Blackboard Wikis quick Guide

What is a Wiki?

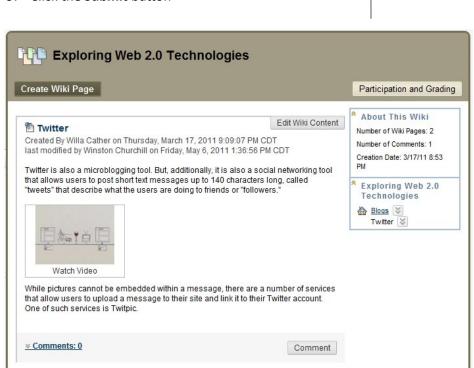
A *Wiki* is a collaborative tool that allows students to create and contribute to one or more pages of course related materials. There are two types of wikis in Blackboard: *group* or *course* wikis. A group wiki can be enabled whenever a group is created. All students in the course can contribute to the course wiki. Group wikis, however, can only be accessed by the members of a particular group. The wiki tool allows students to create pages, edit pages, and comment on entries. The tool keeps track of page editing history and can be used for a variety of collaborative projects.

Creating a Wiki

- 1. From the Control Panel, click Course Tools
- 2. Click Wikis
- 3. Click Create Wiki
- 4. On the *Create Wiki* page, provide the wiki *Name* and *Instructions*
- 5. Set Wiki Availability to 'Yes'
- 6. If the wiki is going to be restricted to a certain time period, select *Wiki Date and Time Restrictions*; otherwise, leave the fields empty
- 7. If students will be allowed to edit each other's entries, select *Open to Editing*; otherwise, select *Closed to Editing*
- If the wiki is going to be graded, select *Grade* and specify *Points possible*. If grading is enabled, Blackboard will automatically add a column to the Grade Center
- 9. Click the Submit button

Creating a Wiki Page

- 1. From the Course menu, click Tools, then click Wikis
- 2. Click on the wiki name
- 3. Click Create Wiki Page
- 4. Under Wiki Page Content fill out the Name
- 5. Type the message in the Content area. Using the Visual Textbox Editor, users can embed multimedia files or mashups
- 6. Click the Submit button



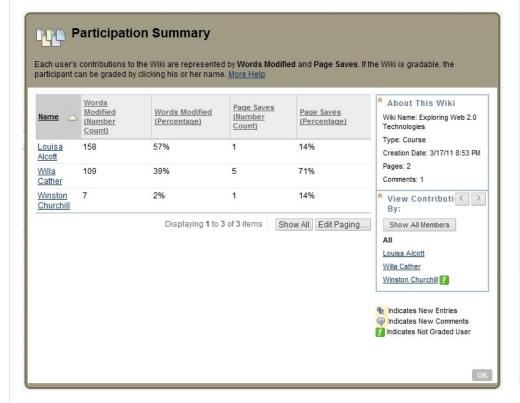


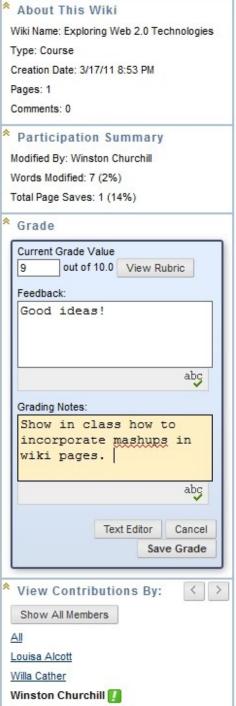
Remember!

- Wiki pages are displayed in alphabetical order (unlike blogs and journals which are displayed in reverse chronological order)
- Wikis can only be viewed from Blackboard; they are not publicly accessible
- If grading is enabled, a column will be automatically added to the Grade Center
- If a course is copied or archived, wiki entries are not copied or archived, but wiki definitions are
- Links to course wikis can be added to the course menu or to any content area

Grading a Wiki

- 1. If grading for the wiki has been enabled, from the Course menu, click **Tools**
- 2. Click Wikis
- 3. Click on the wiki name
- 4. Click the **Participation and Grading** button in the top right-hand corner
- 5. On the *Participation Summary* page, there is a list of all participants as well as how many pages they have saved and how many words they modified
- 6. In the right-hand box, under **View Contributions By**, click on the student you would like to grade (<u>Note</u>: all students who haven't been graded will have an exclamation point icon disp. disp. and next to their name)
- 7. After reading the entries displayed on the page, click on *Edit Grade* in the box on the right under *Wiki Grade*
- 8. Enter the grade under Current Grade Value
- 9. Enter comments to students under *Feedback*
- 10. Enter notes under *Grading Notes* (those can only be seen by course instructors)
- 11. Click the Save Grade button





Closing Wiki Participation

- 1. From the Course menu, click **Tools**
- 2. Click Wikis
- 3. Click the action link and select *Edit Properties*
- 4. In step 3 under Wiki Participation, select Closed to Editing
- 5. Click the **Submit** button