**Wikis**

Wiki is an interactive tool in Blackboard. Its purpose is to help students collaborate, list, and draft. These steps will help you set up a wiki in your course.

**How to Create a Wiki**

1. Begin with the edit mode **ON**.

2. Under the Control Panel, open **Course Tools** and click on **Wikis** as shown below.

3. Click on **Create Wiki**. A properties screen will appear so that you can set up the wiki. *Use the chevron on the far right to show more or fewer formatting tools.*

4. Type in a name for the Wiki and instructions for students. The Wiki below was named “Project Ideas.” You can type in your instructions or create them in Word and then
paste them into the Instructions section.  Note: You must type instructions here so that students can see them in the Wiki.

5. Click Yes make the Wiki immediately available to students. If you choose No, you will see (Wiki is not available) under the name of the Wiki in the list and you can make it available later. You may also set a time period for the Wiki to be available.

6. Click Open to Editing for students to add and revise content.

7. Click Open to Commenting if you want students to be able to post comments below the Wiki.

8. Click either No grading or Grade. If you are giving a grade, you must enter the number of points. You can set a “needs grading number” and add a rubric. Note: If you choose Grade, that Wiki will automatically be added to the Grade Center.
9. Click on the **Submit** button to complete the set-up. You should see a green bar telling you the Wiki was created. The new wiki should be in the list as shown below. The display also shows your settings.

10. Move your cursor to the right of the Wiki title and a pull-down menu will appear. From this menu, you can open the wiki, edit its properties, or delete the wiki. Use the pull-down menu to click **Open**. You will see the screen **Create Wiki Page**. This is where you create the home page—the page the students will see and use.

11. Type in a name for the Wiki. Use the same name for both the properties and this home page. Click **Submit**.
Click Edit Mode to OFF to see what the Wiki looks like to students. [Be sure to click Mode back to ON to continue working.]

Instructor Information

Instructions for students are always displayed in a Wiki Instructions section that can be opened and closed.
1. Click on the Participation and Grading box to view student use of the wiki. See below for Grading Information.
2. Open the pull down menu next to the page name and click on History to see all the versions of the Wiki. Use the Compare Versions button to see differences between two versions.
Create a Link for Students in the Content Area

1. From the action bar click on **Tools, Wikis**

![Tool options with Wikis highlighted](image)

2. Click **Link to a Wiki**, select a specific wiki.
3. Click **Next**. Confirm the information.
4. Click **Submit**.
5. In the content area, students will recognize a Wiki by this icon

![Wiki icon]

**Grading Information**

1. When you open Participation and Grading the first screen is a **Participation Summary**
2. Click on **All** to see the names of the students. Click on the name of a student to see his or her participation and compare versions
3. **Grade Panel** – type a score in the box. Type comments in the Feedback section. To format your comments, click on the A icon and type in a pop-up box.
4. Click **Submit**

![Participation Summary]

**Notes:**

- You can also enter grades from the Grade Center: Needs Grading or Full Grade Center.
- If you set up a wiki for groups and assign a grade, each person in the group will receive the same grade.

**Additional Resources:** Blackboard Help [https://help.blackboard.com](https://help.blackboard.com)