The Wiki tool allows for the creation of a collaborative site within ella. Wikis are web pages that allow visitors to edit and add their own content. Any authorized user can contribute to the site’s content making it a powerful tool for group and class projects.

To turn on the Wiki tool in ella, go to Site Info (left side link) and select Edit Tools button at top of page. Click on the checkbox next to Wiki (bottom of list!) and complete the addition of the tool. You now have the Wiki tool activated and it should show up as a link in the left hand navi column. Click Wiki in the left menu to open. If this is your first time accessing this tool you should see a screen similar to the following:

This is the home page for your Wiki.
Editing a Page

Click on the Edit button at the top of your page to see this:

You can now add and edit your page's content by writing in the text box. Wikis use a special syntax for formatting text. On the right hand side of the screen is a grey help box with some basic formatting tips. You can click the Full Help Page to see help for more advanced options. You can hide the help tips by clicking the (+) in the upper right corner of the box. Located directly above the text box is a simple text editor which will help with basic formatting, such as bold, italics, headings (varied font sizes), and inserting tables, web links and images. Things might look a little strange in edit mode, so be sure to Preview to see how your changes will look by clicking the Preview tab/button, near the top of the page. You can toggle back and forth from Edit to Preview if need be.
Always remember to “Save” your edits (button at bottom of page) before moving on to another page! Also, consider checking the “Minor Change” box if you have not done any major editing. The tool keeps track of activity/edits via a listing at the bottom of the home page and it is not necessary to note every little typo fix, or small change here.

**Creating a New Page**

You can turn any text typed into your Wiki into a link to a completely new page by putting that text in flat brackets. For example: [New page name]

Save your changes to the page. You should see the page link you created with a question mark following the name. This means the page is new and does not have any content. Click the link to activate/edit the page.

**Version History**

Every time changes are made to a page in your wiki, those changes are saved in the history. This allows you to see who has made changes, when they made them and what they changed. In addition, you can revert to previous versions of your page should you decide you prefer an older version to the current one.

To view the page history click the History button near the top of the page.

The User column displays which user made the changes for that particular version and the Date column displays exactly when they saved the changes. The Changes column has two buttons, one for each version. The To Current button compares the selected version to the current one. The To Previous button compares the selected version to the version that immediately precedes it. Clicking on these will bring up a side–by–side comparison of the two versions. Deleted sections will be highlighted in red, added sections in green and changed sections in yellow (Key to colors in box at bottom of page 🎈).

Each version also has a Revert to this version button. Clicking this button will make the selected version become the current one. The more recent versions, however, will still be retained in History should you decide to return to a more recent version, or should someone accidently revert to an older version.

**Setting Page Permissions**

You will want to decide who is allowed to access and edit your page.

NOTE: This can be done on a page–by–page basis! To set permissions for a page, first make sure you are looking at the page you want to adjust and then click on the Info button near the top of the page. You should see a page like this:
Here you can specify who has read, edit, and administrator's rights to your page. Warning: If you disable all of the rights for Page Owner you will be locked out of your own page.