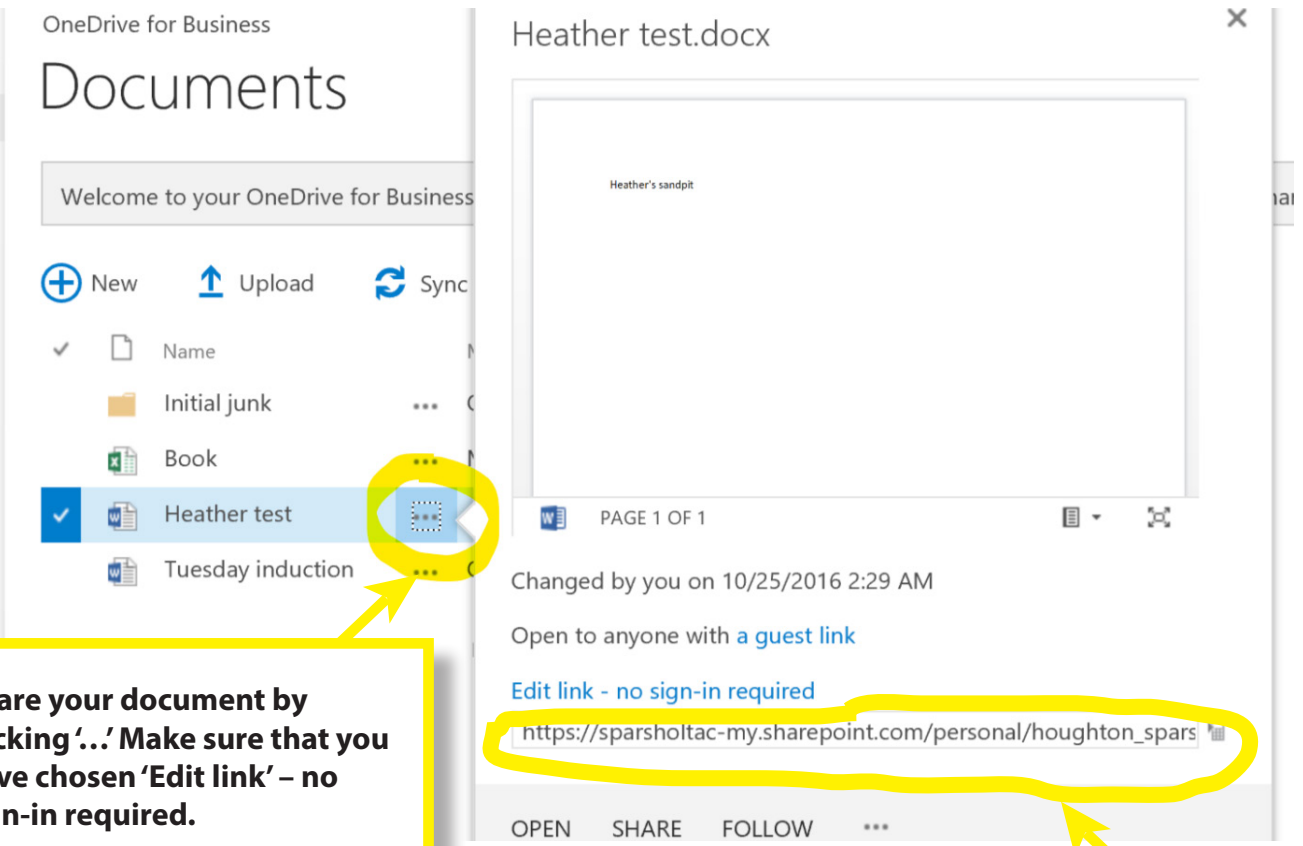


# Moodle Wiki

## Linking a document to a Wiki

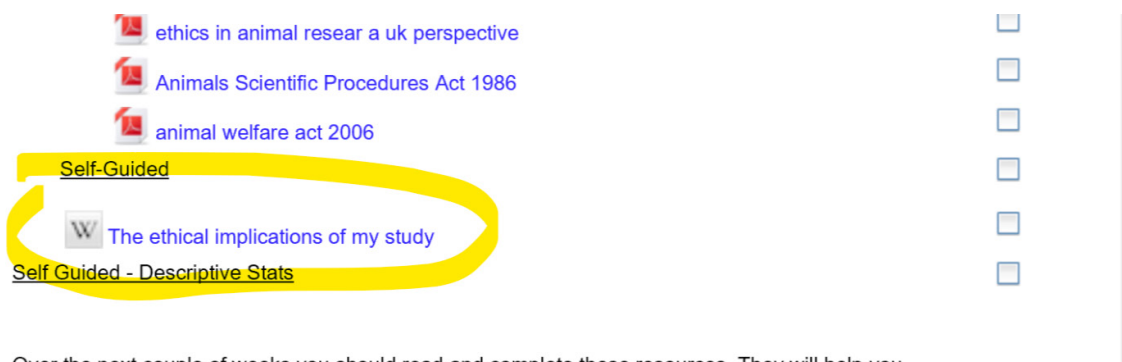
1. Make sure the document is stored on your One Drive



The screenshot shows the OneDrive for Business 'Documents' page. A file named 'Heather test.docx' is selected. A yellow circle highlights the three-dot menu icon next to the file. A yellow box with an arrow points to this icon, containing the text: 'Share your document by clicking ‘...’ Make sure that you have chosen ‘Edit link’ – no sign-in required.’

On the right, the document preview is shown. Below the preview, the sharing options are displayed: 'Changed by you on 10/25/2016 2:29 AM', 'Open to anyone with a guest link', and 'Edit link - no sign-in required'. A yellow circle highlights the 'Edit link' text. Below this, the shareable link is displayed: 'https://sparsholtac-my.sharepoint.com/personal/houghton\_spars'. A yellow box with an arrow points to this link, containing the text: 'Copy this link'.

2. Back on Ledge, open your course and locate the Wiki.



The screenshot shows a Moodle Wiki page with a list of resources. The resources are: 'ethics in animal resear a uk perspective', 'Animals Scientific Procedures Act 1986', 'animal welfare act 2006', 'Self-Guided', and 'The ethical implications of my study'. A yellow circle highlights the 'Self-Guided' resource. Below the list, the text 'Self Guided - Descriptive Stats' is visible. On the right side of the page, there is a vertical list of checkboxes.

# Moodle Wiki

## Linking a document to a Wiki

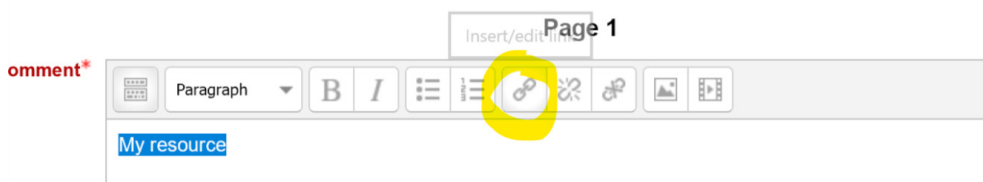
- Opening the Wiki shows the default 'View' Tab.



- The Wiki is setup to allow a student to add resources in the Comments Tab. Select Comments tab and 'Add comment'.



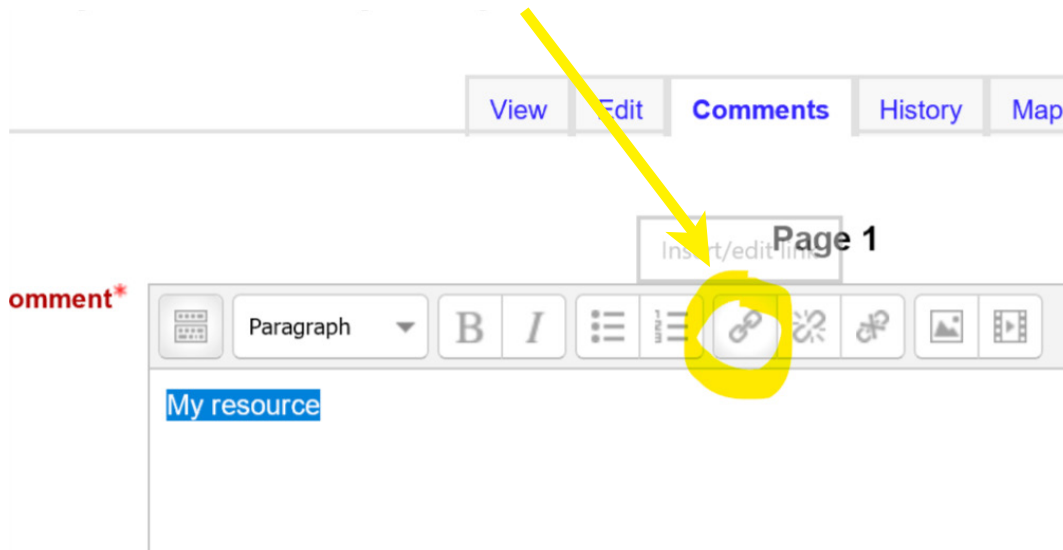
- In the comment editing window, type a description to use to link to your document. In this instance 'My resource' has been used.



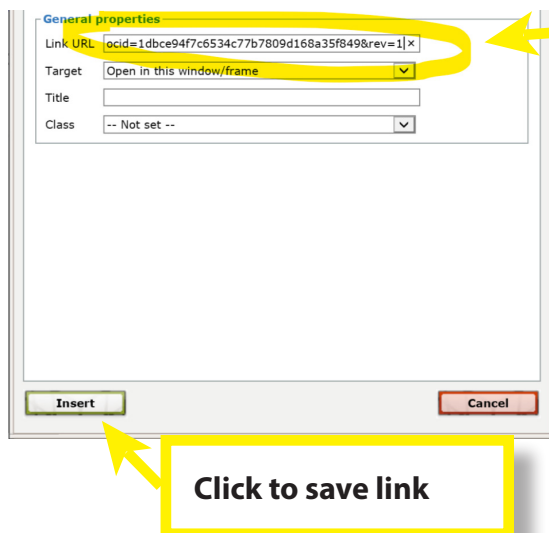
# Moodle Wiki

## Linking a document to a Wiki

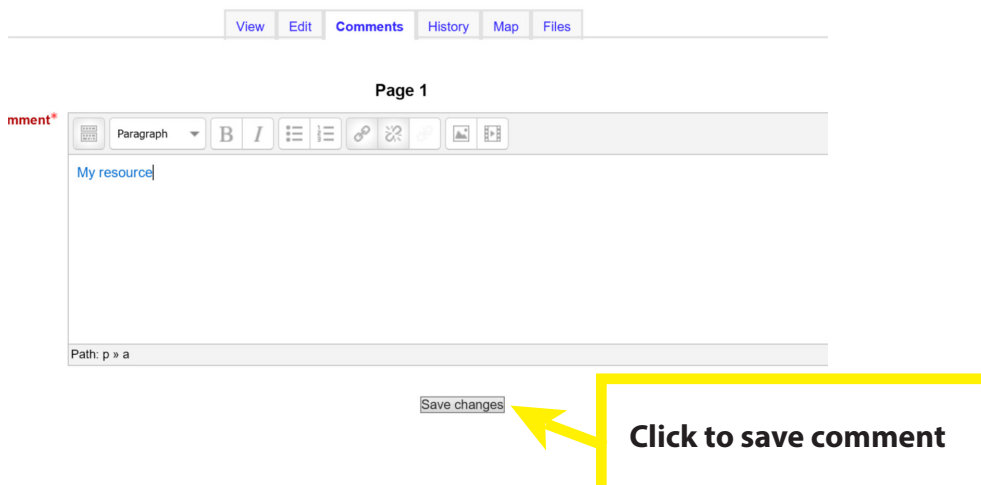
6. Highlight the text and select the **hyperlink** tool.



7. This will open the insert/edit link window. Paste the link to your document into the '**Link URL**' box.



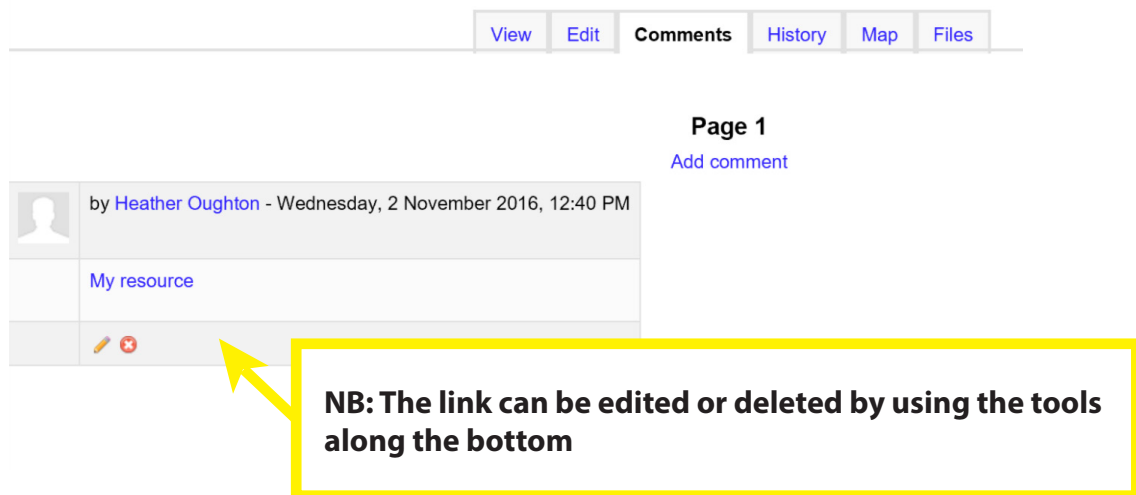
8. Save the comment



# Moodle Wiki

## Linking a document to a Wiki

9. The added document will be shown in the Comments tab.



The screenshot shows the Moodle Wiki interface with the 'Comments' tab selected. The comment is by Heather Oughton, dated Wednesday, 2 November 2016, 12:40 PM. The comment text is 'My resource'. At the bottom of the comment, there are two icons: a pencil (edit) and a red X (delete). A yellow callout box with a yellow arrow points to these icons, containing the text: **NB: The link can be edited or deleted by using the tools along the bottom**.