



# PolyLearn Wiki Guide

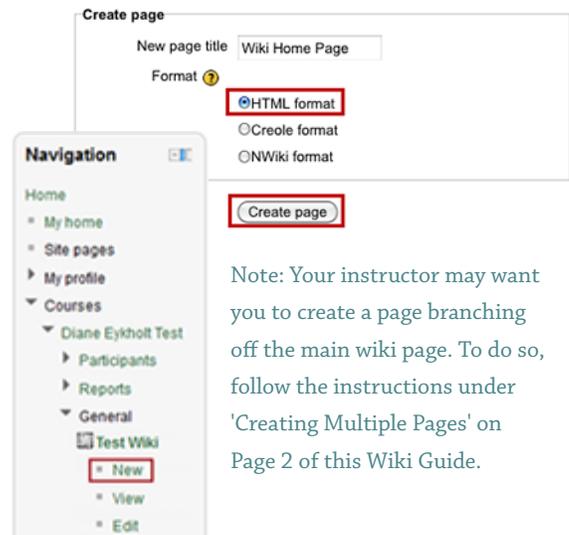
## Getting Started: Creating Your Wiki Page

### Individual Wikis

The 'Create Page' tool will automatically appear when a student clicks on an individual wiki. The page title cannot be edited, but the HTML format should be selected.

### Collaborative Wikis

To access the 'Create Page' tool, find the wiki on the left Navigation bar and click 'New.' You will be asked for a page title and a format (the HTML format is preferred for PolyLearn Wikis). It is important to include your name in the page title, unless otherwise instructed.



Note: Your instructor may want you to create a page branching off the main wiki page. To do so, follow the instructions under 'Creating Multiple Pages' on Page 2 of this Wiki Guide.

## Editing

The Editing tool can be accessed through the 'Edit' tab as well as the 'Edit' link on the left Navigation bar. This will open an HTML editor, in which you may format content, upload files/images, and insert hyperlinks. You may also choose to copy and paste content from MS Word.

HTML format ?

View **Edit** Comments History Map Files

Font family Font size Paragraph

**B** *I* U ABC X<sub>1</sub> X<sub>2</sub> Paragraph icons

**Upload a file**

Name for file link

[[page two]] [[page three]] [[page four]]

### Winter Student Work Sched

Mon 1/16 Tue 1/17

Path: p »

Insert/edit link

General Popup Events Advanced

General properties

Link URL  Browse For Files

Target Open in this window / frame

Title

Class -- Not set --

Insert Cancel

Paste from Word

Paste from Word

Use CTRL+V on your keyboard to paste the text into the window.

Insert Cancel

Insert a hyperlink to pages within PolyLearn, external websites, and uploaded files. You may browse for files to upload using the browser icon to the right of 'Link URL.'

To Copy & Paste content directly from Word, use the MS Word icon in the HTML Editor. Clicking this button will open a window where you may paste content from a Word document.



# Continued: PolyLearn Wiki Guide

## Creating Multiple Pages

Create additional pages by typing the name of the page enclosed in double brackets. For example: `[[Page Name]]`. This will create a link which will appear broken until the page is filled with content. Save changes and click on the link to activate and modify the new page. Opening the 'Map' tab will display a list of all pages within the wiki.

Result:

*[Name of Page 1](#) | [Name of Page 2](#) | [Name of Page 3](#)*

Editor:

HTML format ?

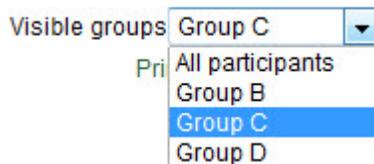


`[[Name of Page 1]] | [[Name of Page 2]] | [[Name of Page 3]]`

Path: p

## Viewing Wikis & Comments

To view other wikis (Group or Individual), select an option from the dropdown list, located at the upper right portion of the page.



Opening the 'Map' tab will then display all pages within the Wiki.



Open the 'Comments' tab to leave feedback, which can be seen by any other viewers of the wiki. Comments are composed with the HTML Editor, allowing for images, links, and files to be included.

