

# 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**
8. 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

The screenshot shows a Blackboard Wiki page titled "Exploring Web 2.0 Technologies". The page content includes a "Twitter" section with a video player and a "Watch Video" button. The video player shows a still image of a bar with various items on the counter. Below the video, there is a text block explaining that while pictures cannot be embedded, users can upload messages to their site and link them to their Twitter account. The page also features a "Participation and Grading" sidebar with "About This Wiki" statistics: Number of Wiki Pages: 2, Number of Comments: 1, and Creation Date: 3/17/11 8:53 PM. At the bottom, there is a "Comments: 0" section with a "Comment" button.

## 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 (Note: all students who haven't been graded will have an exclamation point icon  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

### 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](#)

Name	Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)
<a href="#">Louisa Alcott</a>	158	57%	1	14%
<a href="#">Willa Cather</a>	109	39%	5	71%
<a href="#">Winston Churchill</a>	7	2%	1	14%


Displaying 1 to 3 of 3 items




#### About This Wiki

Wiki Name: Exploring Web 2.0 Technologies  
 Type: Course  
 Creation Date: 3/17/11 8:53 PM  
 Pages: 2  
 Comments: 1

#### View Contributions By:

All

[Louisa Alcott](#)  
[Willa Cather](#)  
[Winston Churchill](#) 

 Indicates New Entries  
 Indicates New Comments  
 Indicates Not Graded User

#### About This Wiki

Wiki Name: Exploring Web 2.0 Technologies  
 Type: Course  
 Creation Date: 3/17/11 8:53 PM  
 Pages: 1  
 Comments: 0

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#### Participation Summary

Modified By: Winston Churchill  
 Words Modified: 7 (2%)  
 Total Page Saves: 1 (14%)

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#### Grade

Current Grade Value  
 out of 10.0


Feedback:

Grading Notes:


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#### View Contributions By:

All

[Louisa Alcott](#)  
[Willa Cather](#)  
[Winston Churchill](#) 

## Closing Wiki Participation

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