jpg	Select
 Desert.jpg	Select
 Hydrangeas.jpg	Select
 Jellyfish.jpg	Select
 Koala.jpg	Select
 Lighthouse.jpg	Select
 Penguins.jpg	Select
 Tulips.jpg	Select
▶ Show other sites	

Continue

Cancel


If the image file is not already in **Resources**, click **Add** and in the **Add** drop-down menu select **Upload Files** to brows for and select the file you want.

Click **Continue**.

 WIKI

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
 Penguins.jpg	Remove

Continue **Cancel**

Once you have selected the image file, click on **Continue**.





Preview content (Optional).

 WIKI

Home View Edit Info History Watch Search:

Edit: Home

Edit **Preview**

 **B** *I* x^2 x_2 Headings...   

`{image:worksite:/Penguins.jpg|Penguins.jpg} [WIKI Test Page]`

If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

Click **Save**.

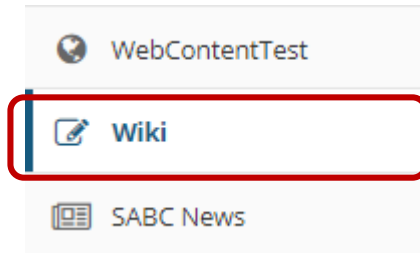
Save **overwrite** **Cancel**

Once you have finished editing the page, click **Save**.

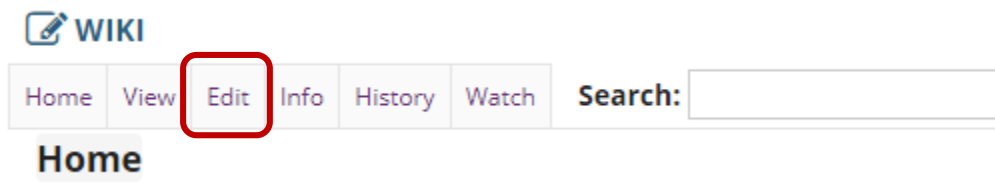
How do I add attachments to a wiki page?

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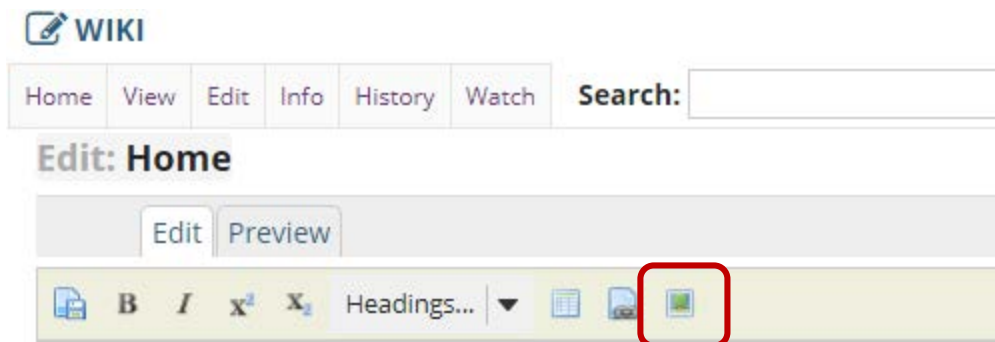
Go to **Wiki**. Select the **Wiki** tool from the **Tool Menu** of your site.



Click **Edit**.



Select the **Image/Attachment** icon in the **Editor Toolbar**.




Select the file from **Resources**.

 WIKI

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Location:  JTST 1 V Year 2015 Resources

Title	Actions
 JTST 1 V Year 2015	• Add 
 commons	• Add 
 LessonsTest	• Add 
 NewFolderTest	• Add 
 Podcasts	• Add 
 Chrysanthemum.jpg	Select
 Desert.jpg	Select
 Hydrangeas.jpg	Select
 Jellyfish.jpg	Select
 Koala.jpg	Select
 Lighthouse.jpg	Select
 News.pdf	Select
 Penguins.jpg	Select
 Tulips.jpg	Select
Show other sites	

Continue

Cancel

Click the **Select** link for the file you want to attach if it is already in **Resources**.




Or upload the file if it not already in Resources (Optional).

 WIKI

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Location:  JTST 1 V Year 2015 Resources


Title 	Actions
 JTST 1 V Year 2015	<ul style="list-style-type: none">Add Upload FilesCreate FoldersAdd Web Links (URLs)Create Text DocumentCreate HTML PageCreate Citation List

If the file you want to attach is not already in **Resources**, click **Add** and in the **Add** drop-down menu, select **Upload Files** to brows for and select the file you want to attach.

 WIKI

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
 News.pdf	Remove

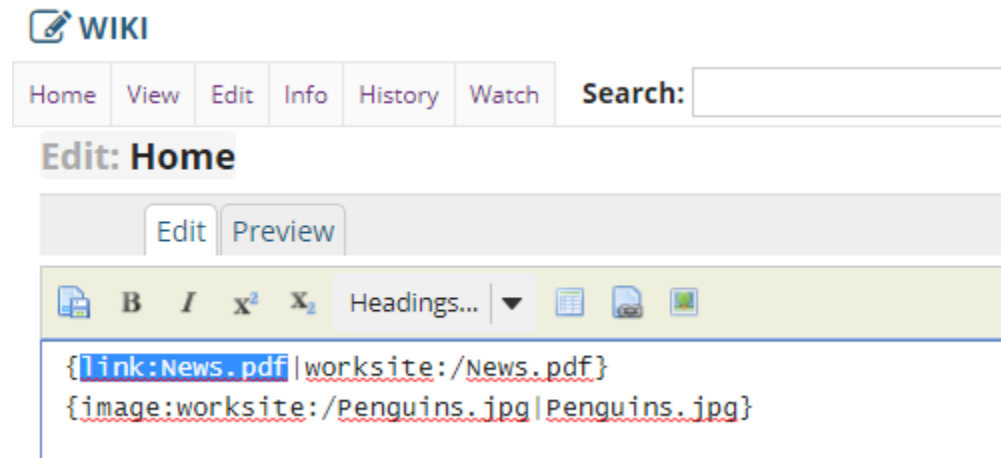
Continue

Cancel

Once you have selected the file you want to attach, click on **Continue**.

Repeat these steps as needed to attach additional files (Optional).

View/Edit links.

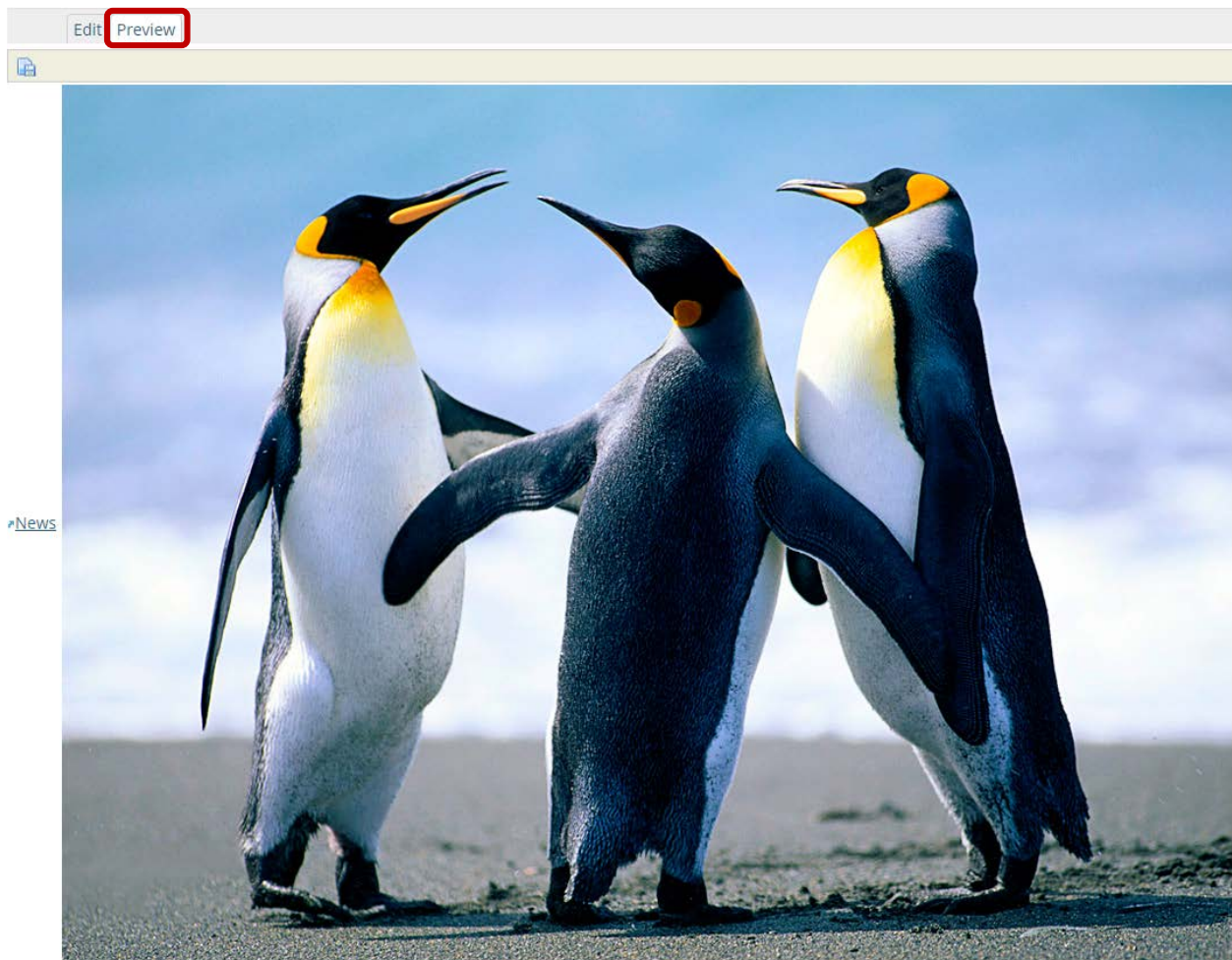


The screenshot shows a Wiki editor interface. At the top left is a 'WIKI' logo with a pencil icon. Below it is a navigation bar with buttons for 'Home', 'View', 'Edit', 'Info', 'History', and 'Watch'. To the right of these buttons is a 'Search:' label followed by an empty search input box. Below the navigation bar is the title 'Edit: Home'. Underneath the title is a toolbar with 'Edit' and 'Preview' buttons. Below the toolbar is a rich text editor toolbar with icons for bold, italic, strikethrough, subscript, and a 'Headings...' dropdown menu. Below the editor toolbar, two attachment links are shown in the editor area: `{link:News.pdf|worksite:/News.pdf}` and `{image:worksite:/Penguins.jpg|Penguins.jpg}`. The link text is highlighted in blue, and the file paths are underlined in red.

The attachment links will display in the editor area.

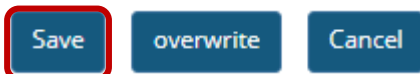
Note: If you want to change the title of the link to something other than the filename, edit the link text before saving.

Preview content (Optional).



If you would like to preview your content before saving, click the **Preview** tab at the top of the editing area.

Click **Save**.

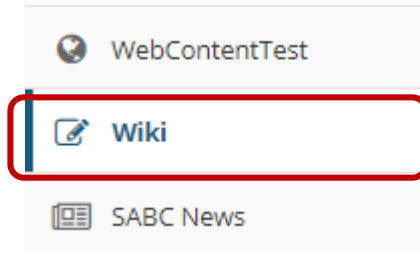


Once you have finished editing the page, click **Save**.

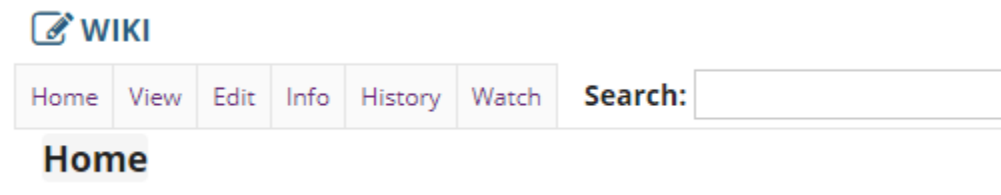
How do I view wiki page info?

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Go to **Wiki**. Select the **Wiki** tool from the **Tool Menu** of your site.



Check **Info**.



Select the **Info** button to view the information for the page you are currently viewing.



View page information.

 WIKI

Home View Edit Info History Watch Search:

Information for: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Dosent	yes	yes	yes	yes	no
Instructor	yes	yes	yes	yes	no
Student	yes	yes	no	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions

Page Owner ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?	<input type="checkbox"/>	<input type="checkbox"/>		
Anyone at all ?	no			

Save

In addition to editing the page permissions you may [edit site permissions](#)

[Incoming](#) ?


[Outgoing](#) ?

[Comment](#) ?

[Notification Preferences](#) ?

[Views and Feeds](#) ?

[Wiki Test Page](#) →

 [Home.000](#)

[Edit Notification Preferences for /site/14cbfa91-f7a1-4ba9-8643-436d71133242](#)

 [Public View](#)

 PDF

 RSS 1.0

 RSS 0.91

 RSS 2.0

 ATOM 0.3

[Owner](#) ?

JAN-PAUL VILJOEN

[Global Name](#) ?

/site/14cbfa91-f7a1-4ba9-8643-436d71133242/home

[Permission Section](#) ?

/site/14cbfa91-f7a1-4ba9-8643-436d71133242

[Id](#) ?

41801b4a-6da8-4729-9e5e-88bc68abe1f0

[last edited](#) ?

05 November 2018 1:03:00 PM by JAN-PAUL VILJOEN

[SHA-1](#) ?

8A0F9DBCDE4969E442E230DA8CA279C439CA89C

The following information will be displayed for this page:

- Lists all pages the page links to;
- Lists all pages that link to this page;
- Provides the page owner (*Note: This is usually the owner of the site or the person who created the Wiki*);
- Provides the global page name, to allow linking to it from outside the Wiki;
- Provides the page permission details (*Note: You need to be a member of the site listed in order to view the wiki*); and
- Provides details of when the page was last edited.

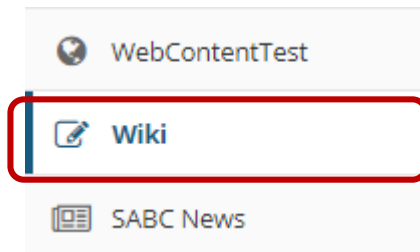
The **Info** screen also allows you to open the following versions of the page:

- Printer-friendly version;
- Un-editable HTML version;
- Rich Text Format version;
- PDF version; and
- RSS feeds of recent changes.

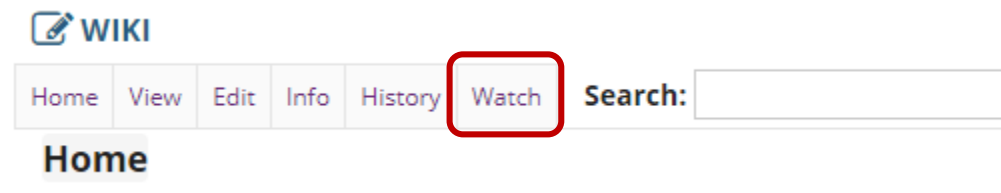
How do I watch or subscribe to a wiki?

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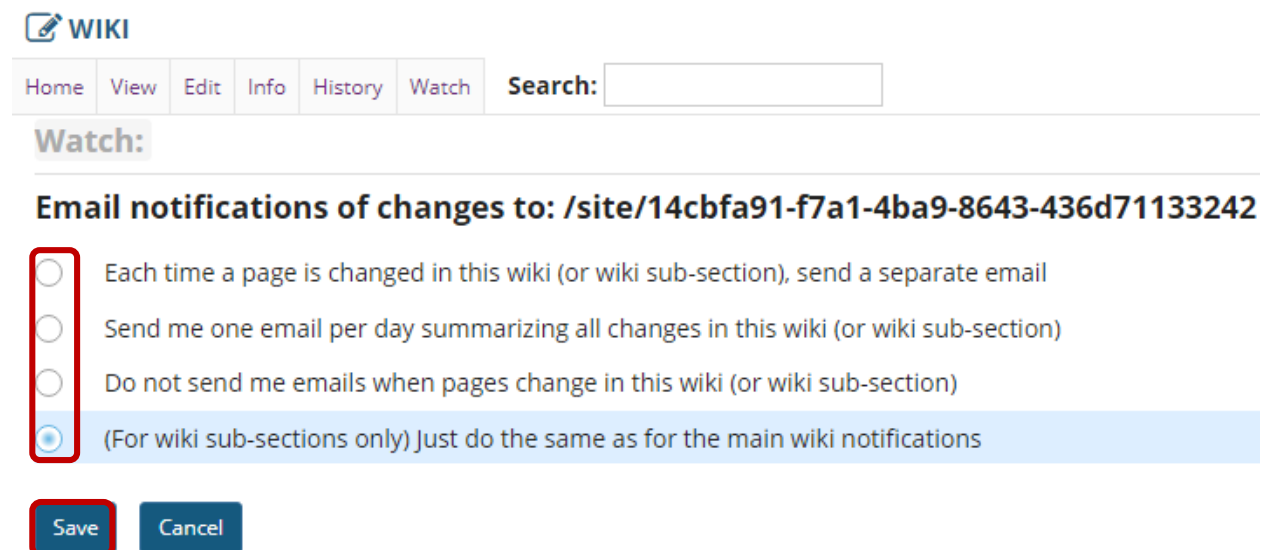
Go to **Wiki**. Select the **Wiki** tool from the **Tool Menu** of your site.



Click **Watch**.



Choose your notification preference.



You may choose from one of the following notification options:

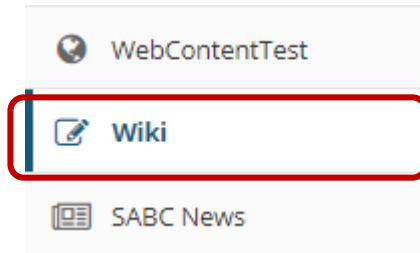
- Each time a page is changed in this wiki (or wiki sub-section), send a separate email;
- Send me one email per day summarizing all changes in this wiki (or wiki sub-section);
- Do not send me emails when pages change in this wiki (or wiki sub-section); and
- (For wiki sub-sections only) just do the same as for the main wiki notifications.

Select the radio button for your desired notification level, then click **Save**.

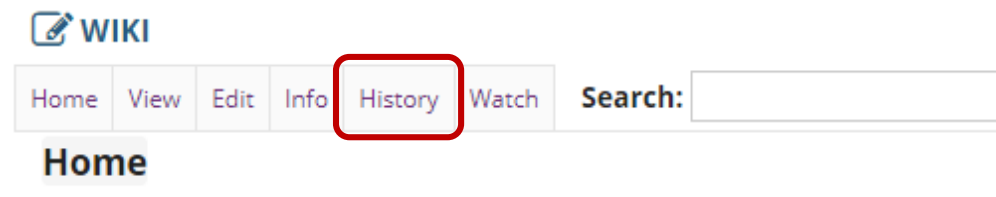
How do I view wiki page history?

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Go to **Wiki**. Select the **Wiki** tool from the **Tool Menu** of your site.



Click **History**.



Select the **History** button to view the history for the page you are currently viewing.

View page history.



Page history displays the following information:

- Provides a list of all previous versions of that page, with the name of the user who altered it and the date;
- Allows you to view any previous version;
- Compare the contents of any version with the current version;

- Compare the contents of any version with the version immediately previous, to see what changes were made by each user; and
- Allows you to revert to any previous version.

*Note: If you have accidentally deleted content from your page, you can use the “**Revert to this version**” option to revert to an earlier, correct version.*

How do I set wiki permissions?

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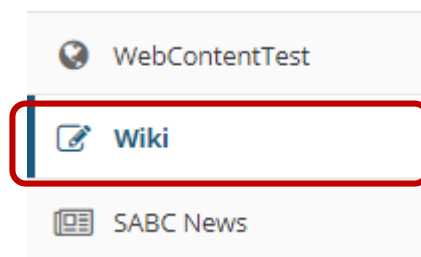
Wiki has two levels of permissions: site-level and page-level. Site-level permissions are the default permissions for all wiki pages. However, permissions can also be changed for individual pages at the page level. For example, you can alter permissions so that the wiki is editable by everyone, except for one page, which can only be edited by instructors.

There are 5 types of permissions within wiki:

- Read (allows users to read pages);
- Create (allows users to create new pages; *Note: Update must be enabled to allow this*);
- Update (allows users to edit pages);
- Admin (allows users to alter site permissions); and
- Super-Admin (typically reserved for system administrators)

*Note: Wiki permissions cascade downwards. For example, you cannot update a page if you cannot read it, so it makes no sense to enable “**Update**” but disable “**Read**”. If you enabled “**Create**” or “**Update**”, Wiki will assume that you want “**Read**” permission enabled as well.*

Go to **Wiki**. Select the **Wiki** tool from the **Tool Menu** of your site.



Click **Info**.

Home

Select the **Info** button to view the information for the page you are currently viewing.

Edit page-level permissions.

Information for: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Dosent	yes	yes	yes	yes	no
Instructor	yes	yes	yes	yes	no
Student	yes	yes	no	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions

Page Owner ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Authenticated users ?	<input type="checkbox"/>	<input type="checkbox"/>			
Anyone at all ?		no			

Save In addition to editing the page permissions you may [edit site permissions](#)

1. You may check or uncheck the boxes available on this page to enable/disable the associated permissions for each of the user roles shown.
2. When you are satisfied with your changes, click on **Save**.

*Note: The permission options selected here will apply to the **current page** only.*

Edit site-level permissions.



Home

View

Edit

Info

History

Watch

Search:

Information for: Home

Page Permissions by role ?	Create ?	Read ?	Edit ?	Admin ?	Super Admin ?
Dosent	yes	yes	yes	yes	no
Instructor	yes	yes	yes	yes	no
Student	yes	yes	no	no	no
Teaching Assistant	yes	yes	yes	no	no
Enable/Disable on this page ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Page Permissions

Page Owner ?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Authenticated users ?		<input type="checkbox"/>	<input type="checkbox"/>		
Anyone at all ?		no			

Save

In addition to editing the page permissions you may

[edit site permissions](#)

In order to edit the default permissions for all wiki pages in the entire site, click on the “[edit site permissions](#)” link just below the page permissions grid.

Select the site level permissions for each role.

WIKI

Home

The section : /site/14cbfa91-f7a1-4ba9-8643-436d71133242 **1**

Role permissions	Create	Read	Edit	Admin	Super Admin
Dosent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Call centre: 018 285 5930

Campus support:

Mafeking: Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	Potchefstroom: Tel.: 018 285 2295 Office: Building E8, Room 107A	Vanderbijlpark: Tel.: 016 910 3035/8 Office: Building 13, Room SL313
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OR

Log a ticket: support.nwu.ac.za