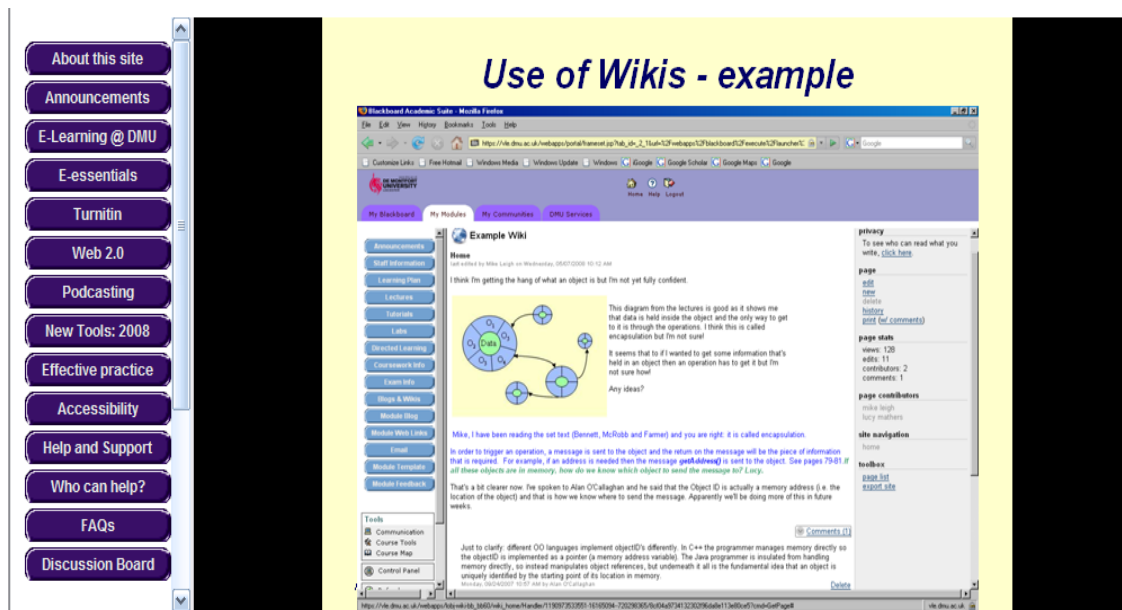# CAROLINE'S GUIDE OF HOW TO USE A WIKI

This guide is constructed from the practical experience of Caroline Coles, Leicester De Montfort Law School ccoles@dmu.ac.uk 0116 257 7180

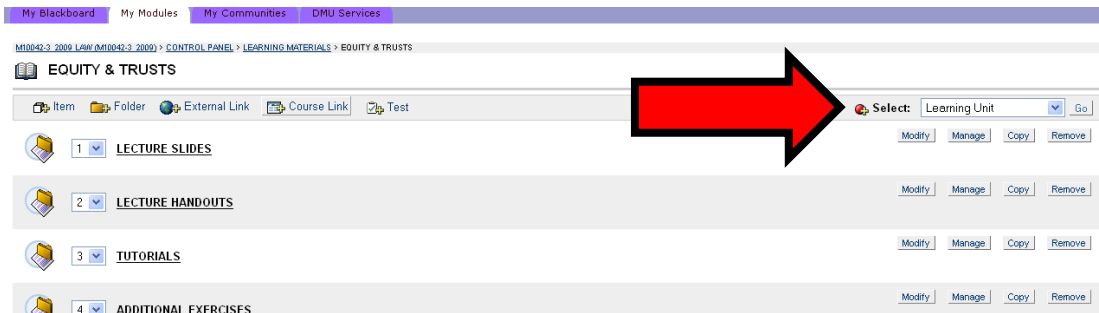

PEDAGOGIC REASONS TO USE

- Student engagement
  - Easier place to "talk"
  - Interaction
- Enhanced deeper learning via reflection
  - Time to think
- Skills support
  - Analysis of a case or article
  - Preparation for an assessment e.g. legal writing
  - Diagrams of contract
- Support online/distance learners
- Assess?

SET UP

- **Control panel>Learning materials** > your subject folder
- On top right hand side click on down arrow in the box called Select+. Scroll down ,click on wiki

M10042-3 2009 LAW (M10042-3 2009) > CONTROL PANEL > LEARNING MATERIALS > EQUITY & TRUSTS

📖 EQUITY & TRUSTS

🔲 Item   📁 Folder   🌐 External Link   📇 Course Link   🗒 Test   ⚙ Select: [Learning Unit ▼] [Go]

📁 [1 ▼] LECTURE SLIDES   Modify | Manage | Copy | Remove

📁 [2 ▼] LECTURE HANDOUTS   Modify | Manage | Copy | Remove

📁 [3 ▼] TUTORIALS   Modify | Manage | Copy | Remove

📁 [4 ▼] ADDITIONAL EXERCISES   Modify | Manage | Copy | Remove

- In the Create wiki screen, fill in the boxes. I allow students to view and edit and add comments but not delete or export at this stage. Don't restrict times. I set users as person name. You can list these in the grade book. These settings are up to you.

USING THE WIKI
- Move around by the right hand panel e.g. **NEW** to get new page, **EDIT** to make <u>any</u> changes to the page.
- Click on **SAVE** at bottom right
- To insert a page, click new on right hand side.
- Name your pages in some sequence eg Page 1 or September page
- The first page is always the Home Page so describe what the wiki is , the outcomes are and ideally add some pictures. Insert a logo for the course to the top of the home page in the same way. I use my Blackboard banner.
- Do make use of the facility to change the colour and font of your text
- To **insert a document** into your wiki page click on the icon on the third row with a green arrow pointing up (next to the tree). Then click the Browse button to find it on your machine.
  o If you want students to add to a document either type it into the wiki or ask them to copy it onto their computer, amend it and upload it as you would insert a document.
- To insert an external web link click on the chain link icon (3rd row left hand side) and fill in the external web site button .Copy the web address. Note that you can also link to pages within the wiki if you wish via this box.

TO SAVE THE WIKI :
- **Control panel>Assess/Export>Export>Save to a location on your computer**
- This saves the whole wiki as a snap shot in time

PRACTICAL TIPS
- Manage expectations of your students at the start e.g. regularity, frequency, tutor contact
- Set regular tasks, and tell your students the frequency. You can do this in advance and time release.
- Set a regular deadline for responses that fit in with when they might use it. I'm starting with Sunday night
- Load a document e.g. article or case to encourage them to use it. It could be something they could get anyway from databases to be fair but you're making it easier for them.
- Don't interfere too much. It's meant to be their space but do show that you're involved.
- Load pictures, images, diagrams, web links, videos etc. This is the advantage of this space.
- Don't go over the contents in a lecture or tutorial. It's meant to be a different learning environment where they take more control than in the traditional tutor dominated environments.

DEMONSTRATIONS
- M10042-3-2009 GDL F/T > Tools> Wiki Tool
- Shots of student wikis below , with thanks to Lucy Mathers
- http://heinonline.org/wiki/index.php/main_page

Use of Wikis - example

Ownership – good example