

## Creating a wiki in SharePoint

### Step one: Creating a new group in Outlook

The first thing you need to do when creating a wiki for your students is to create a group in Outlook.

To begin this process login to the Outlook web client <https://outlook.office.com/mail/inbox>.

**Note:** For many staff the above link can be reached via the Staff page of [UHI myday](#) (Figure 1) or from the [Staff page of the UHI website](#) (Figure 2). When you click on either of the above links, it is possible you may have to log in – to do so use your normal UHI ID and password.

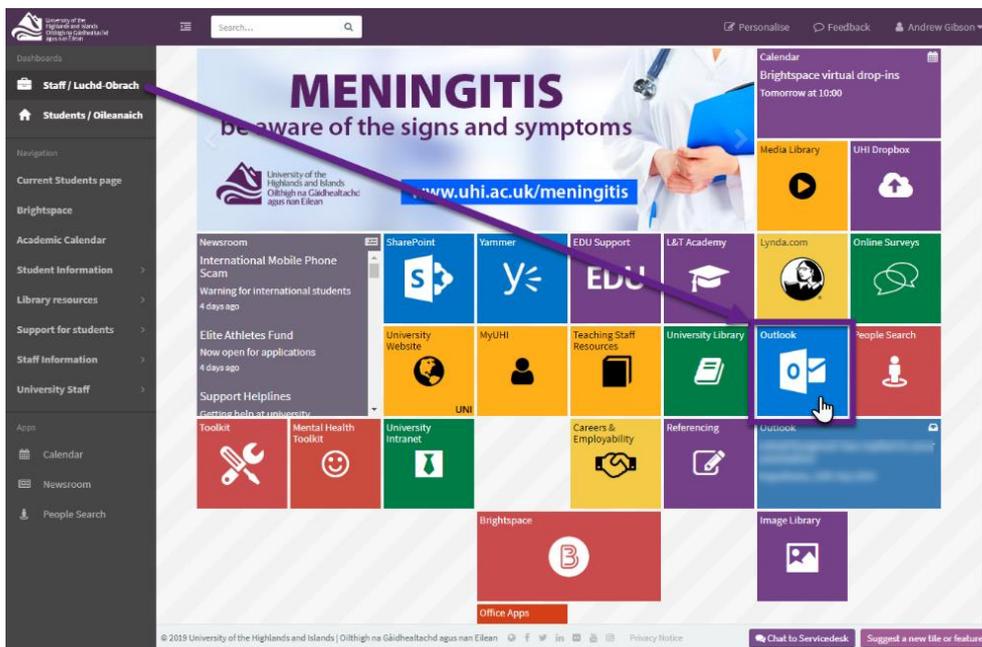


Figure 1: Accessing Outlook web client via myday

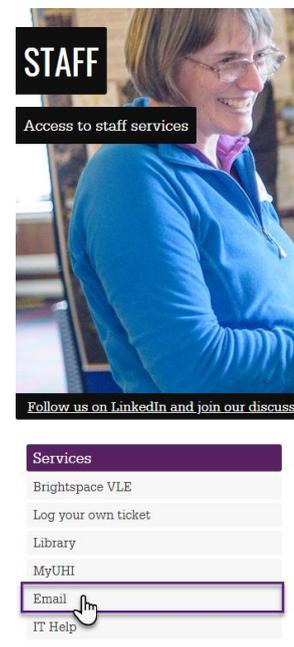


Figure 2: UHI Staff web site

Once logged into Outlook, scroll down. At the bottom left of the screen there are four icons: Mail, Calendar, People and Tasks. Select the third: 'People' (Figure 3).



Figure 3: Outlook People icon

Next, from the navigation bar at the top of the screen, from the dropdown list to the right of New contact, select **New group** (Figure 4).

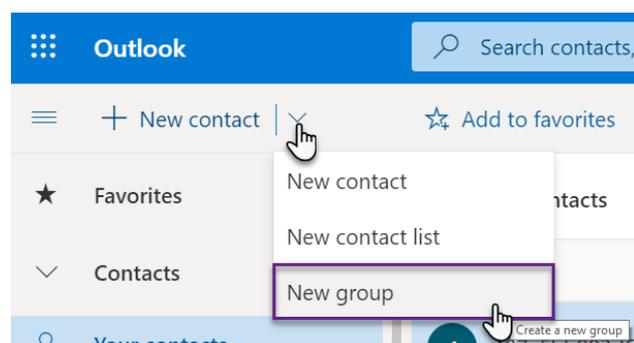


Figure 4: Creating a new group in Outlook

# Creating a wiki in SharePoint

In the popup that appears fill in the blanks in the following way (illustrated in Figure 5 below):

- **Group name: Important** – the name of your group must begin with the word **'Wiki'**, followed by the **full details of your unit/module name in a shortened form** (inc. ID, semester and date) **as well as a unique group name**, e.g. 'Wiki UV411997 Archaeology S1 2019/20 Group 1'
- **Email address:** This will be filled in automatically from your group name (with special characters removed) – **don't worry if it looks convoluted, you and your students are not going to use it**
- **Description:** Give a brief informative description
- **Settings > Privacy: Important** – keep the default **'Private – Only approved members can see what's inside'** (and leave the checkbox in the box below ticked)

Click **Create**.

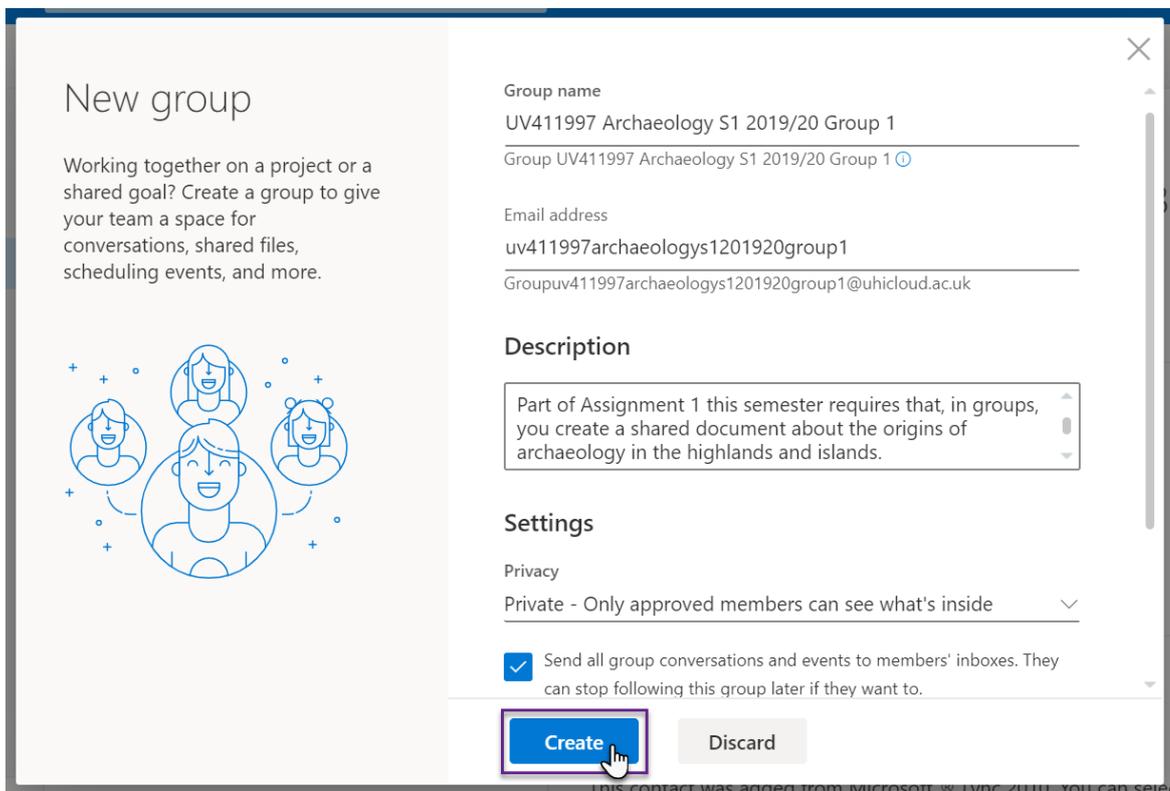


Figure 5: New group popup: details and settings

**Note:** At this point an email will be sent to all members and owners (Figure 6) – as previously indicated, **this email address is not to be used and students should be told not to click on any links within the email.**

If students do attempt to use this email address/link then it can easily lead to a significant build-up of emails in the owner's (i.e. you as the creator of the group) inbox.

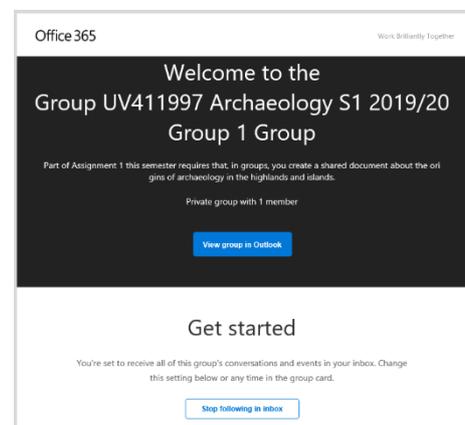


Figure 6: Welcome to group email message

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On the next screen (Figure 7) you are asked to **Add members** to the group. You can type either names or email addresses. You have access to the full UHI directory so can search for any staff member or any student enrolled at the university. **Important:** For auditing purposes you are required to add two official UHI email addresses:

- [datacontroller@uhicloud.ac.uk](mailto:datacontroller@uhicloud.ac.uk) and
- [spadmin@uhicloud.ac.uk](mailto:spadmin@uhicloud.ac.uk)

Once you have added the people you want, including the two official roles, click **Add** (Figure 7).

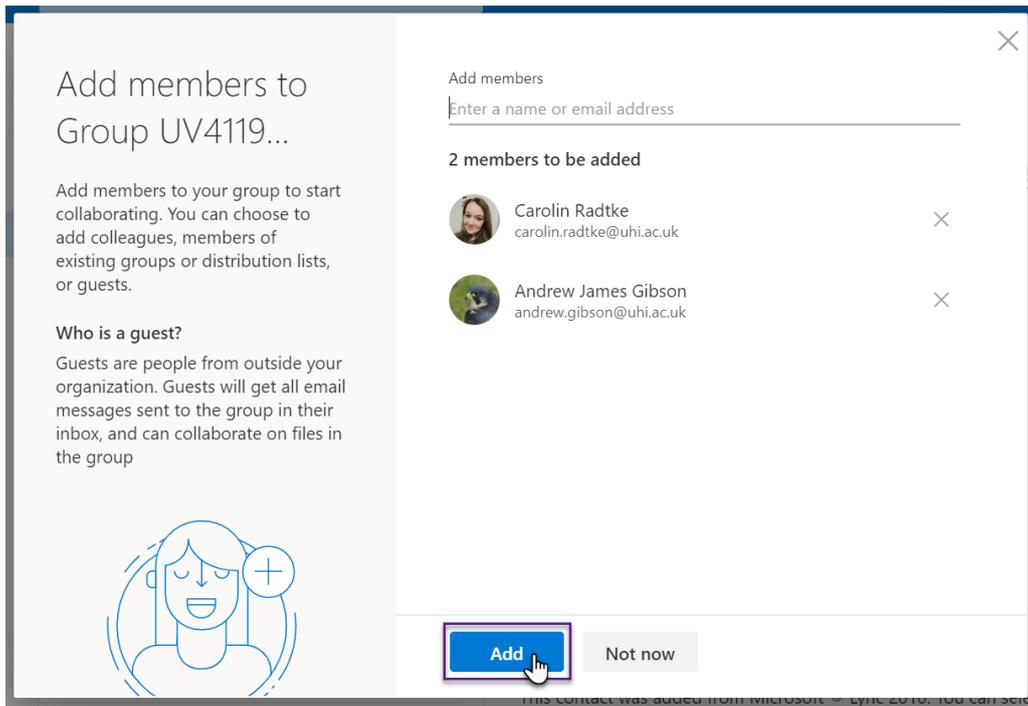


Figure 7: Adding members to a group

You should now be looking at the **Groups you are the Owner of** in Outlook in order of most recently created (**Note:** if you have created groups before they will be listed here in addition to the one you just created). On the right half of the screen you can view/edit the group.

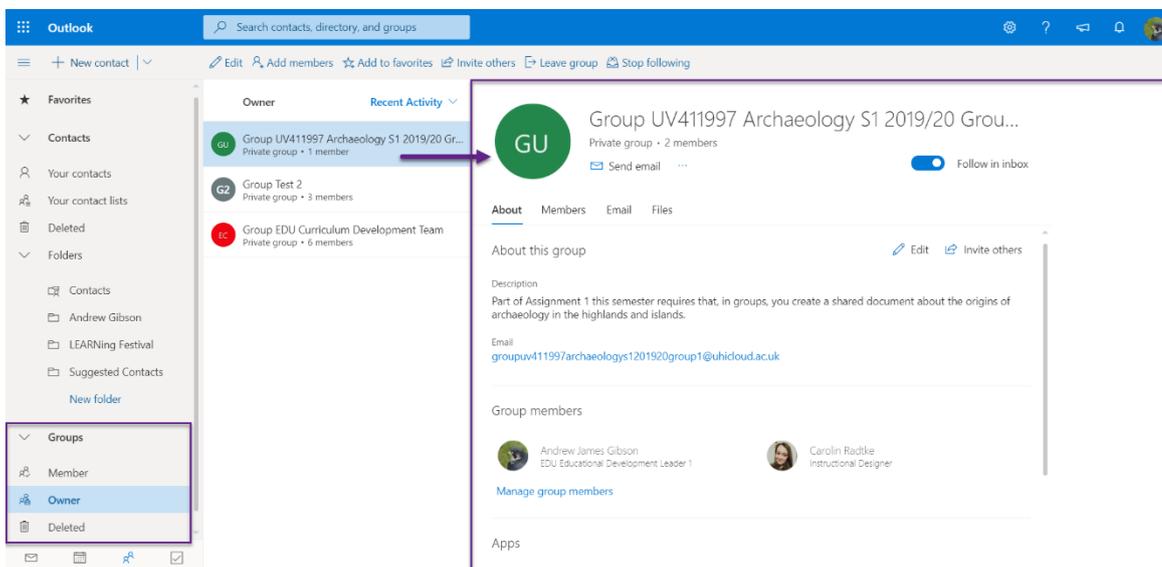


Figure 8: Owned groups view in Outlook

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In the **About** tab (Figure 9) you can see a summary of the group (description, etc. **\*Remember: the email address listed on this page is not to be used**). To edit any of the fields click **Edit**.

**Note:** You can invite others to join, by clicking Invite others – but the next tab Members offers a quicker way of adding additional members.

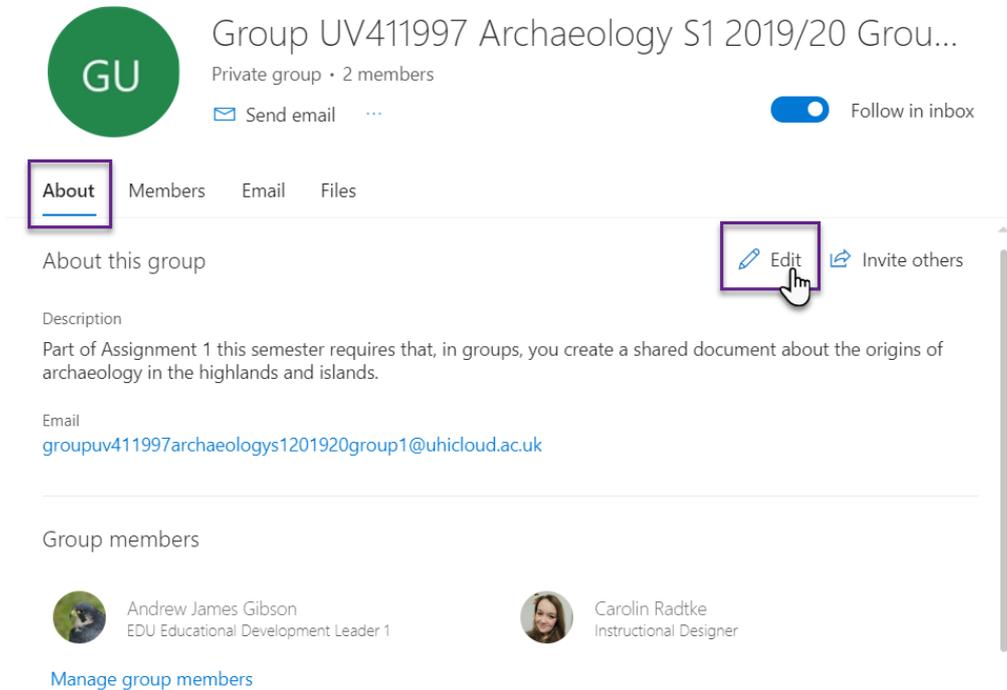


Figure 9: The About tab

The **Members** tab (Figure 10) deal purely with the people you have added to the group. You are able to add, remove and change the role of the users. There are two roles possible: **Owner** and **Member**. Owners are able to edit all aspects of a group, whereas Members can add/edit content but not users.

**Important notes:** Staff members and the UHI emails ([datacontroller@uhicloud.ac.uk](mailto:datacontroller@uhicloud.ac.uk), [spadmin@uhicloud.ac.uk](mailto:spadmin@uhicloud.ac.uk)) should be given the role of **Owner**; students should always be given the role of **Member**. If you have a student teaching assistant, they need to have a staff ID.

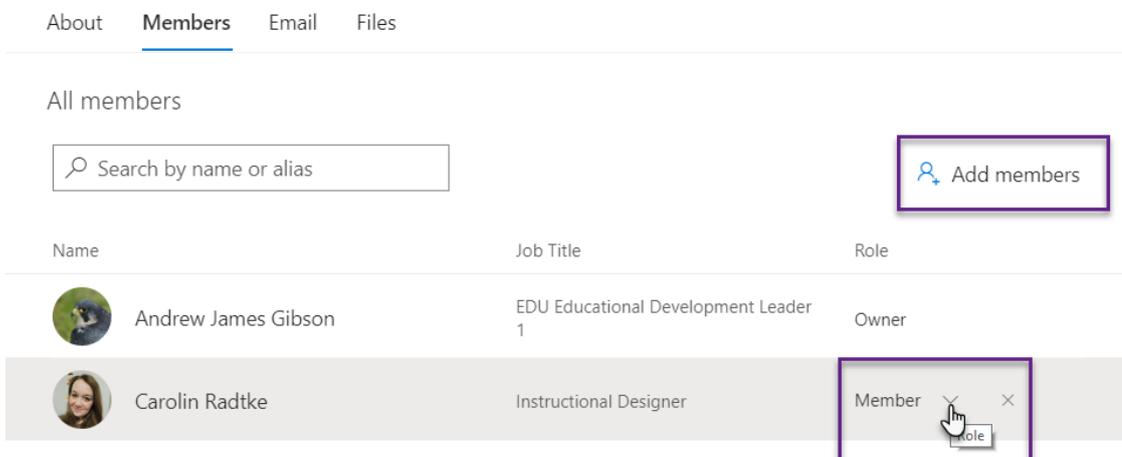


Figure 10: The Members tab

# Creating a wiki in SharePoint

Once you are happy about the setup of your group, return to the **About** tab, scroll down and select **Site** (Figure 11).

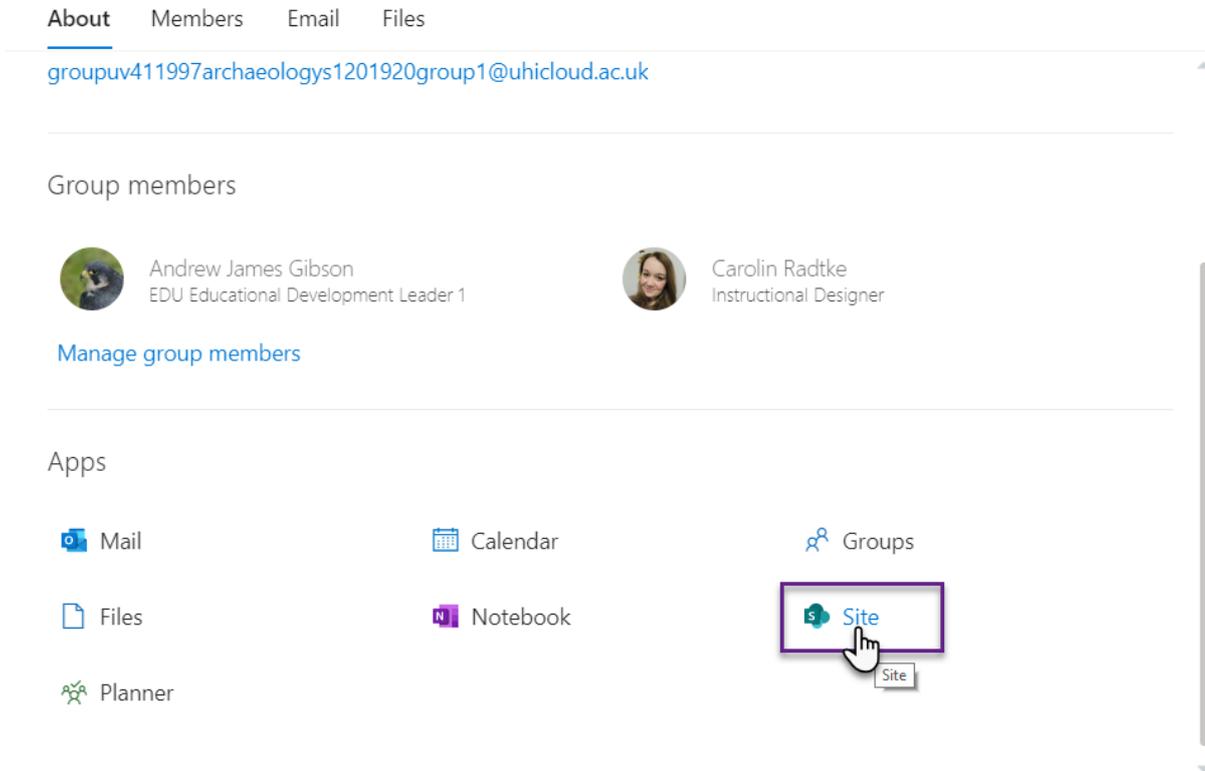


Figure 11: Accessing the group site

## Step two: Creating a wiki page in SharePoint

You are now in SharePoint (not Outlook) (Figure 12).

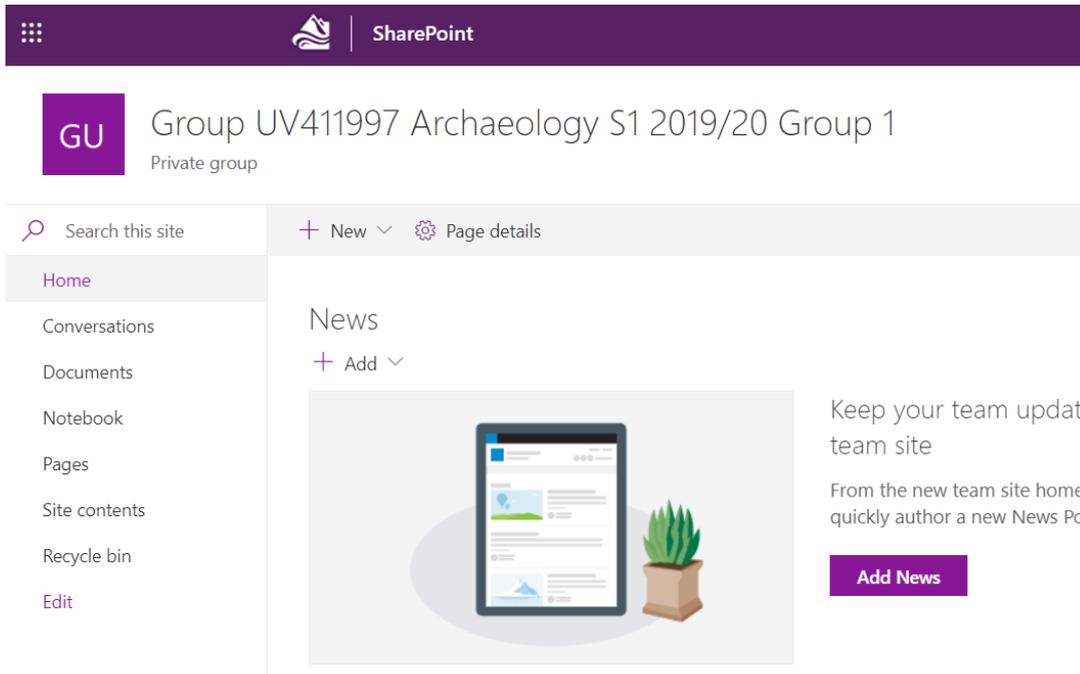


Figure 12: Group page in SharePoint

# Creating a wiki in SharePoint

To create a wiki for your group, from the left-hand menu select (Figure 13).

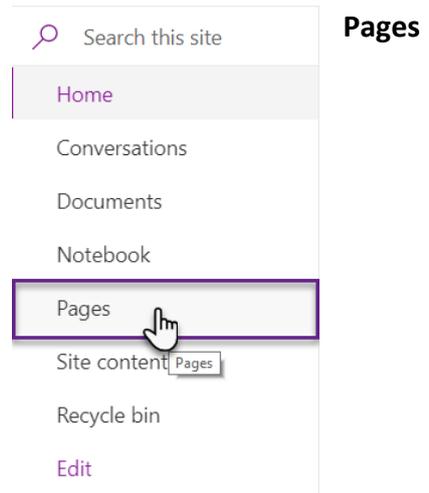


Figure 13: SharePoint Group Pages

From the **Site Pages** screen, select **New** and then select **Add Wiki Page** (Figure 14).

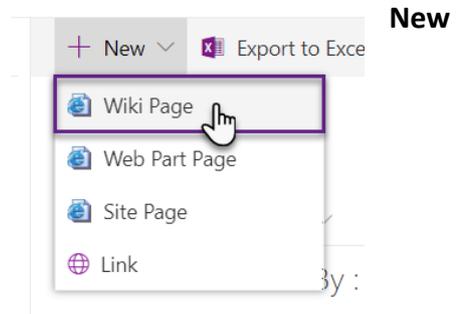


Figure 14: New wiki page

On the **New Item** screen – name the wiki (e.g. Group 1 wiki, Figure 15) and on the far right of the screen click **Create**.

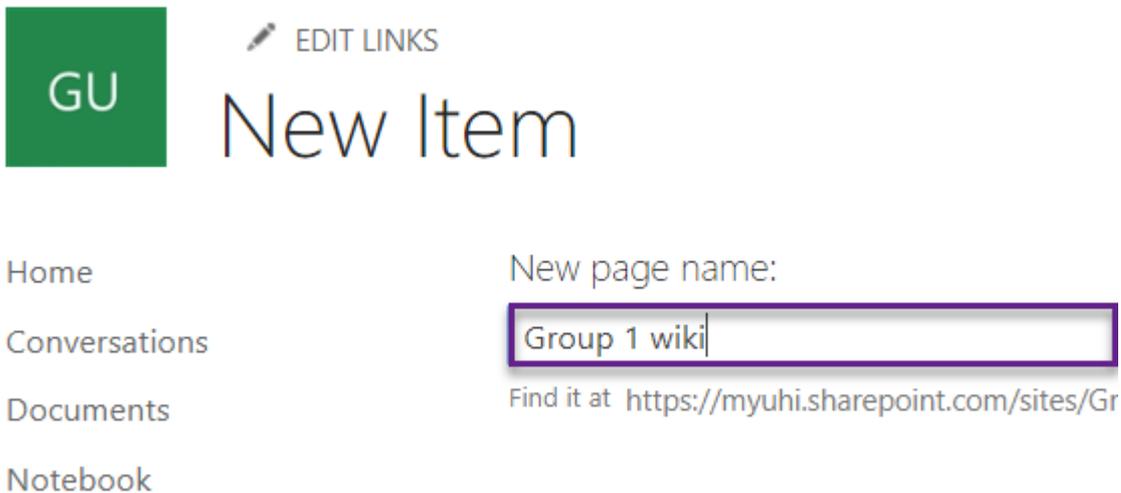


Figure 15: Naming a wiki page

# Creating a wiki in SharePoint

You are now looking at the blank wiki (Figure 16).

**Important note:** The url of this page (up to and including .aspx) is what you should share with students in order to give them access to their wiki. Bookmark the page and copy the url to a document (it should look something like: [https://myuhi.sharepoint.com/sites/\[your group name\]/SitePages/\[group name\]wiki.aspx](https://myuhi.sharepoint.com/sites/[your group name]/SitePages/[group name]wiki.aspx))

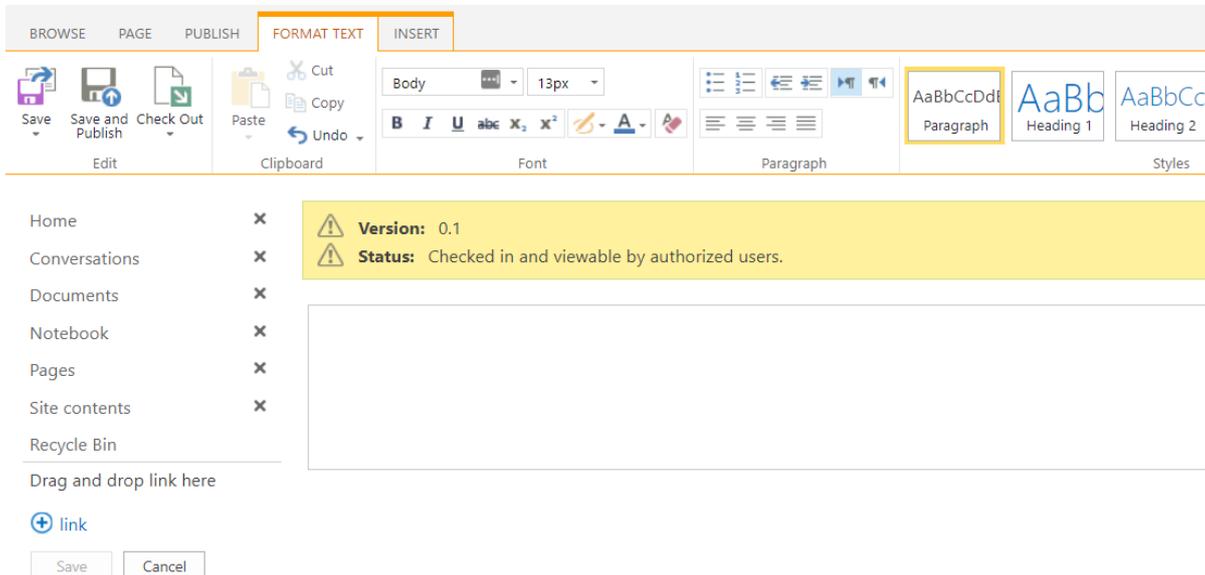


Figure 16: Blank wiki page

Within their wiki students have access to a full html editor (for formatting text, layout etc.) and the ability to insert pictures, tables, links, files etc.

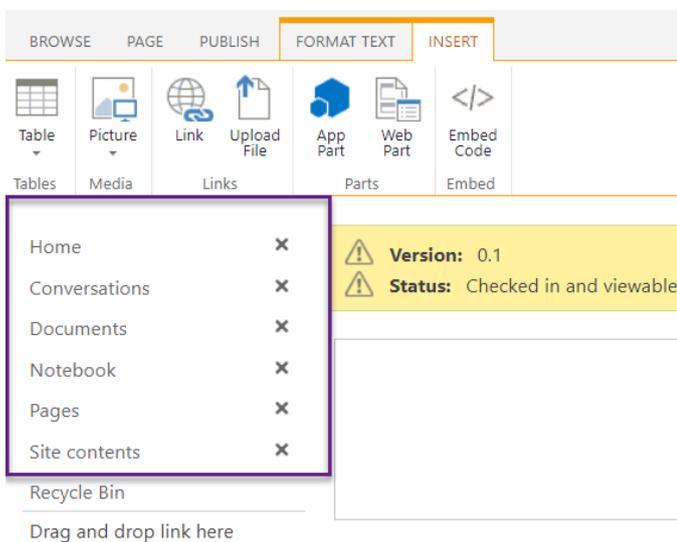


Figure 17: Removable links

On the left side of the screen users can add and remove links (Figure 17).

By default, there are links to Home, Conversations, Documents, Notebook, Pages, and Site contents, which can all be deleted.

**Note:** Our advice is for you, the owner, to **delete Notebook before sharing the wiki** with students and then, when introducing students to the wiki, explain that they *can* delete links but **discourage them from doing so in case work is lost**.

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On the right of the screen, users can alter the their wiki page with a variety of alternative (Figure 18).

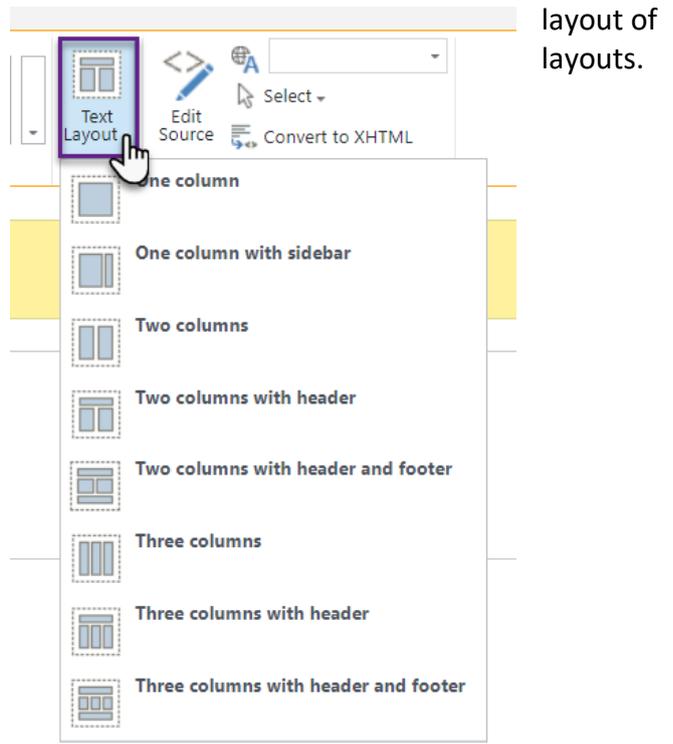


Figure 18: Text layout options

As they start to add content, students should be aware of the **Save** button at the top left of the screen (there is another at the right of the screen). Frequent saving will avoid any content being lost.

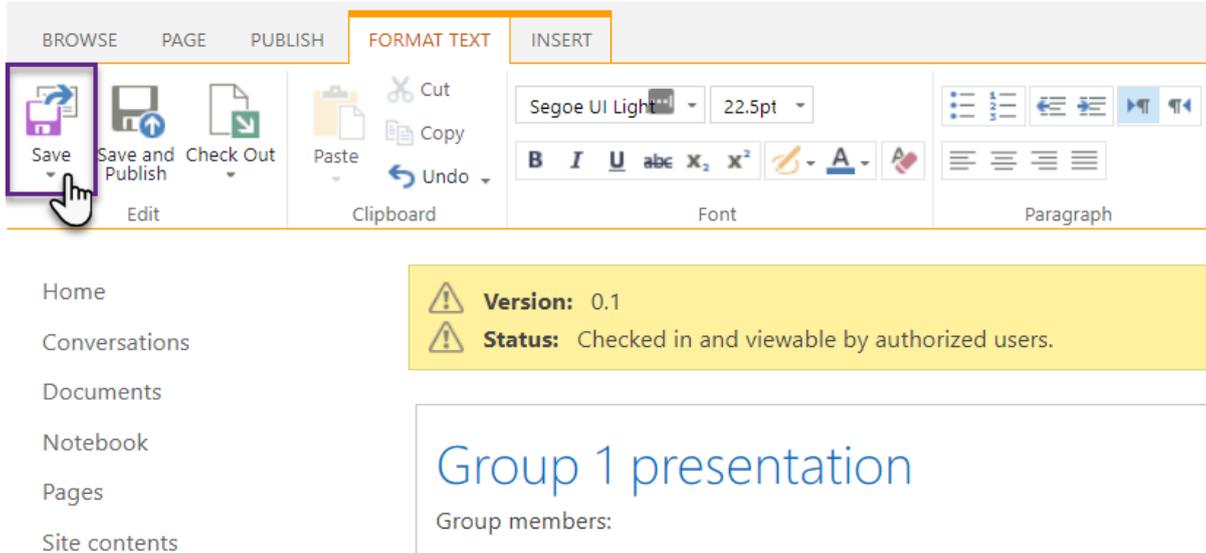


Figure 19: Saving a wiki page

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It should be noted that clicking **Save** takes you to the Browse tab (Figure 20).

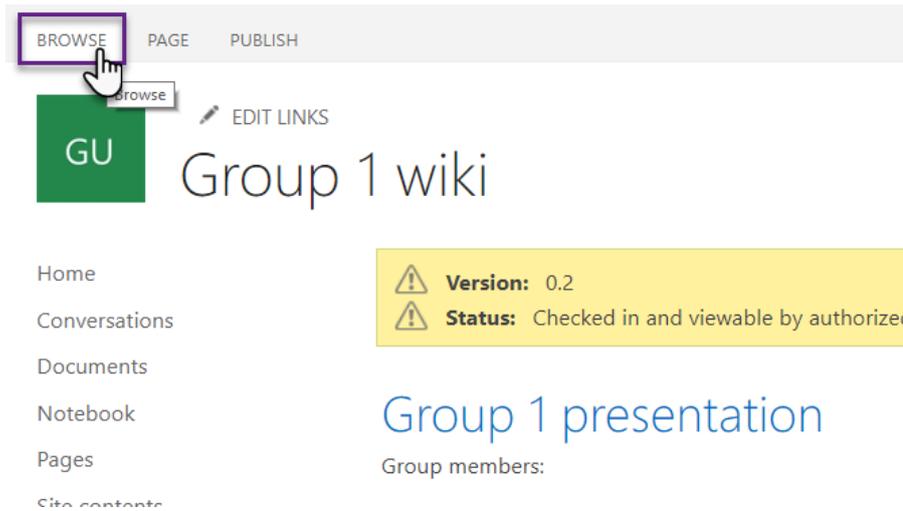


Figure 20: Browse tab

To return to editing, click on the **Page** tab, then **Edit** (this will bring back the full html editor, Figure 21)

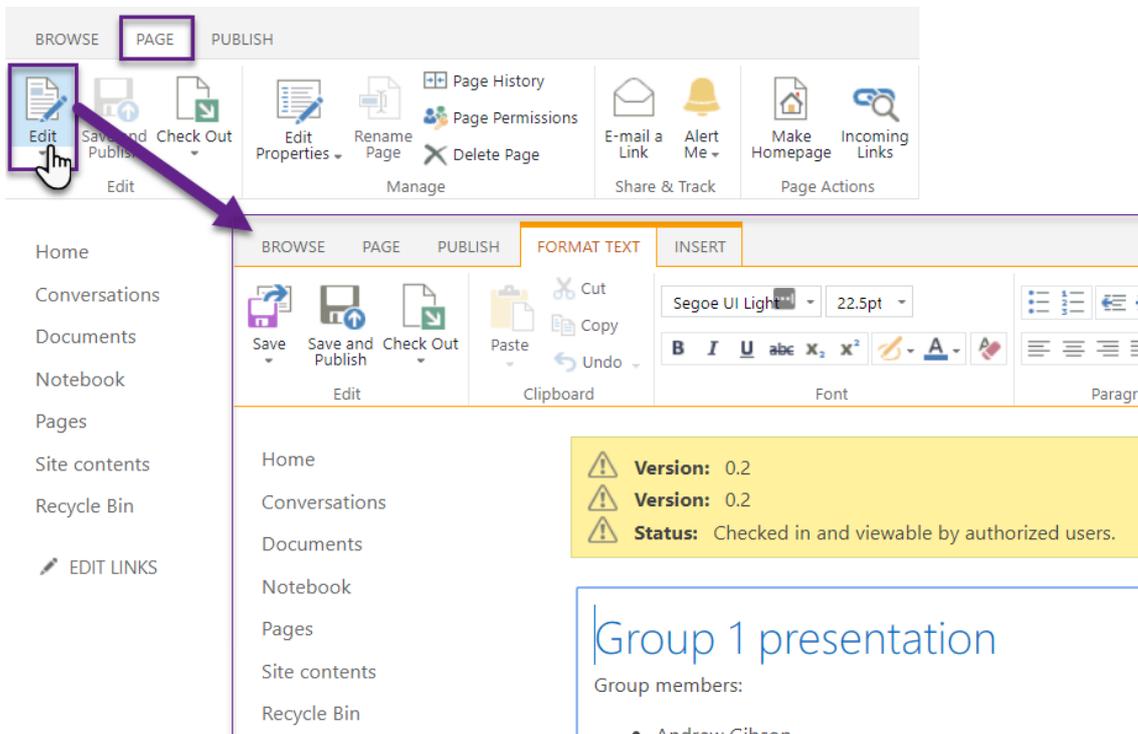


Figure 22: Page tab > Edit

**Important note:** The Page ribbon (Figure 21) includes the option to 'Check Out' (Figure 22). Students do *not* need to check out the page in order to edit the wiki, in fact if they were to click on this button, they stand a risk of forgetting to check the page back *in* – in which case the wiki will be hidden and unavailable to their fellow group members. **Students should be advised to leave this button alone** – a point that is also made in the Wiki Student guide.

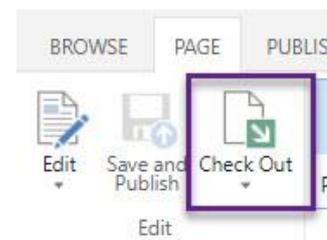


Figure 21: Check Out button

# Creating a wiki in SharePoint

## Step three: Viewing the historical development of a wiki

**Important note:** As the owner of the group wiki when it comes to assessing your students you will want to see who has created what and when. To do this, there are two things you can do: you can view **Page History** and **Version History**.

Let's first look at **Page History**. To do this click on the Page tab and select Page History (Figure 23).

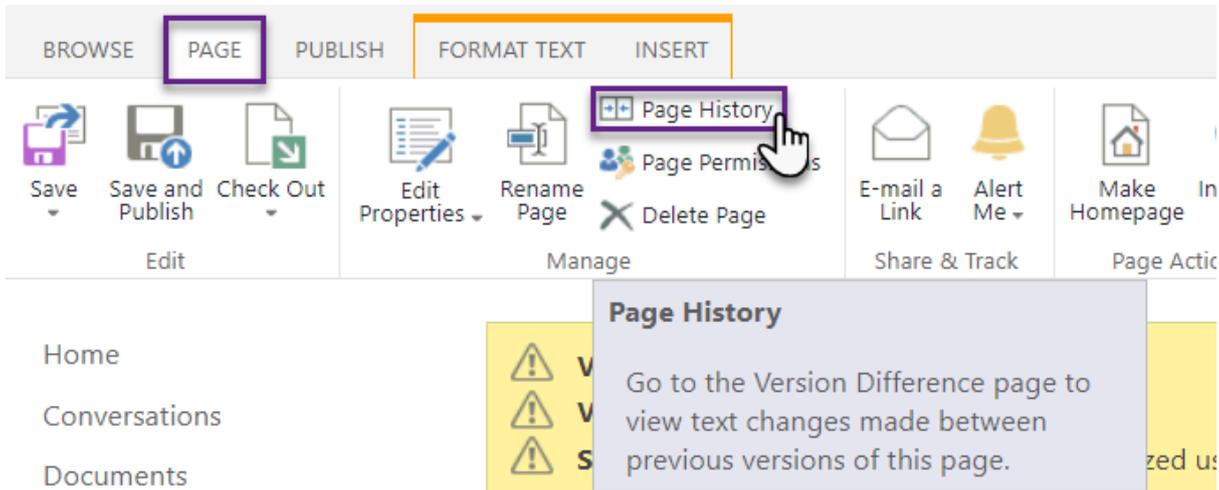


Figure 23: Viewing page history

To visualise the development of a wiki page, colours are used to represent additions (green) and deletions/edits (red); time, date and author is also shown. On the left side of the screen a running total of saved versions can all be clicked on to see how the page has changed over time (Figure 24).

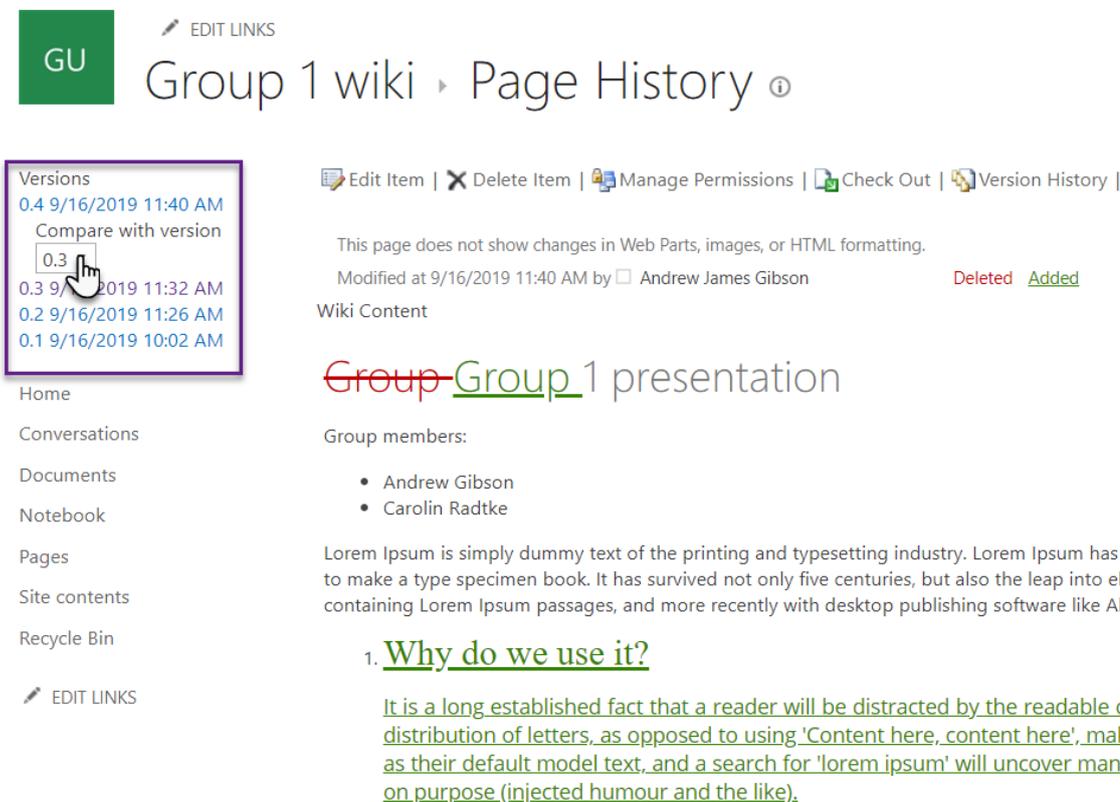


Figure 24: Wiki page history

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Alternatively, to get an idea of the involvement of specific participants you can view **Version History**.

To do this, within Page History click on Version History (Figure 25).

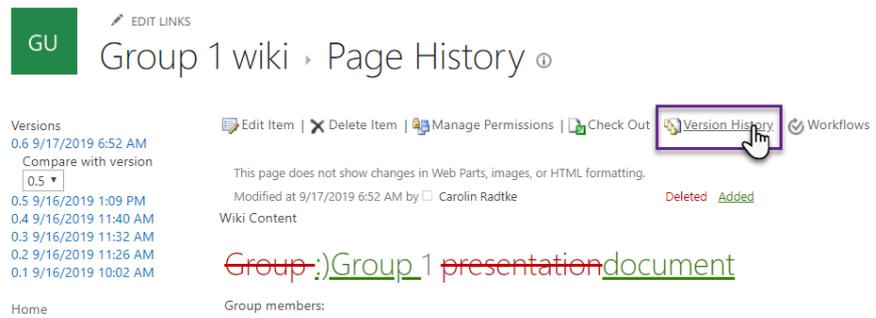


Figure 25 Wiki page version history tab

Clicking Version History brings up a page that can be ordered according to when the version was created, who it was modified by and the file size of the page (Figure 26). The screen also shows the top few lines of page content.

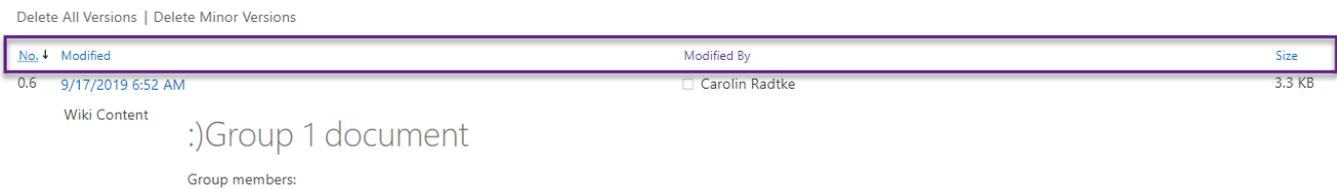


Figure 26 Ways of ordering version history information

We would suggest that the most useful way to use the Version History screen is to order versions by who they were **Modified By** (Figure 27).

Doing this will give you a sense of how many times individual participants saved new versions of the wiki.

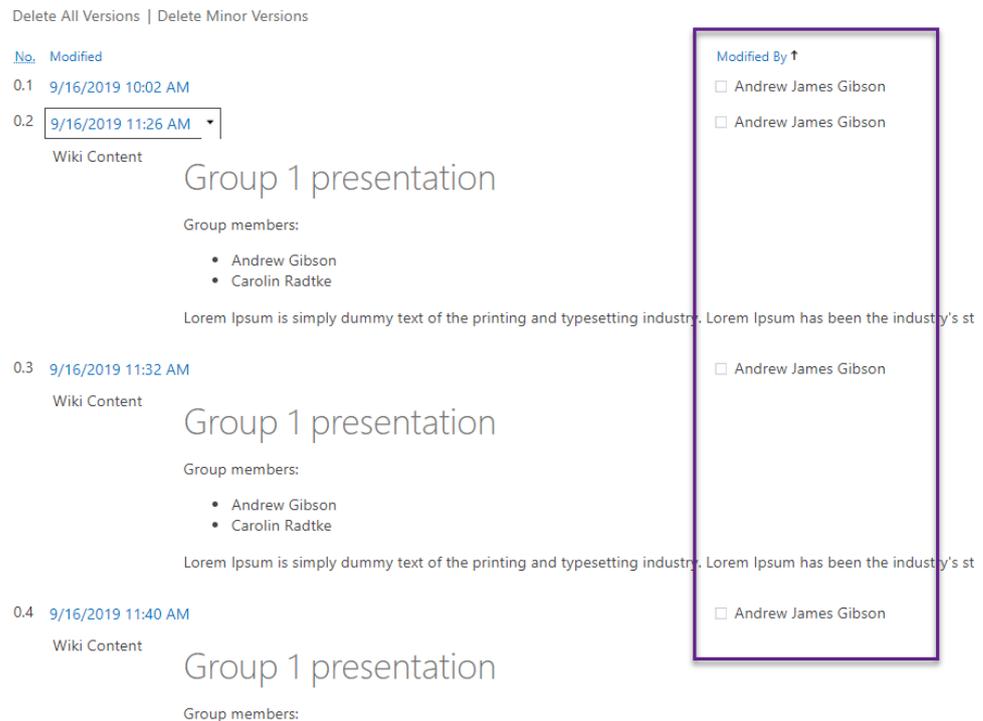


Figure 27 Version history ordered alphabetically by modifier

## Creating a wiki in SharePoint

### Wiki removal policy

All wiki pages, unless in breach of UHI protocols, will be retained for the **current year plus four**, after which they will be deleted.