

A wiki is a communal workspace that allows a group of people to work on a task together.

The MyWiki feature of MySuite is used by teachers as a teaching aid and by students as an environment to share with others in order to complete tasks.

Teachers and administrators create wiki areas. Users with Page Creator access and above can add **pages** to the area. Users with Contributor access and above can edit the wiki **page** content. Each time a **contribution** to a **page** is saved, a **version** of the **page** is generated. The original Page Creator, Editors and Maintainers can revert the **page** to an earlier version.

### Sharing rules

Sharing rules are assigned to wiki **areas** by the creator. Wiki **pages** inherit the sharing rules of the **area**. The creator has full access to the area but if the creator wants someone else to edit or delete the area or create pages, the creator must share access to that person (or group of people).

### Example

A teacher creates a wiki **area** with the title *Year 7 Geography*. The teacher gives **Contributor** sharing rules to the year 7 class. The teacher wants the class to work on a project titled *Volcanoes* so the teacher attaches a **page** to the **area** and calls it *Volcanoes*. The teacher (who is the creator of the area) can view all of the **contributions** made by the students to the *Volcanoes* **page** - the teacher can **revert** the **page** to a previous **version** if a **contribution** is incorrect or inappropriate.

## Viewing MyWiki areas

The MyWiki home page contains 'Wiki Areas', selectable from one of two tabs:

- **My Areas**
  - lists all the areas you have created
- **All Areas**
  - lists the areas created by everyone which your sharing rules allow you access.



Title	Creator	Date Created
<a href="#">Year 7 Geography</a>	<a href="#">Heather Flavelle</a>	Thu 12 Mar 2009
<a href="#">Year 8 Science</a>	<a href="#">Heather Flavelle</a>	Thu 12 Mar 2009
<a href="#">Year 8 Science</a>	<a href="#">Alexandra Byrnes</a>	Mon 16 Mar 2009
<a href="#">Year 9 Maths</a>	<a href="#">Heather Flavelle</a>	Fri 13 Mar 2009

# Enabling and disabling MyWiki

Administrators can enable and disable the MyWiki feature via SINA for the school, a group or individuals.

## *Instructions*

### Enabling and disabling a school setting

1. Login to MySuite and click **SINA**.
2. The **SINA** page appears. Click **SINA Options**.
3. The **SINA Options** page appears. Click **School Settings**.
4. The **Changes Settings** page appears. Go to the **Privileges** section and find the **Wiki** entry. Select **Yes**, **No** or **Default** for the **Group Setting**.
5. Click **Save**.

### Enabling and disabling a group setting

1. Login to MySuite and click **SINA**.
2. The **SINA** page appears. Click **Users Manager**.
3. The **Users Manager** page appears. Click **Groups**.
4. The **Groups Manager** page appears. Click **Group Settings**.
5. The **Groups-Group Settings** page appears. Select **Modify** next to a group.
6. The **Modify Group Settings** page appears. Go to the **Privileges** section and find the **Wiki** entry. Select **Yes**, **No** or **Default** for the **Group Setting**.
7. Click **Save**.

### Enabling and disabling an individual setting

1. Login to MySuite and click **SINA**.
2. The **SINA** page appears. Click **Users Manager**.
3. The **Users Manager** page appears. Click **User Accounts**.
4. The **User Accounts** page appears. Click **Accounts Settings**.
5. The **Account Settings** page appears. Use **List By Group**, **List Accounts Starting With** or **Name Search** and select **Go** to find the individual.
6. A list of users matching the search appears. Select **Modify** next to the relevant name.
7. The **Modify Account Settings** appears. Go to the **Privileges** section and find the **Wiki** entry. Select **Yes**, **No** or **Default** for the **Group Setting**.
8. Click **Save**.

# Adding a class wiki property to an existing class

An administrator or a staff member can add a class wiki **property** to an existing class. All students of the class automatically have viewing rights to the wiki but they cannot edit or create **pages**.

Members of the class are automatically added to the sharing rules of the class property, as Viewers.

**Maintainers** of the class are automatically added to the sharing rules of the class wiki property, as Maintainers.

## Instructions

1. Login to MySuite and click **MyClasses**.
2. The **MyClasses** foyer appears. Click **Manage** in the **Action** column of a class.
3. The **Class Manage** view appears. Click **Edit Class**.
4. The **Edit Class Page** appears. Click the **Display** option button for **Class Wiki**.

The screenshot shows a form titled "Enter Class Content". It has a section for "Class Banner Message" with a text area. Below that is a section titled "Select Properties to display on Class Page" which contains a list of properties with radio buttons for "Display" and "Don't Display". The "Class Wiki" property is circled in red, and its "Display" radio button is selected.

Property	Display	Don't Display
Class e-Learning Folios (eLFs)	<input checked="" type="radio"/>	<input type="radio"/>
Class Image	<input checked="" type="radio"/>	<input type="radio"/>
Text and Image	<input checked="" type="radio"/>	<input type="radio"/>
Class Files	<input checked="" type="radio"/>	<input type="radio"/>
Class Calendar	<input checked="" type="radio"/>	<input type="radio"/>
Student Journal	<input checked="" type="radio"/>	<input type="radio"/>
Class Notice Board	<input checked="" type="radio"/>	<input type="radio"/>
Portfolio Viewer	<input checked="" type="radio"/>	<input type="radio"/>
Class Wiki	<input checked="" type="radio"/>	<input type="radio"/>
myblog	<input type="radio"/>	<input checked="" type="radio"/>

5. Select **Finish**.
6. The **Class Manage** view appears with the class wiki area.

# Searching for contributions

Administrators and teachers can search and view a summary of all the **contributions** to wiki **pages** by a user. Students do not have access to this function.

## Instructions

1. Login to MySuite and click **MyWiki**.
2. The **MyWiki** home page appears. Enter the search text (**first name** or **last name**) in the field of the **Search Wiki Pages** property.
3. Click the **Search user contributions** option.
4. Select **Search**.
5. A list of names matching the search text, appears. Select the relevant name.

# Managing areas in MyWiki

Wiki **pages** and **areas** have a **breadcrumb** feature. This helps you navigate MyWiki.



## Creating areas in MyWiki

An administrator or a teacher creates a wiki **area** and sets the user access to the **area** by applying sharing rules to a group or individuals. Any **pages** created for the wiki **area** inherit the sharing rules applied. Students cannot create areas.

The number of areas created by a user is limited by the disk space available on the application server.

## Instructions

1. Login to MySuite and click **MyWiki**.
2. The MyWiki home page appears. Click **New Area** in the menu.
3. The **Create Wiki Area** appears. Enter the **Title** and the **Description** - the other fields are optional.
4. Click **Share**, choose the sharing rules.
  - You can create your own Custom Sharing Rules or use the Standard Sharing Rules..
5. Select your sharing rules and click **Finish**.
6. The **Create Wiki Area** appears with your updated data. Click **Next**.
7. Click **Next**.
8. The MyWiki home page appears with the new **area** in the list.

## Editing areas in MyWiki

An administrator or a teacher can edit a wiki **area** if their sharing rules allow. Students must be granted sharing rules before they can edit areas.

## Instructions

1. Login to MySuite and click **MyWiki**.
2. The MyWiki home page appears. Select the relevant **area** from the list.
3. The wiki area pages appear in the list. Go to the property drop-down in the top right-hand corner, click **Edit**.
4. The **Edit Wiki Area** page appears. Make your changes.  
If you want to change the sharing rules, click **Share**.
5. The **Edit Wiki Area** page appears with your updated data. Click **Next**.
6. Click **Next**.

## Deleting areas in MyWiki

An administrator or a teacher can delete areas in MyWiki if their sharing rules allow. Students must be granted sharing rules before they can delete areas.

## Instructions

1. Login to MySuite and click **MyWiki**.
2. The MyWiki home page appears. Select the relevant area from the list.
3. The wiki area page appears. Go to the property drop-down in the top right-hand corner, click **Delete**.
4. A message appears confirming that you want to delete the page, click **Yes**.
5. The MyWiki home page appears and the deleted area is no longer listed.

# Using sharing rules


Sharing rules are applied to a wiki **area** - any pages created for the wiki **area** inherit these sharing rules.

You can create your own Custom Sharing Rules or use the Standard Sharing Rules.

Go to the **Choose Sharing Rules** screen.

## Instructions

At the **Choose Sharing Rules** screen, click the **Custom Sharing Rules** tab.

1. Select the school.  
If you choose to share the wiki **area** with other schools, you will see the  **remote** icon in the wiki **area** list.
2. Select the people.
3. Select the access level - see table below.
4. Click **Apply Sharing Rule**.

Your **Custom Sharing Rules** are listed at the bottom of the page.

## Sharing

	Viewer	Contributor	Page creator	Editor	Maintainer
View wiki areas	✓	✓	✓	✓	✓
Edit wiki areas				✓	✓
Delete wiki areas					✓
Create wiki pages			✓	✓	✓
View wiki pages	✓	✓	✓	✓	✓
Edit wiki pages		✓	✓	✓	✓
Delete wiki pages			✓own pages only	✓all pages	✓all pages
Revert wiki pages			✓own pages only	✓all pages	✓all pages