



Forward thinking. World ready.

## Blackboard Wikis Tool

Wikis are used to create a collaborative space within a course where all or groups for students can view, contribute, and edit content. The most common example is Wikipedia, the online encyclopedia that allows anyone in the world to contribute content to it.

### About Course Wikis

Any Course member can add pages unless the Instructor intends to be the sole author and use the Wiki to provide course content.

### About Group Wikis

Any Course member can read the Group Wiki, but the user must be a member of the Group to edit a page or make a comment on a Group Wiki page.

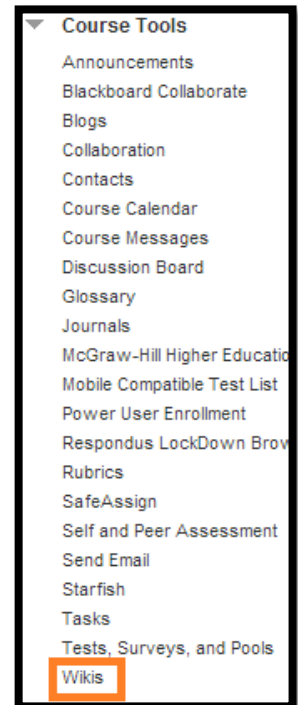
### How to Create a Wiki

Only the instructor can create a Wiki.

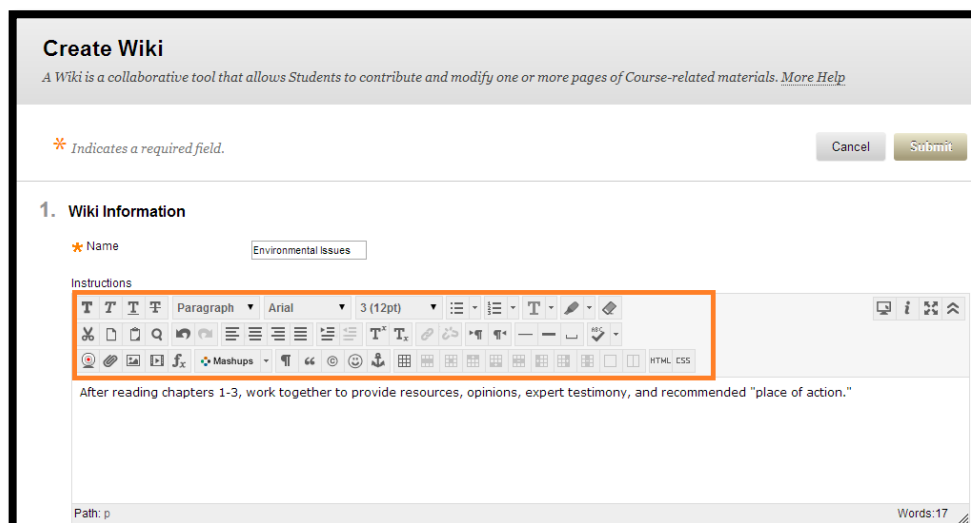
1- Access the Course. Ensure Edit Mode is ON.

2- In the Control Panel, expand the Course Tools section. Select Wikis.

3- On the Wikis listing page, click Create Wiki on the Action Bar.



4- On the Create Wiki page, type a Wiki Name and type optional Instructions for the Wiki. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor, if needed. Attachments added using the Text Editor can have alternate text added to describe the attachment.





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5- Select the Yes option to make the Wiki available to users.

### 2. Wiki Date and Time Restrictions

Wiki Availability  Yes  No

6- Use the Display After and/or Display Until date and time fields to limit availability of the Wiki, as desired. Select the Display After and Display Until check boxes in order to enable the date and time selections. Display restrictions do not affect the content in the Wiki, only the appearance of the Wiki.

Limit Availability

Display After

*Enter dates as mm/dd/yyyy*

Display Until

*Enter dates as mm/dd/yyyy*

7- Select the Student Access option:

Student Access can be changed at any time.

**-Closed to Editing:** Select this option when the Instructor will be the only one contributing pages or to disallow further page editing by users, such as when the Wiki pages are set to be graded. Wikis can still be viewed when Closed to Editing is selected.

**-Open to Editing:** Allows users to modify any Wiki page. In a Group Wiki, a user must be a member of the Group to edit a Wiki page.

### 3. Wiki Participation

Student Access  Closed to Editing  Open to Editing

Student Comment Access  Closed to Commenting  Open to Commenting

8- Select either "No grading" or the "Grade" option and type the number of points possible. Points possible will apply to one or more pages added and all edits by the user. Once a Wiki is set to be graded, a column is created for it in the Grade Center. It is permanently gradable and cannot be changed to No grading.

### 4. Wiki Settings

Grade Wiki  No grading  Grade : Points possible :



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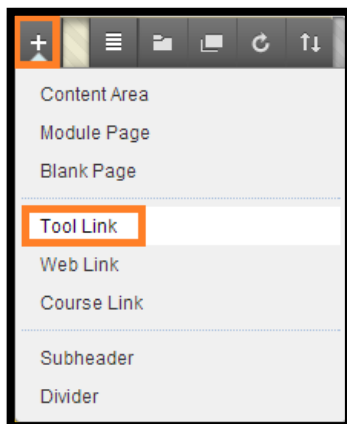
The Wiki topics appear in alphabetical order on the Wikis listing page. Columns can be sorted by clicking the column title or caret.

Name	Type	Student Access	Student Comment Access	Last Modified Date
Environmental Issues	Course	Open to Editing	Open to Commenting	4/29/14 3:45 PM

### Adding a Course Menu Button for a Wiki

To make the Wikis you have created easily accessible to your students you can add a Course Menu button or link named “Course Wikis” or something similar.

Select the plus sign at the top of your course menu and select Create Tool Link.



1. Give Button a Name.
2. Under Type, select Wikis
3. Select “Available to Users.” Click Submit. This will link to all course Wikis.

**Add Tool Link**

Name:

Type:

Available to Users

### How to Create a Wiki Page

Each newly created Course or Group Wiki requires a first page, which is the home page. The Instructor or any Course or Group member can create the home page. The home page cannot be deleted, but if the Wiki is open to editing, it can be edited by any Course or Group member. The home page and all subsequent pages are created following the same steps.

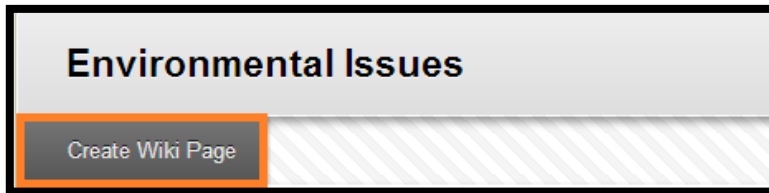


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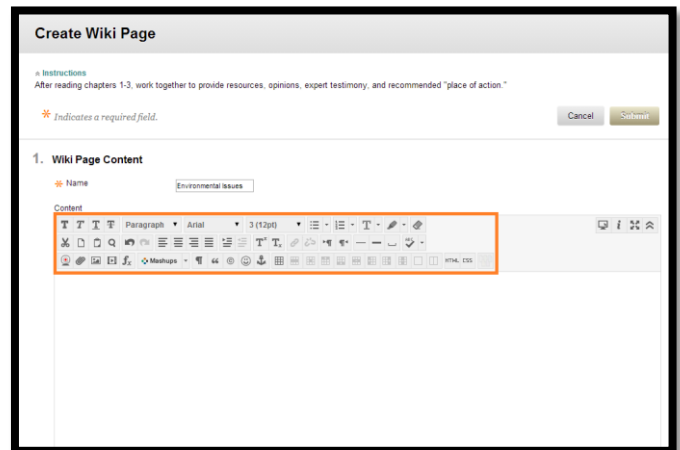
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1. On the Wikis listing page, select a Wiki title.
2. On the Wiki's topic page, click Create Wiki Page on the Action Bar.



3. On the Create Wiki Page, type a Name for the Wiki page.
4. Type text in the Content text box. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor. Attachments added using the Text Editor can have alternate text added to describe the attachment.
5. Click Submit.



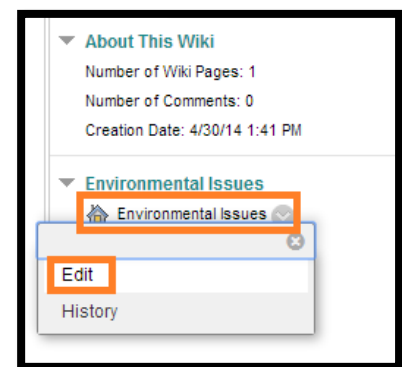
### How to Edit Wiki Content

Any Course member can edit a Course Wiki page and any Group member can edit a Group Wiki page, unless the Instructor has disabled this function. When a Wiki page is being edited by one user, it is locked to prevent others from editing the same page. If a user tries to edit a page someone else is editing, he or she is informed that the page is currently being edited by another user.

**Note: Students do not have the ability to delete Wiki pages.**

- 1- Access the Wiki. The Wiki topic page appears.
- 2- Select the page to review and edit. The Wiki page opens in the content frame.
- 3- In the side panel, click the page's Action Link to access the contextual menu and select Edit.

On the Edit Wiki Page, changes can be made to the name and content of the page. Additional content can be added also. Use the functions in the Text Editor to format existing text or add links, images, multimedia, Mashups, attachments, and link to other Wiki pages. Click Submit.



**Note:** Select History from a page's contextual menu to see how the page has been modified, view any version, and compare two versions side by side. The Page History page allows the Instructor to retrieve



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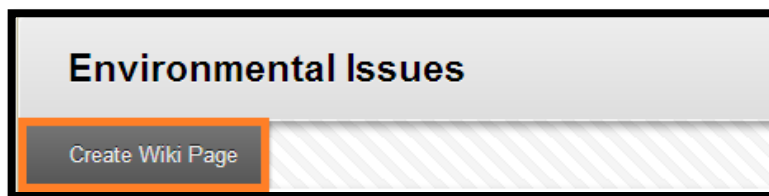
information about the development of any page and see who contributed content.

### How to Link to Other Wiki Pages

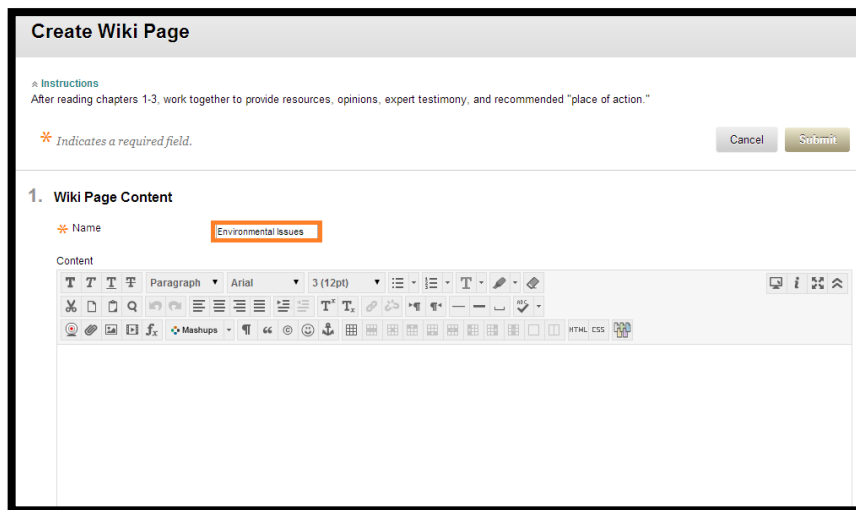
When creating or editing a Wiki page, users can use the Link to Wiki page function in the Text Editor to link to another Wiki page within the current Wiki.

Links to other Wiki pages can be created when at least two pages exist.

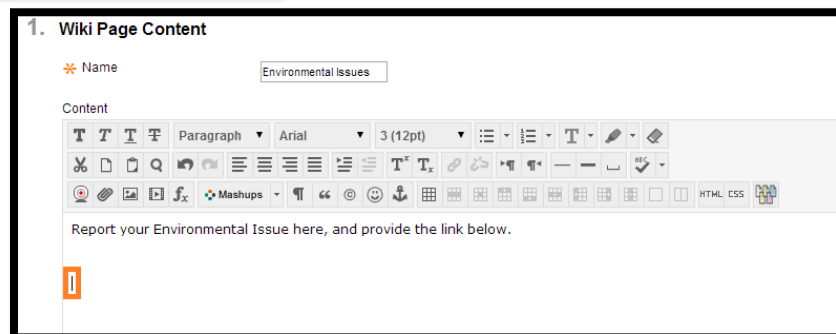
- 1- Access the Wiki.
- 2- On the Wiki topic page, click Create Wiki Page.



- 3- On the Create Wiki Page, type a Wiki Name and Content.



- 4- In the Content text box, position the mouse pointer where a link will be added to another Wiki page.



- 5- Click the Link to Wiki page function in the Text Editor, represented by several sheets of paper. If there is only one page in the Wiki, this function is disabled.



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6- In the pop-up window, select the Wiki page to link to from the drop-down list.

**Insert Wiki Page Link**

\* Indicates a required field. Cancel Submit

**1. Select Wiki Page Link**

Table of Contents (Home) ▼

**2. Wiki Page Options**

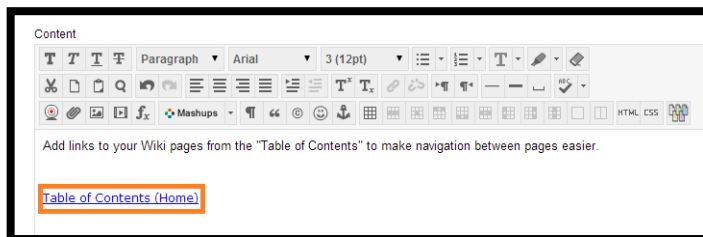
Rename Wiki Page Link

**3. Submit**

Click Submit to proceed. Click Cancel to quit. Cancel Submit

7- Optionally, type a name for the link in the Rename Wiki Page Link text box. If the link is not renamed, the original page title is used as the link. Click Submit. The link appears in the Text Editor.

8- Click Submit. The new page with the link to the other page is added to the Wiki.





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### How to Add a Comment to a Wiki Page

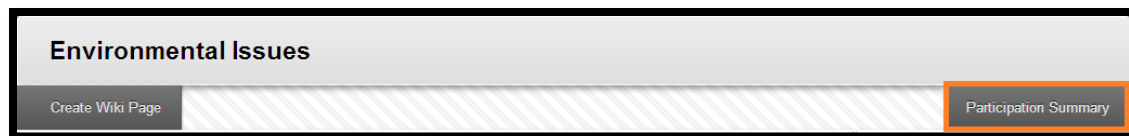
Any Course member can add a comment to a Course Wiki page that already exist. By default, Group Wikis can be read by all Course members, but a user must be a member of the Group to make a comment on a Group Wiki page. The Instructor can change the default setting to allow only Group members to view a Group Wiki.

- 1- Access the Wiki.
- 2- On the Wiki topic page, select the page to view. The Wiki page opens in the content frame.
- 3- Click Comment. The Comment text box appears.
- 4- Type a comment in the Comment text box
- 5- Click Spell Check at the bottom of the Comment text box to check the spelling of the content before continuing.
- 6- Click Add. Click the Comments link below the contribution to view the comment.

### How to View the Participation Summary

On the Participation Summary page, Instructors are able to view a list of all Student participation for the current Wiki being viewed.

- 1-Access the Wiki.
- 2-On the Wiki topic page's Action Bar, click Participation and Grading for graded Wikis or Participation Summary for Wikis with no grading.



- 5- On the Participation Summary page, view participation for the Students who have contributed to the Wiki.
- 6- In the side panel, view information about the Wiki and select a user to view his or her Participant's Contribution page.



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Page Versions: The Page Version column displays all pages created and edited by the user. This allows the Instructor to see precisely how and what content the user contributed and/or edited.

- Words Modified: Tally of any words added, deleted, or edited in all pages and each page's version of the Wiki.
- Page Saves: Tally of every time Submit is clicked on the Edit Wiki Page in the Wiki, regardless of whether or not content has been changed.

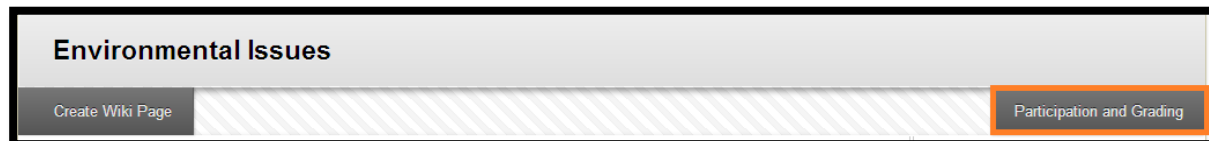
Name ▲	Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)
Bb Student	28	57%	1	25%
Janae Gagnon	21	42%	3	75%

### How to Grade a Course Wiki

After a Wiki is set to be graded, a column is automatically created in the Grade Center. Then, individual student contributions can be accessed from the Wiki's Participation Summary page.

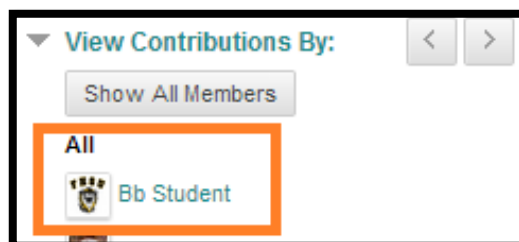
A graded Wiki cannot be set to change. Delete the graded Wiki from the Wikis listing page and the Grade Center, and create a new ungraded Wiki. (Alternatively, do not include the graded Wiki column in Total Grade Center calculations, if the Wiki pages need to be retained)

- 1- Access the Wiki to be graded.
- 2- On the Wiki topic page, click Participation and Grading on the Action Bar.



3- On the Participation Summary page, select a user's name in the side panel. Users with contributions ready for grading appear with the exclamation mark, the "needs grading" icon.

4- On the Participant's Contribution page, a list of the user's pages and page versions open in the content frame. You can also view information about the contributions. In the Page Version column, click a page's title to review it.



Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email [bbsupport@fhsu.edu](mailto:bbsupport@fhsu.edu).





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Page Version	User's Modifications	Created On	Words Modified
Table of Contents (1)		4/30/14 2:36 PM	28

Displaying 1 to 1 of 1 items | [Show All](#) [Edit Paging...](#)

5- When ready to grade, enter a grade in the Grade window.

**Note:** If a Rubric has been created for this graded Wiki, click View Rubric. The Rubric must be created and added to the appropriate Grade Center column in advance.

6- Optionally, type Feedback for the user and Grading Notes, which appear to the Instructor and Grader only. Optionally, use the Spell Check function in the bottom of each text box. Click Text Editor to access all the Text Editor functions for formatting text and adding URLs, attachments, images, Mashups, and multimedia.

7- Click Submit to add the Grade, Feedback, and Grading Notes to the Grade section and to the Grade Center.

The Grade, Feedback, or Grading Notes can be edited at any time. The changes appear in the Grade section and in the Grade Center. The changes are documented in the Grade Center in the Grade History tab on the user's Grade Details page.

Use the Previous User and Next User arrows in the side panel to quickly access other users' contributions to grade.

Grade

Current Grade Value  
85 out of 100

Feedback:  
Needs additional work.  
Please schedule an  
appointment to see me.

Grading Notes:

Text Editor Cancel Save Grade