

Etiquette Rules

Just do it: Nike's slogan could also apply to wikis. Add a paragraph, correct some grammar or some spelling, fix a broken link, create a new page, etc. A wiki is a collaboration, so jump in and collaborate.

Help to organize and create structure: Even if you're not creating new content, you can organize the already existing content. Give your pages names that help users identify them. Create cross-links between pages. When you find content on a page that belongs to a different page, cut and paste it. Making information easy to find, is just as important as creating it.

Comment thoughtfully: A wiki is not instant messaging. It's not meant to be a high-speed conversation. And while a wiki is not the most formal type of writing, it is not entirely informal. Even if what you write is deleted, it will remain in the wiki's history. Express your opinions carefully.

Add items to lists: If someone has created a list of items, feel free to add to it. But please add the items in alphabetical or logical order.

Be polite: Just as with chats, it's easy to misinterpret the tone of a comment. So, please be polite.

Don't write "click here": Instead, create links that describe what the reader will see when they follow the link.

Avoid creating blank pages: Remember that when you insert a link into a wiki (using Camel Case or the square brackets), a page is created when you click on the link, and not otherwise. Unless you have content to add, don't click on a link that creates a new page. All pages show up in the Sitemap, including blank pages. A sitemap full of blank pages can mislead and disappoint the reader. If you have some content for the page, by all means, create it. If not, leave the link untouched.

Preserve the meaning: The meaning of something can change with its context. When you move or delete material, make sure that you are not unintentionally changing the meaning of the remaining material.

Chill! Don't take it personally: Your work will be edited, and you will not agree with every change. That's the nature of collaboration.

Delete carefully: If you can achieve your goal by adding to or editing an entry, do that instead of deleting it. Most contributors have reasons for adding an entry. They might feel their time has been wasted if they see their entries being deleted.

Discuss things elsewhere: Moodle enables you to see who has edited an entry. If you want to discuss an entry with its authors, use means such as email, chat, forum, etc. The wiki is the place to produce content, not to discuss it.