Wikis

Wikis provide a collaborative space for all members of a course to add and edit information. An instructor creates a wiki and determines whether or not it is 'open to editing' or not. If so, all members of the course, including students, can add and edit content in the wiki. If the instructor keeps it closed to editing, he or she is the only person that can edit the wiki. Wikis are organized into pages which can be linked via hyperlinks.

Some examples of how wikis might be used:

- as a sign-up sheet where students sign up for project topics
- a collaborative writing exercise, where students are responsible for contributing to and editing the same document
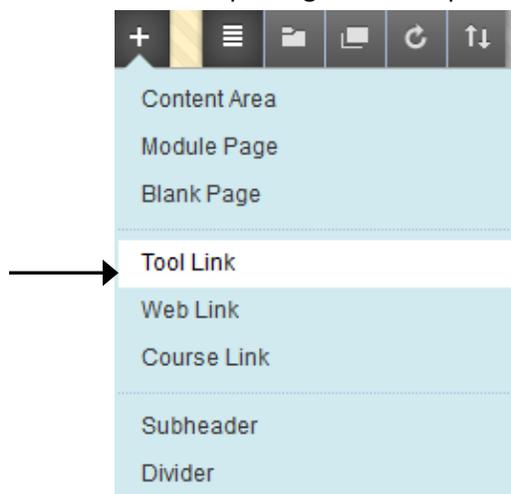- an exhibition site to display and share images

For more ideas about how to use wikis in a course, please see the Wikis – Helpful Hints document.

Adding a Wiki to a course:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

   Edit Mode is: ON ?

2. Click the 'plus sign' at the top of the course menu and select 'Tool Link.'

   + ≡ ▭ ▭ ↻ ↑↓

   Content Area
   Module Page
   Blank Page

   Tool Link
   Web Link
   Course Link

   Subheader
   Divider

3. Give the wiki a name and choose 'Wikis' for the tool type. Check the box to make it available to users and click Submit.

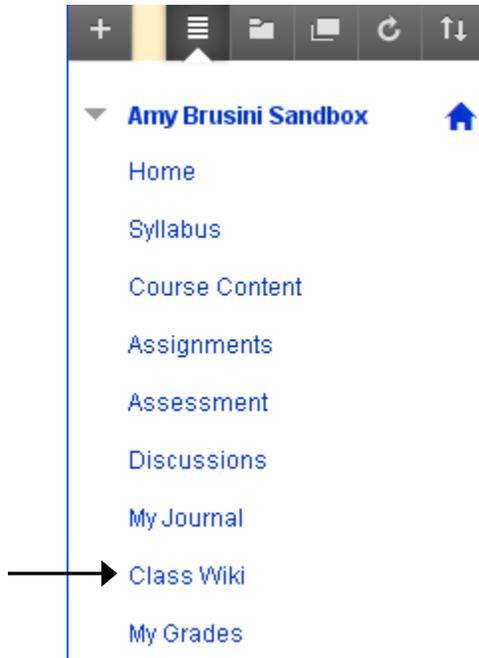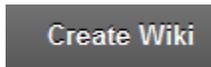4. Once added to the course menu, click on the link to set up the wiki.

5. Click the 'Create Wiki' button at the top.

6. Give the wiki a name and provide instructions for students on how they will use the wiki.

7. Make the wiki available for students and set availability restrictions if desired.

2. Wiki Date and Time Restrictions

Wiki Availability ● Yes ○ No

Limit Availability ☐ Display After [   ] 📅
Enter dates as mm/dd/yyyy

☐ Display Until [   ] 📅
Enter dates as mm/dd/yyyy

8. Decide whether or not the wiki will be open or closed to student editing and commenting.

3. Wiki Participation

Student Access ○ Closed to Editing ● Open to Editing

Student Comment Access ○ Closed to Commenting ● Open to Commenting

9. Select whether or not to grade the wiki and enter a point value if needed.

Optional: Adjust the 'needs grading' status, and add an associated rubric if desired. The 'needs grading' status will cause the 'needs grading' symbol [🟩] to appear in the grade center after a student reaches a set number of page saves in the wiki. For example, if you want to grade the wiki after each student has three page saves, instead of after every page save, adjust the setting to '3.'

4. Wiki Settings

Grade Wiki ○ No grading
● Grade : Points possible : [5]

☑ Show participants in "needs grading" status 🟩 after every [3 ▾] Page Saves

Associated Rubrics [Add Rubric ▾]

Name	Type	Date Last Edited	Show Rubric to Students

10. Click Submit.

7. Submit

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

[Cancel] [Submit]

11. The new wiki will be created and added to the list.

[Delete] [Availability ▾] [Student Access ▾] [Student Comment Access ▾]

☐	Name △	Type	Student Access	Student Comment Access	Last Modified Date
☐	Project Topics	Course	Open to Editing	Open to Commenting	12/20/12 12:24 PM

[Delete] [Availability ▾] [Student Access ▾] [Student Comment Access ▾]

Creating a Wiki Page:

Wikis are organized into pages. Both instructors and students can create pages, as long as editing is open to students.

1. Click on the wiki to access it. In this example, we'll select the 'Project Topics' wiki.
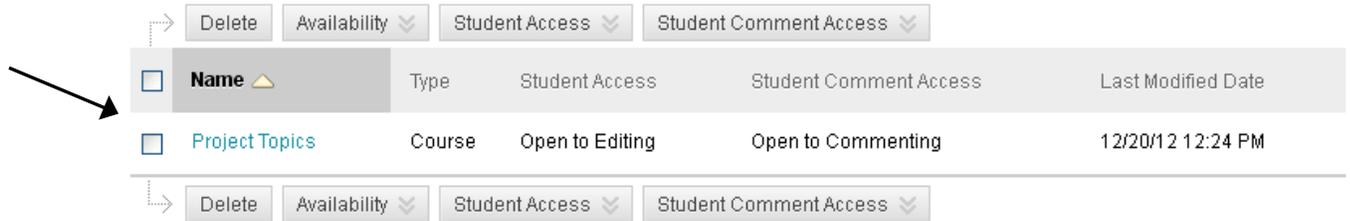
	Name △	Type	Student Access	Student Comment Access	Last Modified Date
☐	Project Topics	Course	Open to Editing	Open to Commenting	12/20/12 12:24 PM

2. If no pages have yet been created in the wiki, the 'Create Wiki Page' screen opens. (Otherwise, click the 'Create Wiki Page' button at the top of the screen.) Fill in a name for the page and add the page contents. Click Submit.

Create Wiki Page

⋀ Instructions
Please use this page to post your ideas for your final group projects. Feel free to comment on other groups' ideas.

✳ *Indicates a required field.* Cancel **Submit**

1. **Wiki Page Content**

✳ Name   Topics Sign-up

Content   Text Editor is: ON
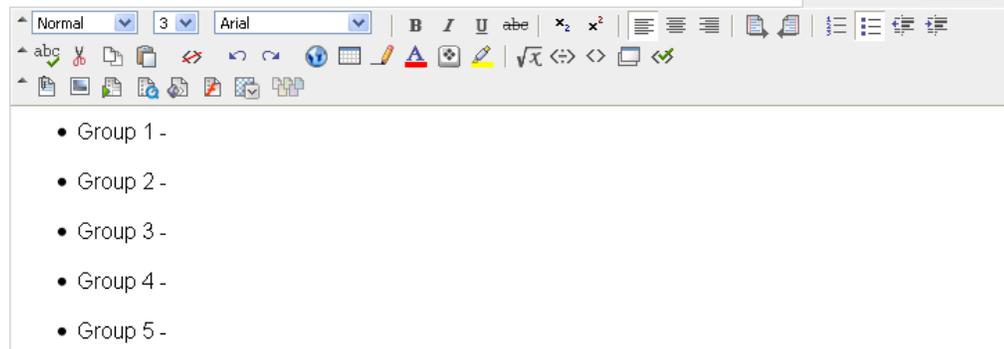
- Group 1 -
- Group 2 -
- Group 3 -
- Group 4 -
- Group 5 -

3. The page has been created. If the wiki is open to student editing, they will also be able to create new pages, edit wiki content, and add comments to pages.

Create a new wiki page

Click to view a breakdown of student participation in the wiki. Students will see only their own participation.

Edit the content of this wiki page

List of wiki pages will appear here

Add a comment to this wiki page

Create Links to Wiki Pages:

If you have more than one wiki page, it is possible to create hyperlinks to navigate between them.

1. Open the page where you want to add the link. (In this example, there are three wiki pages that have been created.) Click the 'Edit Wiki Content' button to edit the page.

Instructions   Alignments

About This Wiki
Number of Wiki Pages: 3
Number of Comments: 0
Creation Date: 12/20/12 12:24 PM

Topics Sign-up   Edit Wiki Content

Created By Amy Brusini on Thursday, December 20, 2012
12:37:20 PM EST
last modified by Amy Brusini on Thursday, December 20, 2012 1:43:04 PM EST

- Group 1 - Economic Impact of Global Sustainability
- Group 2 - Harnessing Solar Power
- Group 3 -
- Group 4 -
- Group 5 -

Project Topics
🏠 Topics Sign-up ⌄
    Group 1 Detail ⌄
    Group 2 Detail ⌄

3 wiki pages have
been created

⩔ **Comments: 0**   Comment

2. Click inside the editing box and type in a new link, or highlight text that has already been typed. In this example, we'll highlight text that has already been added ('Group 1') and add a link to the 'Group 1 Detail' page.

1. **Wiki Page Content**

⭐ Name   Topics Sign-up

Content   Text Editor is: ● ON

Normal ▾ | 3 ▾ | Arial ▾ | **B** *I* U̲ a̶b̶e̶ | x₂ x² | ☰ ☰ ☰ | 📄 📄 | ☰☰ ☰☰ ⮘ ⮚
abc ✂ 📋 📋 ✎ ↶ ↷ 🌐 ▦ ✏ **A** ⊞ ✎ | √x̄ ⟨⟩ ⟨⟩ ☐ ✓
📄 🖼 📄 📄 📄 📄 📄 📄

- Group 1 - Economic Impact of Global Sustainability
- Group 2 - Harnessing Solar Power
- Group 3 -
- Group 4 -
- Group 5 -

3. Once the text has been highlighted, click the 'pages' icon at the top of the editing box.

4. Select the page you want to link to from the dropdown. In this example, we'll link to the 'Group 1 Detail' page. Rename the link if desired. Click Submit.

5. Click Submit on the Editing page.

6. The link should now be added and should take you to the specified page when clicked.
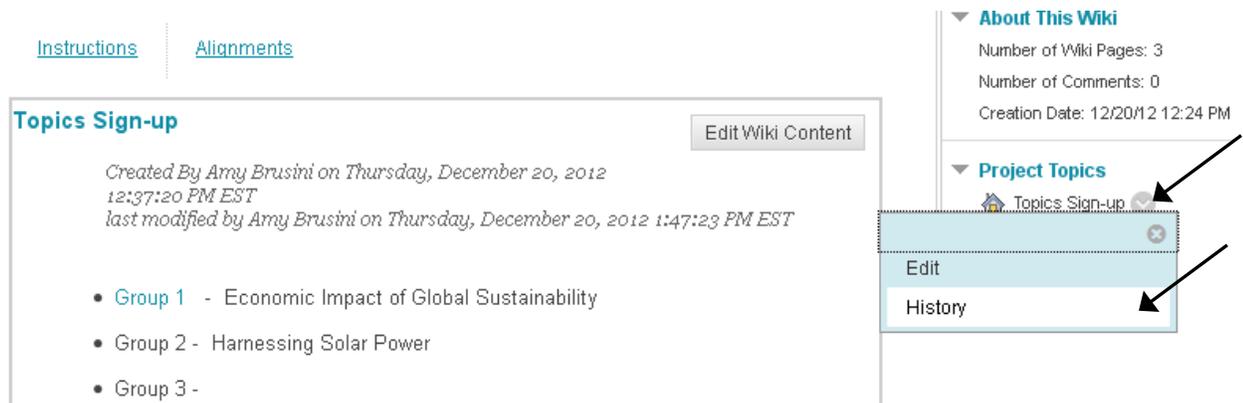

Viewing the History of a Wiki Page:

It is possible to view the history of a wiki page – all of the changes made, who made them, and when they were made. Instructors as well as students have access to this feature.

1. From the wiki, locate the list of pages created in the upper right corner.
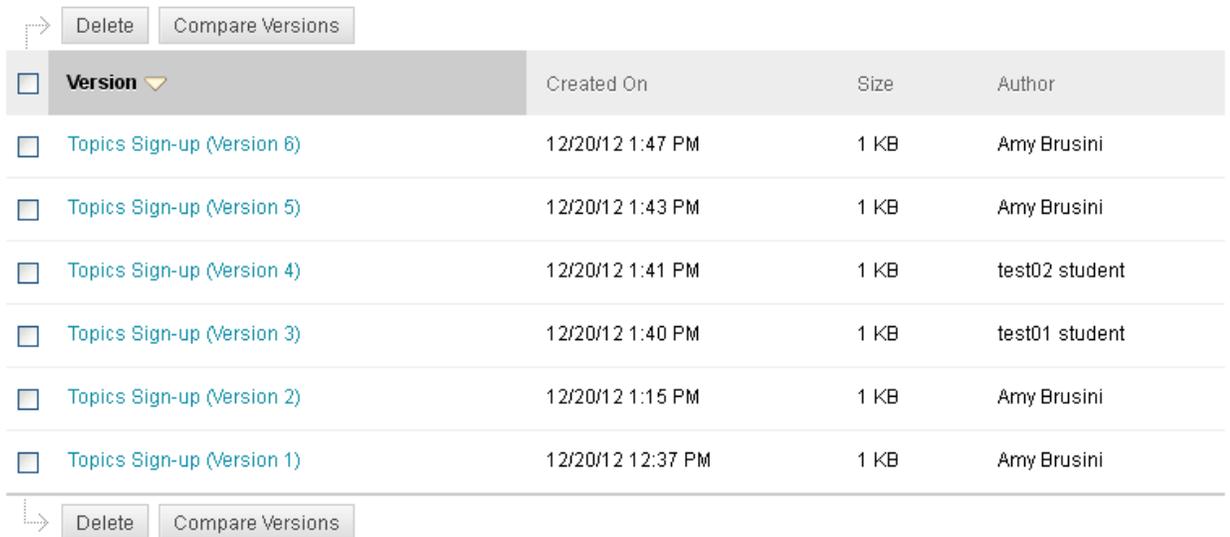

List of pages created

2. To view the history for a page, click the Edit dropdown [⌄] next to the page name and select 'History.'

Instructions   Alignments

Topics Sign-up   Edit Wiki Content

  Created By Amy Brusini on Thursday, December 20, 2012
  12:37:20 PM EST
  last modified by Amy Brusini on Thursday, December 20, 2012 1:47:23 PM EST

  • Group 1 - Economic Impact of Global Sustainability

  • Group 2 - Harnessing Solar Power

  • Group 3 -

About This Wiki
Number of Wiki Pages: 3
Number of Comments: 0
Creation Date: 12/20/12 12:24 PM

Project Topics
  Topics Sign-up

Edit

History

3. The history of the page is displayed. To revert to a previous version of the page, all versions saved after the intended version must be deleted. (Only instructors and TAs have the ability to delete versions – students do not.)

Delete Compare Versions			
Version ▽	Created On	Size	Author
Topics Sign-up (Version 6)	12/20/12 1:47 PM	1 KB	Amy Brusini
Topics Sign-up (Version 5)	12/20/12 1:43 PM	1 KB	Amy Brusini
Topics Sign-up (Version 4)	12/20/12 1:41 PM	1 KB	test02 student
Topics Sign-up (Version 3)	12/20/12 1:40 PM	1 KB	test01 student
Topics Sign-up (Version 2)	12/20/12 1:15 PM	1 KB	Amy Brusini
Topics Sign-up (Version 1)	12/20/12 12:37 PM	1 KB	Amy Brusini

Delete   Compare Versions

4. It is possible to compare two versions of the page to see what changes have been made. Select the two versions you would like to compare, then click the 'Compare Versions' button at the top of the page.

5. The page comparison displays, showing any changes made between versions in green or red highlights. (Click the 'Legend' tab for more detail on the highlighting key.)

Grading a Wiki

Blackboard wikis can be graded. If you choose to grade a wiki, Blackboard will automatically create a column with the wiki's name in the grade center.

1. Navigate to the list of wikis and click on the one to be graded.

2. Click the 'Participation and Grading' button in the upper right hand corner.
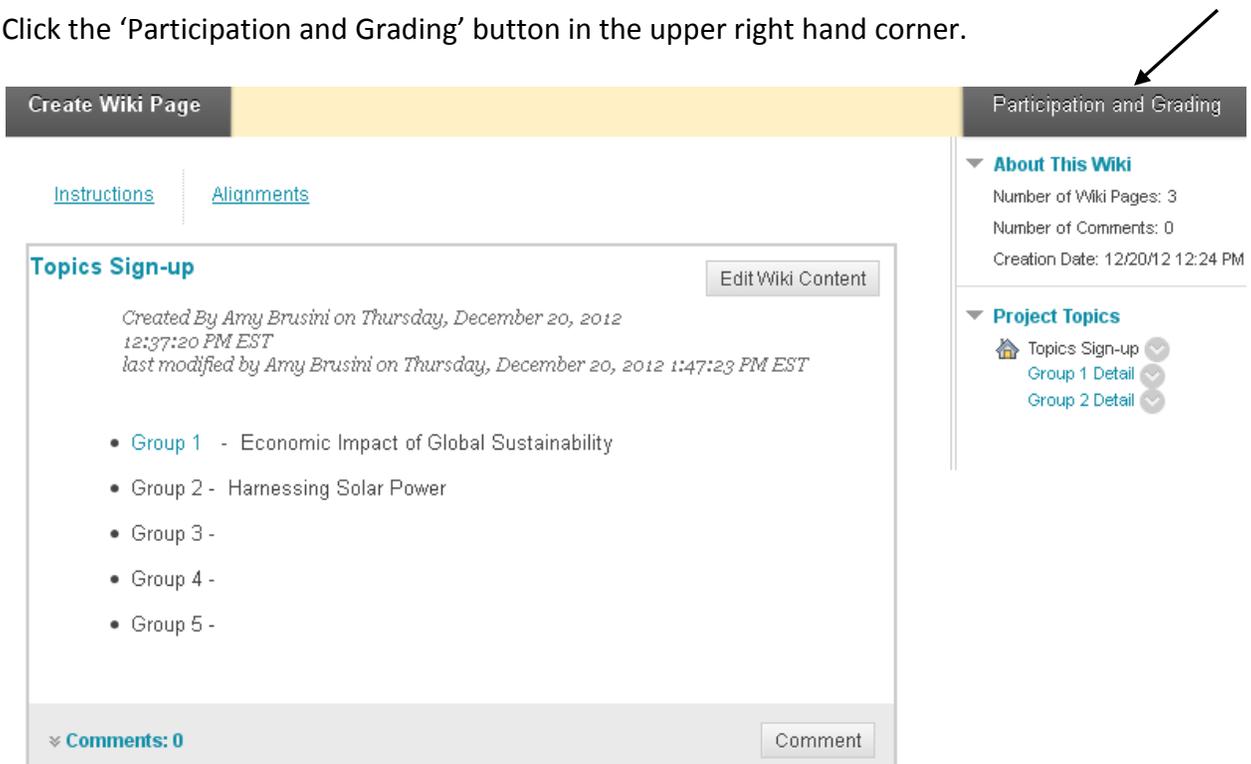

3. The resulting screen will display a summary of each participant's activity within the wiki, including words modified and page saves. On the right hand side, a green exclamation point symbol will appear next to the names of students who have not been graded. In the example below, both test01_student and test02_student have not been graded. Click on the student's name to view a detailed account of his/her participation.

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)
Amy Brusini	42	80%	6	75%
test01 student	6	11%	1	12%
test02 student	4	7%	1	12%

Displaying **1** to **3** of **3** items   Show All   Edit Paging...

▼ About This Wiki
Wiki Name: Project Topics
Type: Course
Creation Date: 12/20/12 2:20 PM
Pages: 3
Comments: 0

▼ View Contributions B ‹ ›
Show All Members
All
Amy Brusini
test01 student ⚠
test02 student ⚠

Indicates New Entries
Indicates New Comments
Indicates activity that Needs Grading
Indicates activity that is In Progress

4. A detailed view of the student's wiki participation is displayed. Click the 'Edit Grade' button on the right hand side to enter a grade.

Page Version	User's Modifications	Created On	Words Modified
Topics Sign-up (3)	Compare to Version 2	12/20/12 1:40 PM	6
Group 1 Detail (3)	Compare to Version 2	12/20/12 2:26 PM	6
Group 1 Detail (2)	Compare to Version 1	12/20/12 2:26 PM	10

Displaying **1** to **3** of **3** items   Show All   Edit Paging...

▼ About This Wiki
Wiki Name: Project Topics
Type: Course
Creation Date: 12/20/12 2:20 PM
Pages: 2
Comments: 0

▼ Participation Summary
Modified By: test01 student
Words Modified: 22 (32%)
Total Page Saves: 3 (30%)

▼ Grade
Edit Grade

Grade for: test01 student
Grade: -- out of 5
Grade Date: --
Feedback:
--
Grading Notes:
--

5. Enter the grade, any feedback to the student (optional), and any grading notes for yourself (optional.) Click Save Grade. The grade will be entered into the Blackboard grade center.

Note: The 'Edit Grade' button allows you to add/edit a grade for the wiki as a whole – not for each individual page or entry. (I.e. Blackboard creates **one column** in the grade center for the wiki – not multiple columns for each wiki page.) If you want to enter a separate grade for each wiki page, you will need to manually create your own columns in the grade center.
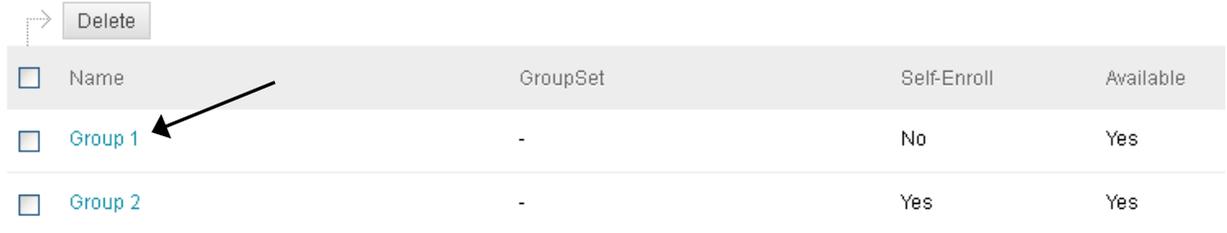
Grading a Group Wiki

Group wikis can be graded in two ways: one grade can be given for all members of the group, or individual grades can be given to each member of the group.

1. To grade a group wiki, navigate to the Control Panel > Users and Groups > Groups.

2. Click the name of the group to be graded. In this example, we'll select Group 1.

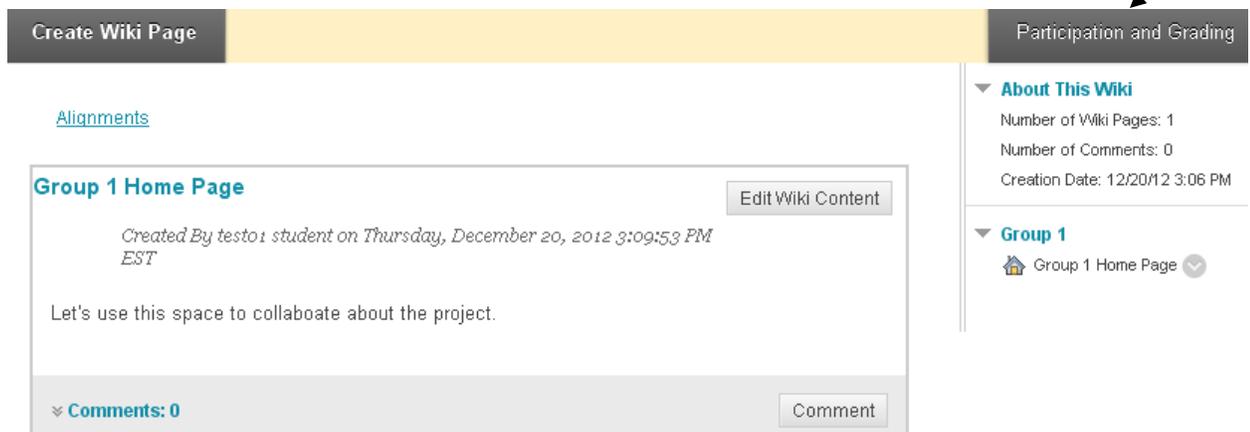|	Name	GroupSet	Self-Enroll	Available
☐	Group 1	-	No	Yes
☐	Group 2	-	Yes	Yes

Delete

3. Select 'Group Wiki' from the Group Tools box.

Group Tools

Group Blog
Group Discussion Board
Group Journal
Group Wiki
Send Email

4. The home page of the wiki will be displayed. Navigate to the desired page of the wiki and click the 'Participation and Grading' button in the upper right hand corner.

Create Wiki Page   Participation and Grading

Alignments

About This Wiki
Number of Wiki Pages: 1
Number of Comments: 0
Creation Date: 12/20/12 3:06 PM

Group 1 Home Page   Edit Wiki Content

Created By test01 student on Thursday, December 20, 2012 3:09:53 PM EST

Let's use this space to collaboate about the project.

Group 1
🏠 Group 1 Home Page ⌄

⌄ Comments: 0   Comment

5. The resulting screen will display a summary of each participant's activity within the wiki, including words modified and page saves. An information panel and grading links are located on the right side of the screen.

Name △	Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)
test01 student	12	80%	1	50%
test02 student	3	20%	1	50%

Displaying **1** to **2** of **2** items | Show All | Edit Paging…

Click here to grade all group members with one grade.

Click here, on each individual name, to grade group members individually.

About This Wiki
Wiki Name: Group 1
Type: Group
Creation Date: 12/20/12 3:06 PM
Pages: 1
Comments: 0

Grade
Edit Grade

Grade for: All Group Members
Grade: -- out of 5
Grade Date: --
Feedback:
--
Grading Notes:
--
To grade an individual…

View Contributions B < >
Show All Members
All
test01 student !
test02 student !

6. **To give one grade for the entire group**: Click the 'Edit Grade' button in the right hand panel and fill in the grade and feedback for students as well as any grading notes for yourself, if desired. Click 'Save Grade' and the grade will be automatically entered into the grade center.

About This Wiki
Wiki Name: Group 1
Type: Group
Creation Date: 12/20/12 3:06 PM
Pages: 1
Comments: 0

Grade
Edit Grade

Grade for: All Group Members
Grade: -- out of 5
Grade Date: --
Feedback:
--
Grading Notes:
--
To grade an individual…

View Contributions B < >
Show All Members
All
test01 student !
test02 student !

Grade
Current Grade Value 5 out of 5
Feedback:
Nice work, everyone!
abc ✓
Grading Notes:
abc ✓
Text Editor | Cancel
Save Grade

To grade each group member individually: Click on the student's name in the right hand panel – the resulting screen will show a summary of wiki activity for that particular student.

Next, click the 'Edit Grade' button and fill in the grade and feedback for the student as well as any grading notes for yourself, if desired. Click 'Save Grade' and the grade will be automatically entered into the grade center.