

SacCT

Save Wiki Content

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

SAVE WIKI CONTENT

If you use the Wikis feature in your SacCT course, you can save Wiki pages and student wiki contribution information as a PDF file.

Save Wiki Pages as PDF Files

The following steps apply to both Private and Group type Journals. To save individual journal entries as a PDF file do the following:

step 1. Log in to SacCT through [My Sac State](#) or the [SacCT Login](#) page and click on your Course's name link.

step 2. Once you are in your course, locate the Course Menu on left side of page.

step 3. From course menu, click on **Tools** link. On Tools page click on the **Wikis** link.



Figure 1: Screenshot of Wikis link from Tools page in SacCT

step 4. The Wikis listing page will display a list of all Wikis in the course.

step 5. Locate the Wiki title you want to view entries for and click on the Wiki title link.

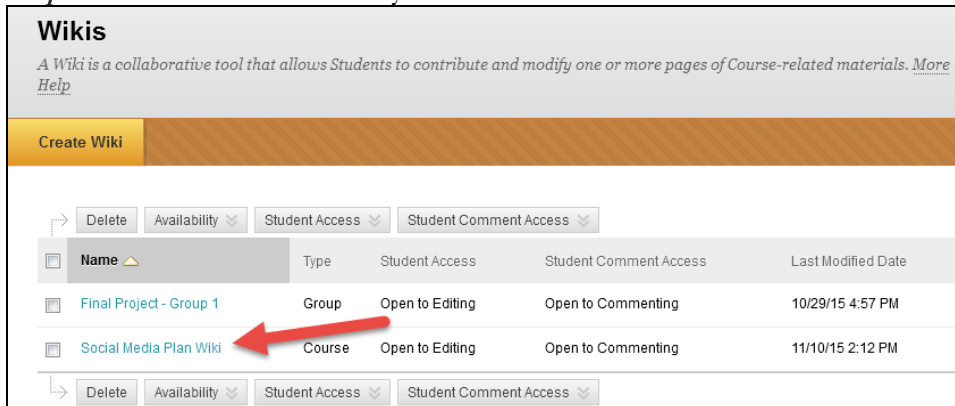


Figure 2: Screenshot of Wikis Listing page showing wiki topics in course

step 6. The Wiki page you selected will display.

step 7. The first page that displays is the Wiki Topic homepage. Additional wiki pages would be listed underneath the Wiki topic Title on side panel. In this example, the wiki topic

homepage is called “Social Media Plan for Restaurant Business” and there is one other wiki page called “Goofy’s Wiki Page”.

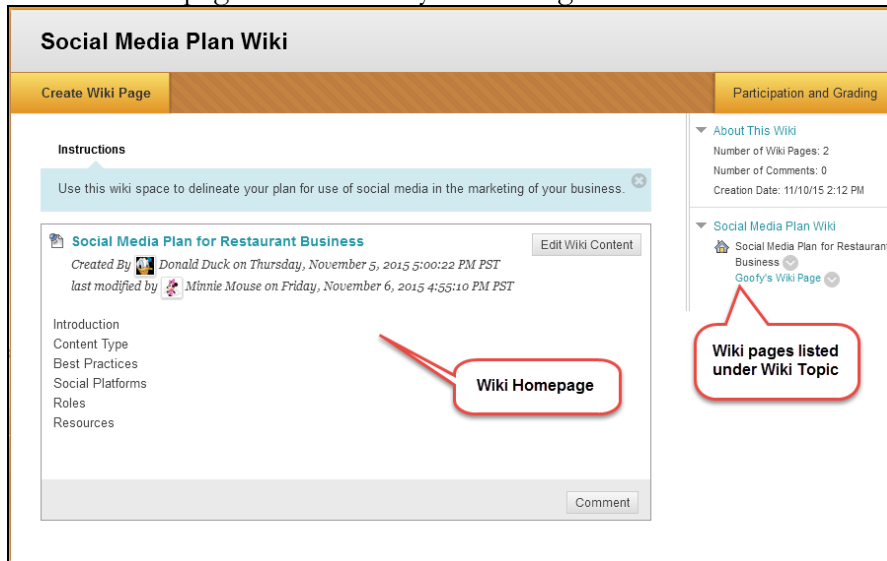


Figure 3: Screenshot of Wiki Topic homepage

step 8. From panel click on the wiki topic name links to open the wiki content you want to save. In this example we will save the main Home Page and Goofy’s Wiki page.

step 9. From your browser, click on **File** menu and select the **Print** option.

step 10. A print dialog menu will display. From Printer field click on drop down arrow and select to print to Adobe PDF.

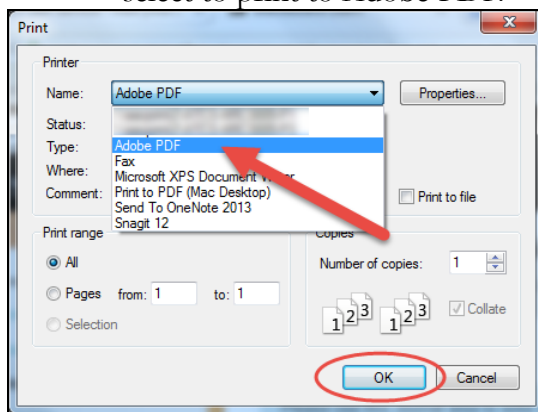


Figure 4: Screenshot of Print dialog window with Adobe PDF selected as printer

step 11. You will be prompted to specify a location on computer to save the file. Enter a filename and Save the file.

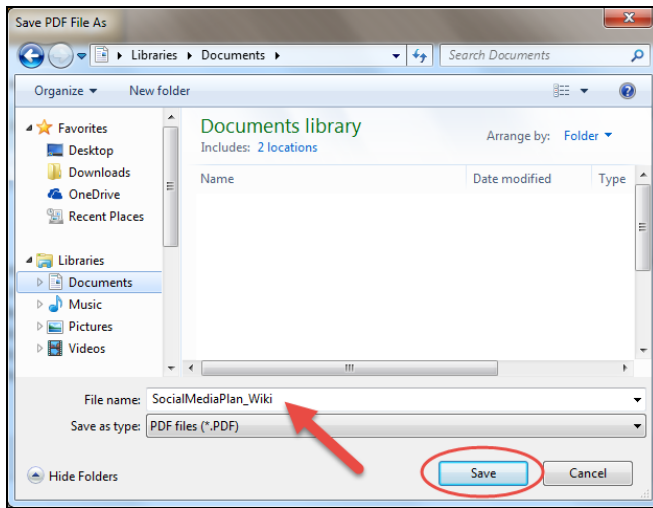


Figure 5: Screenshot of Save PDF File As window

step 12. The Saved PDF file will display the Wiki page content. Follow this process for every Wiki page you wish to save.

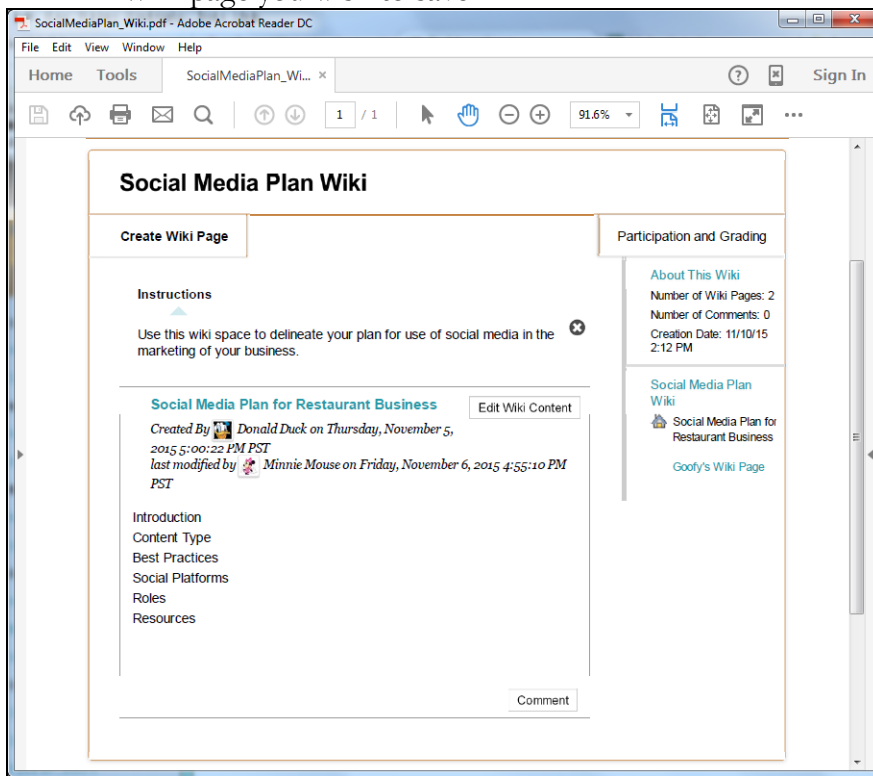


Figure 6: Screenshot of Wiki content saved as a PDF file

Saving Participation Summary Information

On the Participation Summary page, you can view a list of all student participation for the current wiki you are viewing. The information provided can help you understand how students contributed to the overall wiki content. This information can be especially useful when determining individual grades for gradable wikis.

step 13. From the Wiki Topic page, click the **Participation and Grading** button. If your wiki is not graded, click the Participation Summary button. This wiki example is graded.

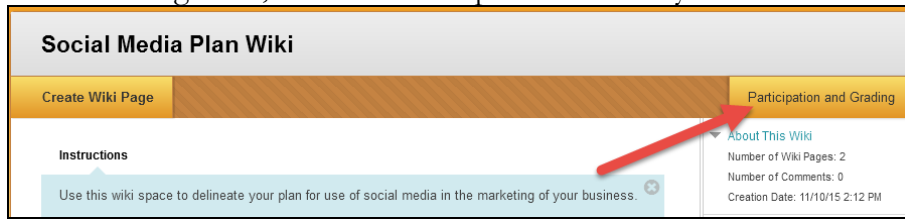


Figure 7: Screenshot of Wiki page and Participation and Grading button.

step 14. The Participation Summary page displays. View participation for the students who have contributed to the wiki.

step 15. To Save the Participation Summary page as a PDF file, please follow [Steps 9 – 11](#) listed above.

step 16. On the Participation Summary page, in the side panel, view information about the wiki and **select a user** to view his or her Participant's Contribution page. Alternately, you can click on a user's name link from the **Name column** on main summary table.

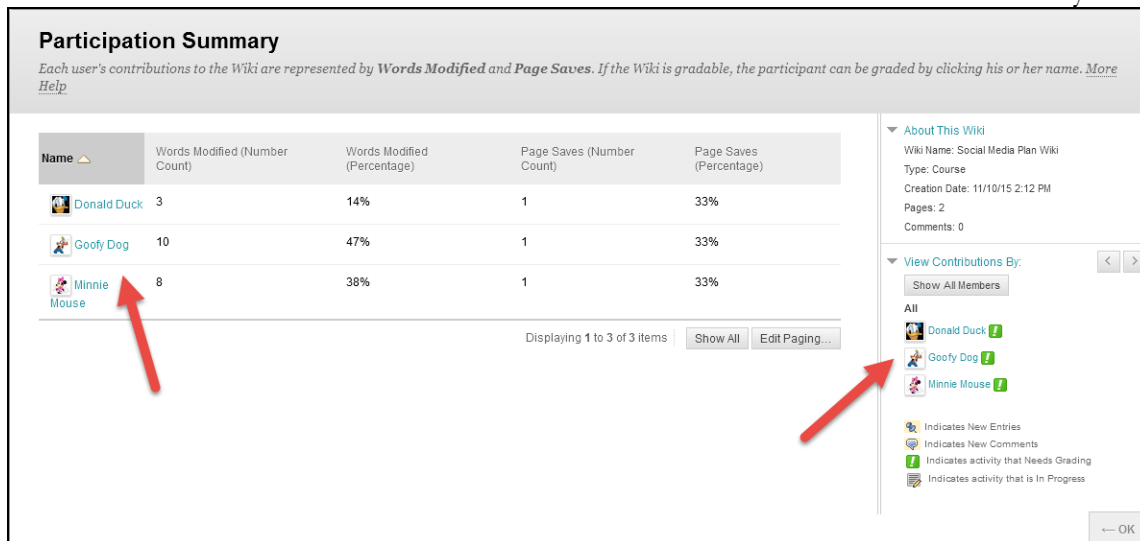


Figure 8: Screenshot of Participation Summary page displaying student contribution to wiki

step 17. In this example we clicked on Minnie Mouse student to see her **Participant Contribution** page. If you want to save a student's contribution information, please follow [Steps 9 -11](#) listed above.

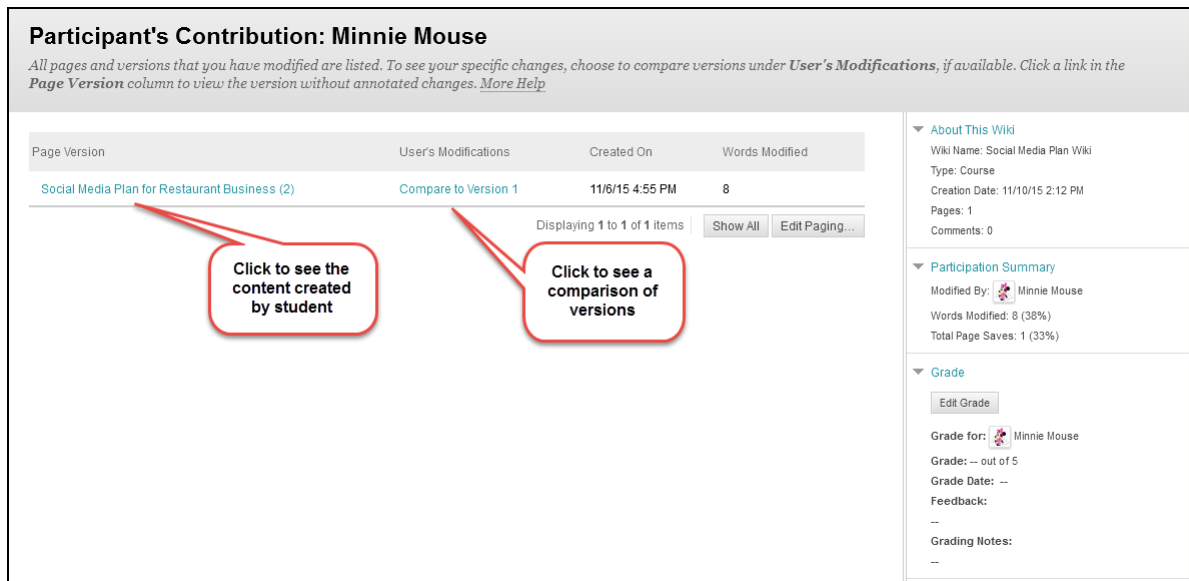


Figure 9: Screenshot of Participant's Contribution page for a student

step 18. Click the page links below the **Page Versions** column in contribution table to see pages created and edited by the user. This allows you to see precisely how and what content the user contributed and edited. A new version is created each time a page is edited.

- a. In this example I clicked on the one page link that displays to see content created by Minnie Mouse student.

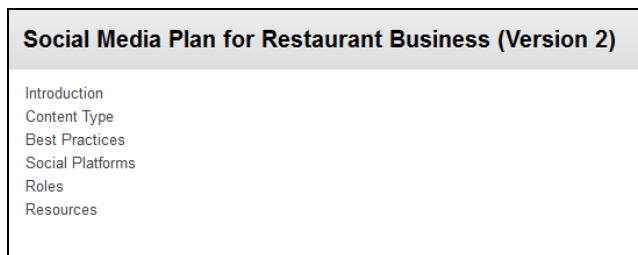


Figure 10: Screenshot of wiki content contribution

step 19. To Save Content follow [Steps 9 – 11](#) above.

step 20. Back on Participant's Contribution page, click the **Compare to Versions** links below "User's Modifications" column to see the difference between any version and its previous version.

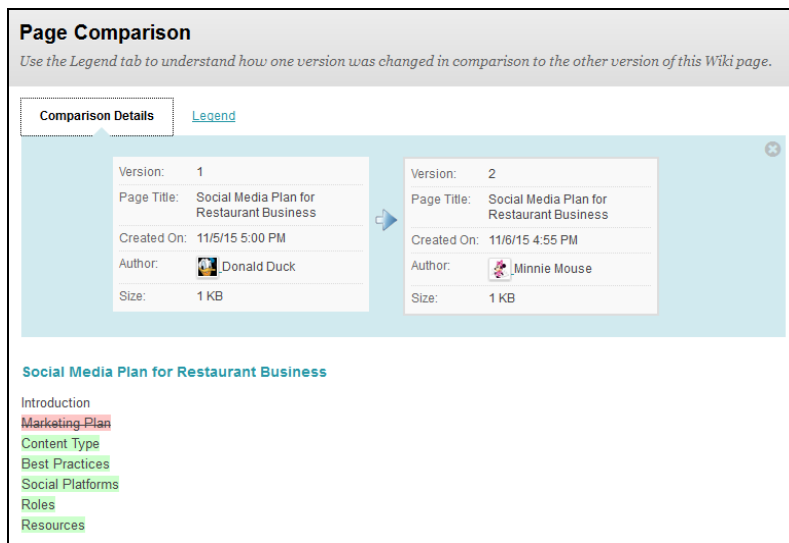


Figure 11: Screenshot of Page Comparison for a student's contribution to wiki content

step 21. A Page Comparison page displays changes activity and a legend tab to understand the differences in how one version was changed in comparison to the other version.

step 22. Follow [Steps 9-11](#) above to save content as a PDF file.

See detailed information about how to view Wiki content at: [Grading Wikis](#)