

Group Inquiry Project*

A. Getting Started

1. Start FireFox browser.
2. Navigate to the wiki Group Inquiry Page from the link provided by your instructor, or the ICON Group Inquiry Project Wiki Portal.
3. Click the Log In link, Log In with Hawk ID and password, and select your section.
4. Click your group's pre-determined "Topic of Inquiry" link to begin.

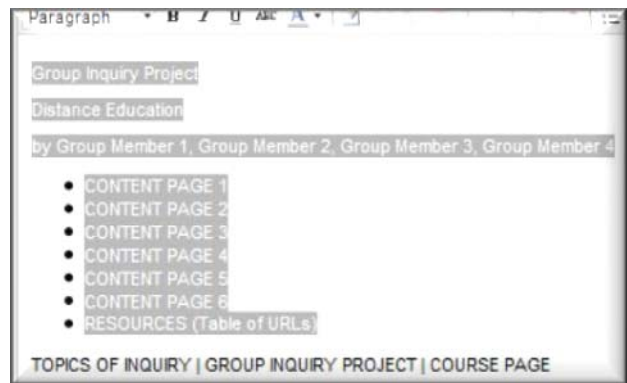


B. Edit the opening page.

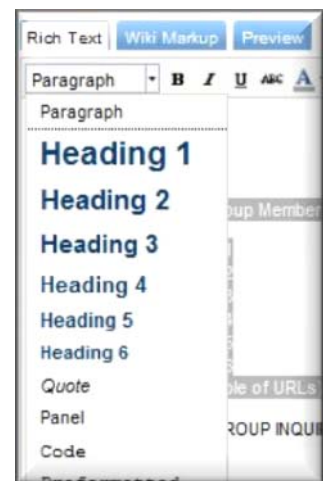
1. Click the Edit button in the Rich Text Toolbar to begin editing page content.
2. Highlight text content from Group Inquiry Project above to Resources (Table of URLs) below.



3. Apply the "Panel" Style to the highlighted text.
 - a. Highlight "Group Inquiry Project" and apply the "Heading 2" style.
 - b. Highlight your topic of inquiry and apply the "Heading 4" style.
 - c. Highlight your group members and apply the "Heading 6" style.



4. Add/change group member names.
Please note that wikis are public sites and public users can see any information included on your site; therefore, you may alternatively use a first initial and last name in place of your complete name (examples: B. Gates, or S. Jobs).



5. Save changes.



C. Make a new page

It is possible to make a new page using two different strategies: you can make a new page first, and then link to that new page; or, you may make a link to a new page before making the page. Using the later method will automatically create a new page when the link is selected (provided a page by that name does not already exist).

1. Select Edit in the Rich Text Toolbar.
2. Edit "Content Page" names to more appropriate names for your topic.
3. Highlight "Content Page 1" then locate and click the chain-link icon in the Rich Text Toolbar [Insert/Edit Link]
4. When the "Insert Link" window appears:
 - a. Type the name of your page (complete with your course info, ex. "-FA09_07ES102EXW") in the "Link" text box;
 - b. type the page name again in the "Tooltip" text box.
 - The "Alias" text box should automatically be filled with the page name.
 - c. Click "OK" to complete the link.
5. You should still be in "Edit" mode. Click "Save" to complete your edits.



When you now click the "Content Page 1" link, it will open a new page ready for your content.

D. Editing a page

1. Navigate to the page you wish to edit.
2. Click Edit in the Rich Text Toolbar.
 - The wiki page converts into editable Rich Text Mode [not unlike a word processing document in appearance].
3. Cut & Paste, or apply styles to text. Insert images, video, or presentations.
4. With some knowledge of html, you can edit wikis in Wiki Markup view, or even Preview your edits by selecting the appropriate tab.



E. Add external website links

1. Click Edit and highlight the text to be hyperlinked.
2. Locate and click the Chain-link icon in the Rich Text Toolbar [Insert/Edit Link] and at the Link prompt, type the URL to link to [example: <http://www.education.uiowa.edu>] and click OK.

F. Export to PDF

1. Click the gray Tools icon located on the top right of any wiki page and select 'Export to PDF' from the pull-down menu to convert any wiki page to a PDF document.



2. Additionally, by using the above process and selecting 'Export to Word', any wiki page may be converted to a Microsoft Word document.

G. Receive notifications when your page is changed [Page Watching]

1. Click the gray Tools icon located on the top right of any wiki page and select Watch from the pull-down menu to receive an email notification of changes to any page.



2. Additionally, by clicking on the gray "Star" icon of the Tools pull-down menu, any wiki page can be labeled as a Favorite.

H. Tracking Changes

1. To compare or revert to previous versions of a page, click the Info in the Tools pull-down menu then select View Page History in the Recent Changes box. Compare or revert as necessary.



I. Additional Resources

1. Visit [the Wiki Users Quickstart](#) page to begin using the UI wiki site. It includes Examples [such as, embedding PowerPoint presentations and YouTube videos], How To's of specific wiki functions, and a comprehensive Wiki User's Guide.
2. For additional educational wiki resources consider visiting www.wikispaces.com, a free educational wiki resource for K-12 educators.
3. Also, the e-Book, [Using Wiki In Education, by Stewart Mader](#) is made available for download through the UI wiki site by the vendor of the UI Wiki engine, [Atlassian](#).