

Wikis

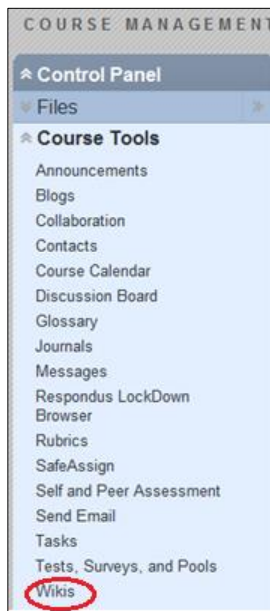
Wiki is an interactive tool in Blackboard. Its purpose is to help students collaborate, list, and draft. These steps will help you set up a wiki in your course.

How to Create a Wiki

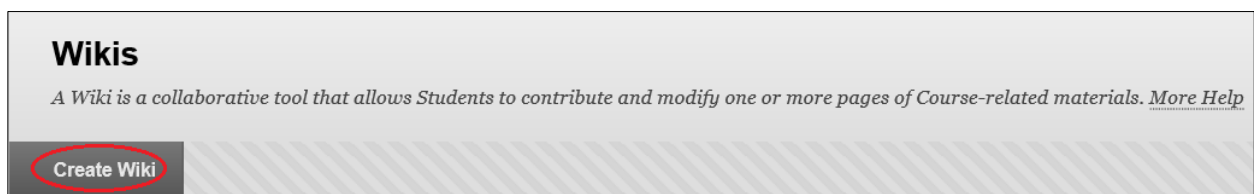
1. Begin with the edit mode **ON**.



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.*

Wiki Information

* Name

Instructions

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools. The text area below the toolbar is circled in red.

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.

Wiki Date and Time Restrictions

Wiki Availability Yes No

Limit Availability

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Wiki Participation

Student Access Closed to Editing Open to Editing

Student Comment Access Closed to Commenting Open to Commenting

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.*

Wiki Settings

Grade Wiki

No grading

Grade : Points possible

Show participants in "needs grading" status after every Page Saves

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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- 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.

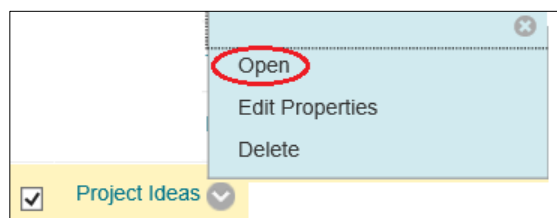
success: Wiki created

Wikis

A Wiki is a collaborative tool that allows Students to contribute and modify one or more pages of Course-related materials. [More Help](#)

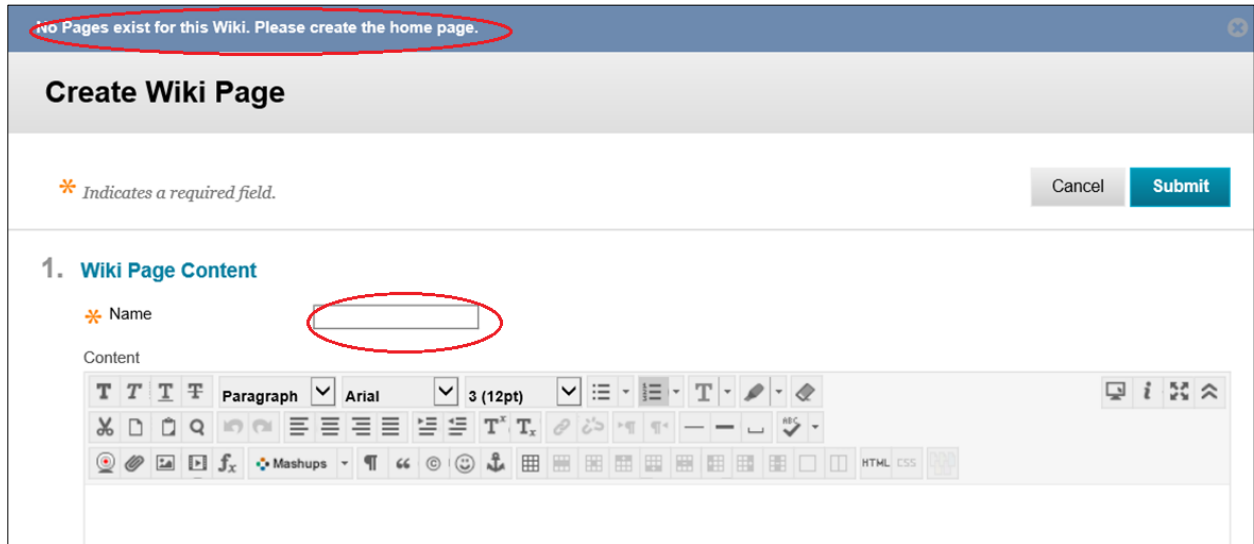
Name	Type	Student Access	Student Comment Access	Last Modified Date
<input type="checkbox"/> Project Ideas	Course	Open to Editing	Open to Commenting	7/27/13 4:17 PM

- 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.



- Type in a name for the Wiki. Use the same name for both the properties and this home page. Click **Submit**.

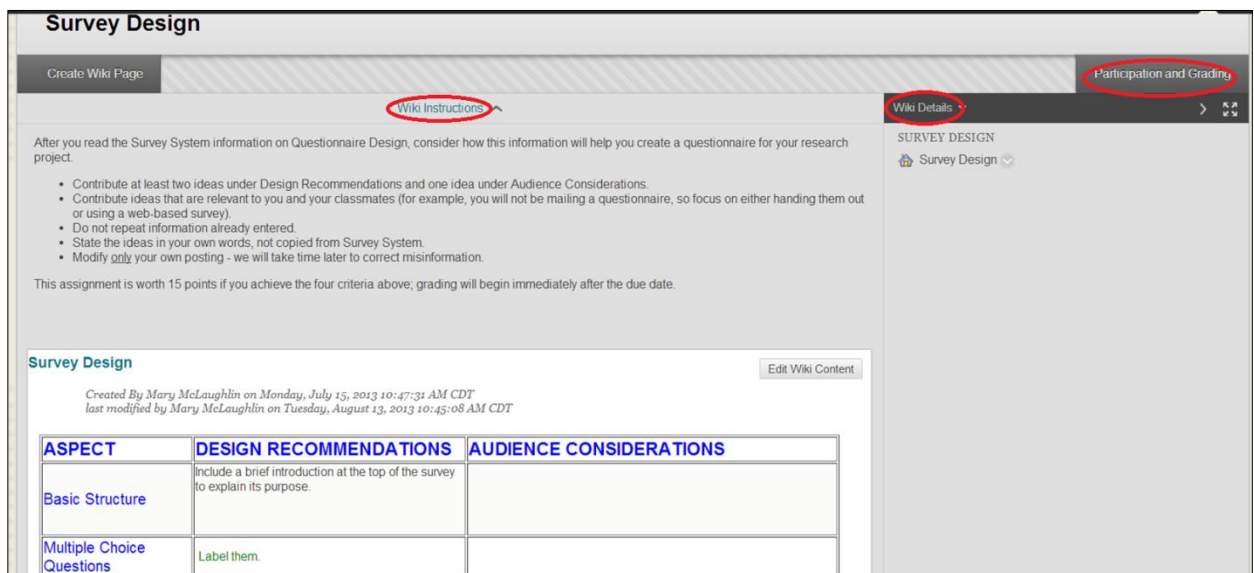
Click Edit Mode to **OFF** to see what the Wiki looks like to students. [Be sure to click Mode back to ON to continue working.]



Instructor Information

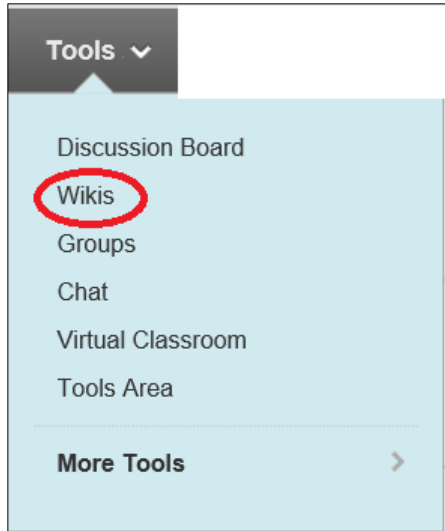
Instructions for students are always displayed in a Wiki Instructions section that can be opened and closed

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**



2. Click **Link to a Wiki**, select a specific wiki.
3. Click **Next**. Confirm the information.
4. Click **Submit**.

A screenshot of a web form titled 'Create Link: Wiki'. The form has a subtitle: 'Link to the Wikis page, link to a specific Wiki, or create a new Wiki.' There are two radio button options: 'Link to the Wikis Page' and 'Link to a Wiki'. The 'Link to a Wiki' option is selected and circled in red. Below this is a dropdown menu with the text '----Select Wiki below----'. The dropdown is open, showing a list of options: 'Project Ideas', 'Practice Wiki Page', 'Practice Wiki - Group', and 'Project Ideas'. The second 'Project Ideas' option is highlighted in blue and circled in red. Below the dropdown are two 'Create New Wiki' buttons. At the bottom of the form, there is a section titled '2. Next' with the instruction 'Click Next to next. Click Cancel to quit.' There are two buttons: 'Cancel' and 'Next'. The 'Next' button is circled in red.

5. In the content area, students will recognize a Wiki by this 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
Each user's contributions to the Wiki are represented by **Words Modified** and **Page Saves**. If the Wiki is gradable, the participant can be graded by clicking his or her name. [More Help](#)

Wiki Instructions ▾

Name ▲	Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)
Mary McLaughlin	80	96%	2	66%
Sue Scribner	3	3%	1	33%

Displaying 1 to 2 of 2 items

Wiki Details ▾

Wiki Name: Survey Design
Type: Course
Creation Date: 7/16/13 2:39 PM
Pages: 1
Comments: 0

< **All** >
 Show All Members

Mary McLaughlin
Sue Scribner

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>