

Worksheet Session 5 - Wikis

Introduction to Wikis

Wikis are websites that can be edited. Anyone can create an account, log in, create and edit pages using simple editing tools. Wikis are excellent platforms for collaborative projects to create local content.

Two well known Wikis are Wikipedia and Wikieducator. The UNESCO curricular resource Marovo Reef and Rainforest is a Wiki set up as an indigenous knowledge encyclopaedia.

Your Gateway Server has Mediawiki software installed. This is the same as Wikipedia and Wikieducator use. This worksheet helps you to get going to use it to build a local language or cultural encyclopaedia for school and community.

Learning wiki skills normally takes 2-3 days. For instance, wikis use special code to format the pages. The local wiki on the servers has a “visual Editor” that is easy to use, but some things such as uploading images require knowledge of the wiki code. Therefore, we recommend that if interested you spend some time going through the Wikieducator Tutorials when you are back at your schools. The link to the Tutorials is in the NKWIRY site and also in the Session 5 Training Resources on the Community of Practice.

To explore some wikis:

1. Have a look at the English and French Wikipedia. Use the Search window to search for articles.
 - Go to **www.wikipedia.org** and select English or French
 - Go to the Bislama Wikipedia at **bi.wikipedia.org**
 - Create an account on the Wikipedia. You can use the same account for any language Wikipedia
 - Now search on Google for Wikinews, Wikibooks, Wikitravel, Wikiquote
 - Note that all wikis content is open under Creative Commons licenses. You can edit, improve and copy, redistribute, etc.
2. You can use the online Wikipedias as resources for students. For example, get them to write articles in Bislama to help build the **Bislama Wikipedia**. Please help them by checking accuracy and quality!
3. Look at the Marovo Reef and Rainforest Wiki (link in NKWIRY.com and training resources). Note the characteristics. You cannot create an account because it is locked, but you can see the Categories. Categories are used to organise wikis.
4. You will now learn to set up and use the local wiki on the server as a Local Collaborative Encyclopaedia. Because the access is local, it is fast and easy. Also you can monitor and check quality and accuracy locally. Language accuracy is very important and quality must be verified before publishing online – but with the local wiki you can build your encyclopaedia in a controlled environment and then consider online version later!
5. Reflection question: If one can edit any page, how does one prevent vandalism or inaccuracies? What about quality?

Learning wiki skills using the local wiki on the Gateway server

This worksheet will help you learn to use wikis online, and also to set up the gateway server wiki as a “local collaborative encyclopaedia”. You can design student assignments to research and write articles for it, even using local language. Community people especially young people interested in their culture and traditions can also be invited to write and post their own articles. You will build a local resource using local languages (as well as English/French/Bislama), that will become the pride of your community and a rich resource to archive important indigenous knowledge.

The basic skills you need to do this are:

- Creating an account
- Editing your user page, and learning basic editing
- Learning to use the Visual Editor, and some awareness of Editing Source (wiki code)
- Learning the wiki code to add and upload images
- How to create and add content to new pages
- Learn to edit the Main Page (home page) and protect it
- Organising your wiki with categories
- Adding pages to categories
- Adding a category index to the home page
- Reverting pages if needed (ie. if vandalised)

Note. The basic theme of the wiki will be provided for you with your gateway server. It will be improved from the default Mediawiki that you are using in the workshop.

Activity 1 – Create an account and edit user page

You will need your facilitator to assist you as time is short to learn some of these concepts.

1. Find the local wiki in the Portal under Local Content > Local Collaborative Encyclopaedia
2. Create an account by clicking top left. Note that email address is optional. It is easier than the online one!
3. When you have logged in you will see your user page in red letters top right.
 - Click to view the page. As yet it is empty/nothing in the page. Click where it says to create the page.
 - Type some things about yourself in the edit box and save the page.

Activity 2 – Basic editing of your user page

1. Log in and click on your user page
2. Click on Edit. The Visual Editor will load
3. You can now type in text and format it just like Open Office or Microsoft Word. Try writing a short CV or resume, using different formatting options such as headings, bold/italic, bullet and numbered lists.
4. Save the Page and check it.

Activity 3 – Awareness of wiki code

1. Click on your user page and click “Edit Source”
2. You will see a different editor open. The content on the page is now shown in “wiki code”. For instance, different formats are shown like this:

==Heading==

'''Bold'''

* bullet point 1

numbered list 1

3. To learn the code requires time. Please study the Wikieducator Tutorials. There is also a PowerPoint called "Wiki editing" in the training resources for session 5.

Activity 4 – Adding an image to your user page

1. Log in and click on your user page
2. Prepare an image for uploading, which should be on your computer.
3. In your user page, click on "edit source"
4. Click on the button "Embedded file" in the formatting menu (the small bar above the edit window)
5. This will embed the following wiki code

```
[[File:Example.jpg]]
```

6. Change the word "Example" to something unique. This will be the file name when it is uploaded. It doesn't matter what the file is called on your computer. For instance

```
[[File:Mypicture250815.jpg]]
```

7. Save the page. The link Mypicture250815.jpg will show in red. This means it is a broken link, as you have not yet uploaded the picture associated with it.
8. Click on the red link to upload the picture. With the local wiki it is simple. Note that with the online Wikipedia and Wikieducator, you need to make clear who owns the photo and publish under the creative commons share alike license (normally – or as appropriate).
9. You should now see you picture on the user page.
10. Go ahead and edit more to make a really nice user page!

Activity 5 – Protecting the Home Page

1. Your local encyclopaedia needs a nice home page. It also needs protecting because you do not want everyone to be able to edit it. Therefore you must first protect the home page.
2. Only one person should do this! Watch the facilitator. You can then try protecting other pages yourself.
3. WATCH THE FACILITATOR : Log out of the account and log in as **admin** (password uap123 – you can change this in preferences)
4. Under "More" click on "Protect"
5. Change the setting to "Only administrators"
6. Note that you can protect other pages in this way should you wish to "Lock" them from editing. You have to log in with admin account to do this.

Activity 6 – Improving the Home Page

1. You can improve the home page and make it a nice portal into your Local Collaborative Encyclopaedia!
2. This is something you will do to customise your wiki when you have your gateway server installed at your school.

Activity 7 – Creating new pages

1. You are now free to start creating pages!
2. To create a page, use the Search window.
3. For instance, if you want to create a page about Kava, you can type Kava in the search window. If there is no existing page it will tell you, and show you “Kava” as a red link (meaning the page does not yet exist)
4. Click to create the new page “Kava” (or the page name you chose).
5. The page is now ready to edit and edit content.
6. Click on your user page (link top of page right)
7. Now, how will you find the new page you just created?
 - Easy! Just search for it. For instance if the page was called “Kava” just search and the page will come up.
 - Note that it is case sensitive, searching for “kava” with small k will not find the page using Kava with capital K.

Activity 8 – Organising your wiki

1. Wikis are organised using Categories. You should think about your local wiki, and decide which categories to use. For instance if it is a local language wiki about the environment you might have categories such as “Trees”, “Fish”, “Birds” (such as the Marovo wiki). You can use local language if you wish!
2. If you are organising a wiki carefully, you may want to write down all the categories first. Pages can belong to more than one category or none at all.

Activity 9 – Adding a category to a page

1. To add a category called “Plants”, open the “edit source” window and type in the following:

[[Categories:Plants]]

2. And save the page.
3. If Plants is not an existing category, it will appear in red. The category has a page of it's own on which all pages in that category are listed. Click on the red link to edit the Category “Plants” page. Just add a few words of explanation for instance “Category for all plants”. Save the page.

4. By now you will realise that you can create a new category when you create a new page. You can use existing or new categories.
5. When you see any category listed in the box at the bottom of a page, you can click on the category name and see the list of all pages that are in that category.
6. And remember, you can add multiple categories. For example, this code will join the page to Categories “Plants” and “Indigenous”

```
[[Category:Plants]]
```

```
[[Category:Indigenous]]
```

7. FINAL REMINDER !!! ALL NAMES IN WIKIS ARE CASE SENSITIVE!!!!

Activity 10 – Listing a category. Adding Index to home page

1. To add a link to a list of all categories to the home (or Main) page, first log in as admin.
2. Edit source, and add the following code:

```
[[Special:Categories]]
```

3. Save the Main Page and you will see the link “Special:Categories”. Click to show the list of categories.
4. Now, edit source to make the link clearer. To get the | key, hold down Shift and press the key above the Enter key. Anything on the right of the | sign will be the label displayed on the page.

```
[[Special:Categories|Index to Categories]]
```

Activity 11 – Build your Local Encyclopaedia!!!!

You are now all set to create a wonderful knowledge base.

Think of student assignments and projects to generate content, articles, photos and make interesting wiki pages from them.

Some ideas would be:

- Environmental encyclopaedia in local language (like the Marovo one)
- Traditional ways, like Canoe is the people
- Articles about local things and places, and people

You can organise between these using Categories.