

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

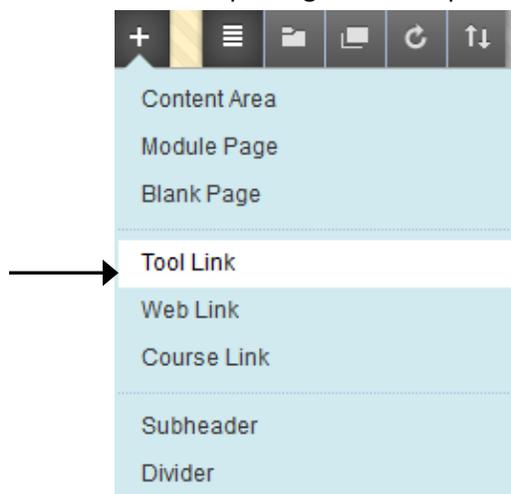
For more ideas about how to use wikis in a course, please see the [Wikis – Helpful Hints](#) document.

Adding a Wiki to a course:

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



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



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.

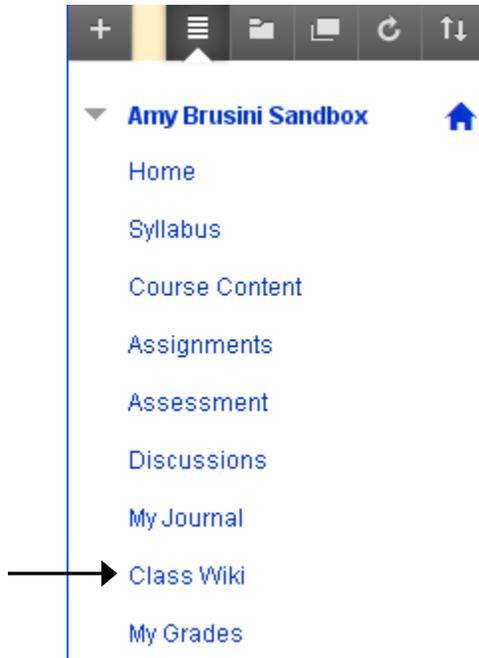
Add Tool Link

✱ Name:

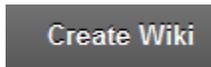
Type: ▼
(u) - Tool is off

Available to Users

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.

1. **Wiki Information**

✱ Name

Instructions

Text Editor is: ON

A rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. Below the toolbar is a text area containing the following text:

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

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 :

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

Associated Rubrics

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.

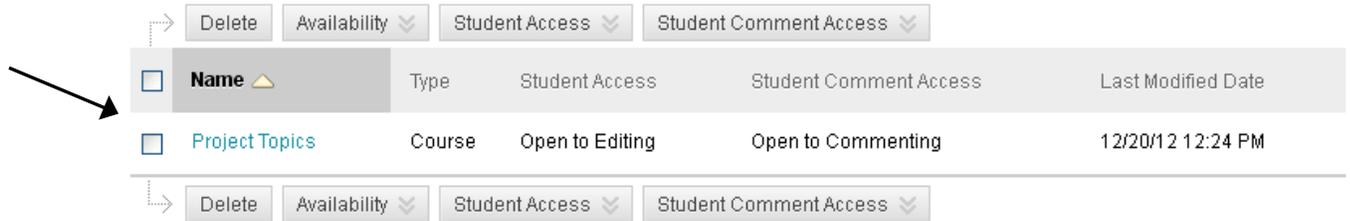
11. The new wiki will be created and added to the list.

<input type="checkbox"/>	Name 	Type	Student Access	Student Comment Access	Last Modified Date
<input type="checkbox"/>	Project Topics	Course	Open to Editing	Open to Commenting	12/20/12 12:24 PM

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.



<input type="checkbox"/>	Name ▲	Type	Student Access	Student Comment Access	Last Modified Date
<input type="checkbox"/>	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

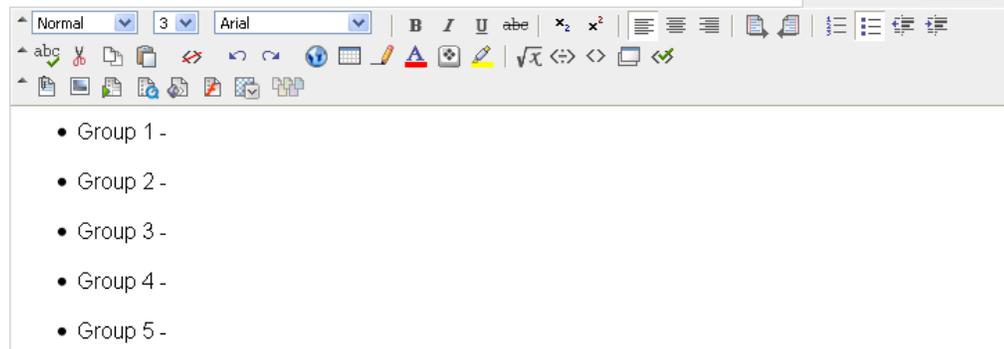
1. Wiki Page Content

* Name

Topics Sign-up

Content

Text Editor is: **ON**



Normal | 3 | Arial | B I U abc | x₂ x² | [List Icons] | [List Icons]

- 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.

The screenshot shows a wiki page titled "Topics Sign-up" with a yellow header bar containing "Create Wiki Page" and "Participation and Grading". The page content includes a title, creation information, a list of five groups, and a comment section. Callout boxes provide instructions: "Create a new wiki page" points to the header; "Click to view a breakdown of student participation in the wiki. Students will see only their own participation." points to the "Participation and Grading" tab; "Edit the content of this wiki page" points to the "Edit Wiki Content" button; "Add a comment to this wiki page" points to the "Comment" button; and "List of wiki pages will appear here" points to the "Project Topics" sidebar.

Callout boxes:

- 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
- Add a comment to this wiki page
- List of wiki pages will appear here

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.

Create Wiki Page

Participation and Grading

[Instructions](#) | [Alignments](#)

Topics Sign-up

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

[Edit Wiki Content](#)

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

Comments: 0 [Comment](#)

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
- Group 1 Detail
- Group 2 Detail

3 wiki pages have been created

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

Content

Text Editor is: **ON**

Normal 3 Arial B I U abc x₂ x²

abc [Rich Text Editor Icons]

- **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.

* Name

Content



- [Group 1](#) - Economic Impact of Global Sustainability
- Group 2 - Harnessing Solar Power
- Group 3 -
- Group 4 -
- Group 5 -

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.

Insert Wiki Page Link

* Indicates a required field.

1. Select Wiki Page Link

2. Wiki Page Options

Rename Wiki Page Link

5. Click Submit on the Editing 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.

1. Wiki Page Content

* Name

Content

Text Editor is: ON

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

The screenshot shows a 'Create Wiki Page' interface. At the top, there are two tabs: 'Create Wiki Page' (active) and 'Participation and Grading'. Below the tabs are two sub-tabs: 'Instructions' and 'Alignments'. The main content area is titled 'Topics Sign-up' and includes an 'Edit Wiki Content' button. The page content reads: 'Created By Amy Brusini on Thursday, December 20, 2012 12:37:20 PM EST' and 'last modified by Amy Brusini on Thursday, December 20, 2012 1:47:23 PM EST'. Below this is a bulleted list of groups: 'Group 1 - Economic Impact of Global Sustainability', 'Group 2 - Harnessing Solar Power', 'Group 3 -', 'Group 4 -', and 'Group 5 -'. At the bottom of the main content area, there is a 'Comments: 0' section with a 'Comment' button. On the right sidebar, under 'About This Wiki', it shows 'Number of Wiki Pages: 3', 'Number of Comments: 0', and 'Creation Date: 12/20/12 12:24 PM'. Under 'Project Topics', there are three items: 'Topics Sign-up', 'Group 1 Detail', and 'Group 2 Detail', each with a dropdown arrow.

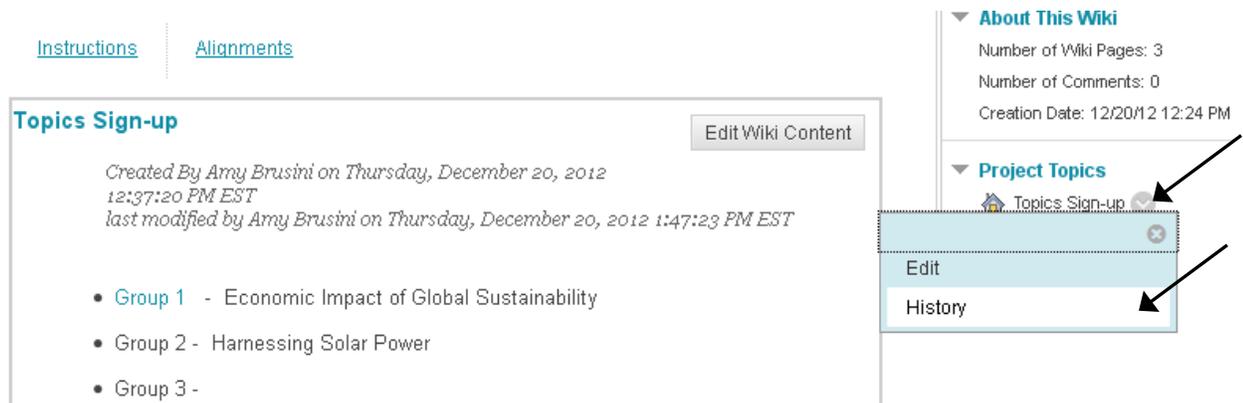
Viewing the History of a Wiki Page:

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.

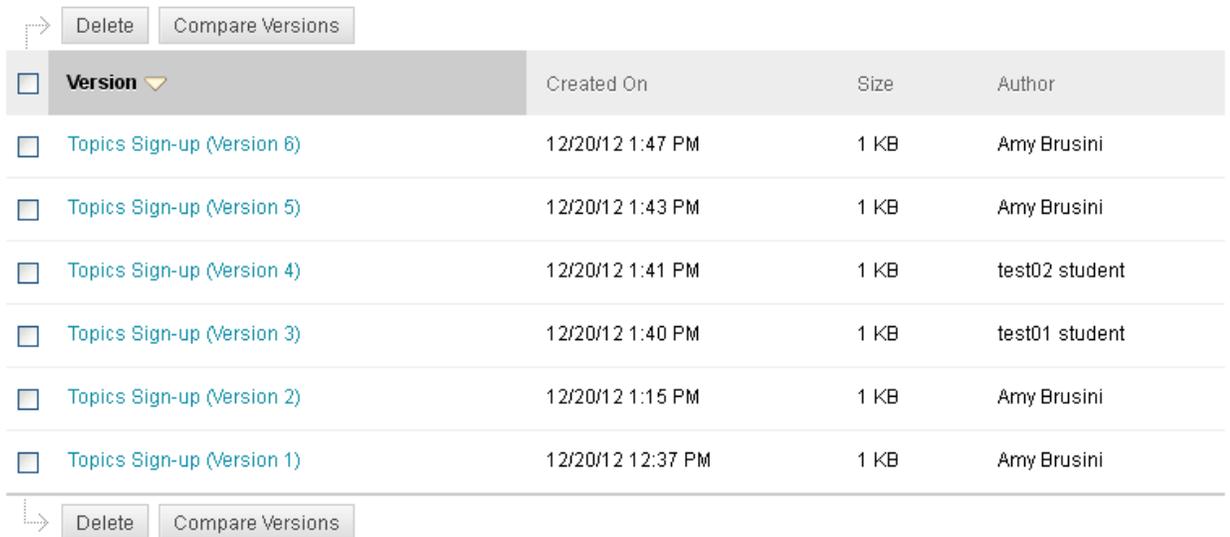
This screenshot is identical to the one above, but with a bracket under the 'Project Topics' list in the sidebar. A callout box with a black border and white background is positioned below the bracket, containing the text 'List of pages created'. The callout box is located at approximately [768, 791, 801, 971].

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



The screenshot shows a wiki page titled "Topics Sign-up" with an "Edit Wiki Content" button. The page content includes creation and modification dates, and a list of three groups. On the right, a sidebar contains "About This Wiki" and "Project Topics" sections. The "Project Topics" section has a dropdown menu open for "Topics Sign-up", showing "Edit" and "History" options. Arrows point to the dropdown arrow and the "History" option.

- 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.)



The screenshot shows the version history table for the "Topics Sign-up" page. The table has columns for "Version", "Created On", "Size", and "Author". There are six versions listed, from Version 6 (top) to Version 1 (bottom). Each row has a checkbox on the left. Above and below the table are "Delete" and "Compare Versions" buttons.

<input type="checkbox"/>	Version 	Created On	Size	Author
<input type="checkbox"/>	Topics Sign-up (Version 6)	12/20/12 1:47 PM	1 KB	Amy Brusini
<input type="checkbox"/>	Topics Sign-up (Version 5)	12/20/12 1:43 PM	1 KB	Amy Brusini
<input type="checkbox"/>	Topics Sign-up (Version 4)	12/20/12 1:41 PM	1 KB	test02 student
<input type="checkbox"/>	Topics Sign-up (Version 3)	12/20/12 1:40 PM	1 KB	test01 student
<input type="checkbox"/>	Topics Sign-up (Version 2)	12/20/12 1:15 PM	1 KB	Amy Brusini
<input type="checkbox"/>	Topics Sign-up (Version 1)	12/20/12 12:37 PM	1 KB	Amy Brusini

- 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.

<input type="checkbox"/> Version ▾	Created On	Size	Author
<input type="checkbox"/> Topics Sign-up (Version 6)	12/20/12 1:47 PM	1 KB	Amy Brusini
<input checked="" type="checkbox"/> Topics Sign-up (Version 5)	12/20/12 1:43 PM	1 KB	Amy Brusini
<input type="checkbox"/> Topics Sign-up (Version 4)	12/20/12 1:41 PM	1 KB	test02 student
<input type="checkbox"/> Topics Sign-up (Version 3)	12/20/12 1:40 PM	1 KB	test01 student
<input checked="" type="checkbox"/> Topics Sign-up (Version 2)	12/20/12 1:15 PM	1 KB	Amy Brusini
<input type="checkbox"/> Topics Sign-up (Version 1)	12/20/12 12:37 PM	1 KB	Amy Brusini

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.)

Page Comparison

Use the Legend tab to understand how one version was changed in comparison to the other version of this Wiki page.

Comparison Details [Legend](#)

Version: 2	Version: 5
Page Title: Topics Sign-up	Page Title: Topics Sign-up
Created On: 12/20/12 1:15 PM	Created On: 12/20/12 1:43 PM
Author: Amy Brusini	Author: Amy Brusini
Size: 1 KB	Size: 1 KB

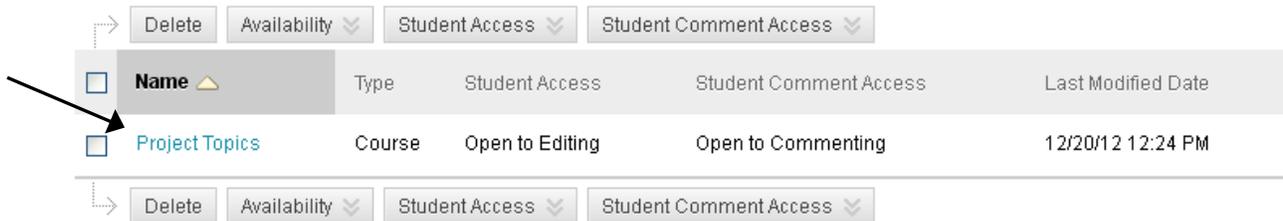
Topics Sign-up

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

Grading a Wiki

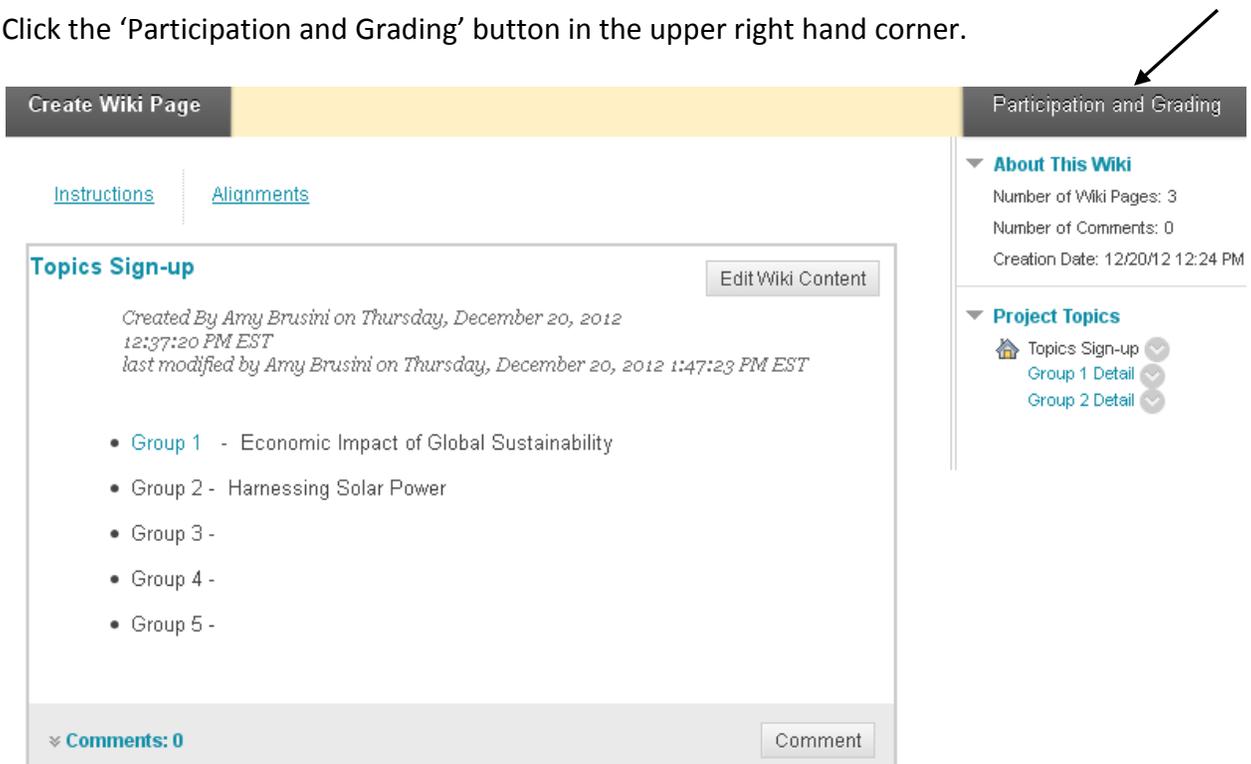
Blackboard wikis can be graded. If you choose to grade a wiki, Blackboard will automatically create a column with the wiki's name in the grade center.

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



<input type="checkbox"/>	Name ▲	Type	Student Access	Student Comment Access	Last Modified Date
<input type="checkbox"/>	Project Topics	Course	Open to Editing	Open to Commenting	12/20/12 12:24 PM

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



The screenshot shows the 'Participation and Grading' interface for a wiki. At the top, there are two tabs: 'Create Wiki Page' and 'Participation and Grading', with the latter being active. Below the tabs are two sub-tabs: 'Instructions' and 'Alignments'. The main content area displays the title 'Topics Sign-up' and an 'Edit Wiki Content' button. The content includes creation and modification timestamps: 'Created By Amy Brusini on Thursday, December 20, 2012 12:37:20 PM EST' and 'last modified by Amy Brusini on Thursday, December 20, 2012 1:47:23 PM EST'. A list of five groups is shown, each with a bullet point: 'Group 1 - Economic Impact of Global Sustainability', 'Group 2 - Harnessing Solar Power', 'Group 3 -', 'Group 4 -', and 'Group 5 -'. At the bottom left, it says 'Comments: 0' and at the bottom right, there is a 'Comment' button. On the right side, there is a sidebar with 'About This Wiki' (Number of Wiki Pages: 3, Number of Comments: 0, Creation Date: 12/20/12 12:24 PM) and 'Project Topics' (Topics Sign-up, Group 1 Detail, Group 2 Detail).

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

- 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.

▼ **Grade**

Current Grade Value out of 5

Feedback:

You're off to a good start. I think you need to think through the details of the project.

Grading Notes:

Text Editor Cancel

Save Grade

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.

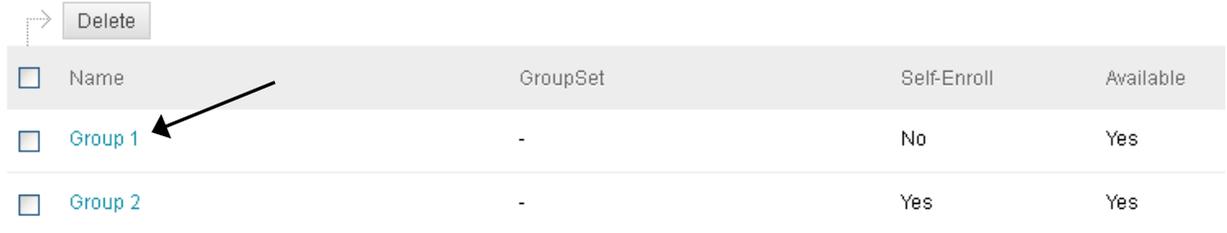
Grading a Group Wiki

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.



<input type="checkbox"/>	Name	GroupSet	Self-Enroll	Available
<input type="checkbox"/>	Group 1	-	No	Yes
<input type="checkbox"/>	Group 2	-	Yes	Yes

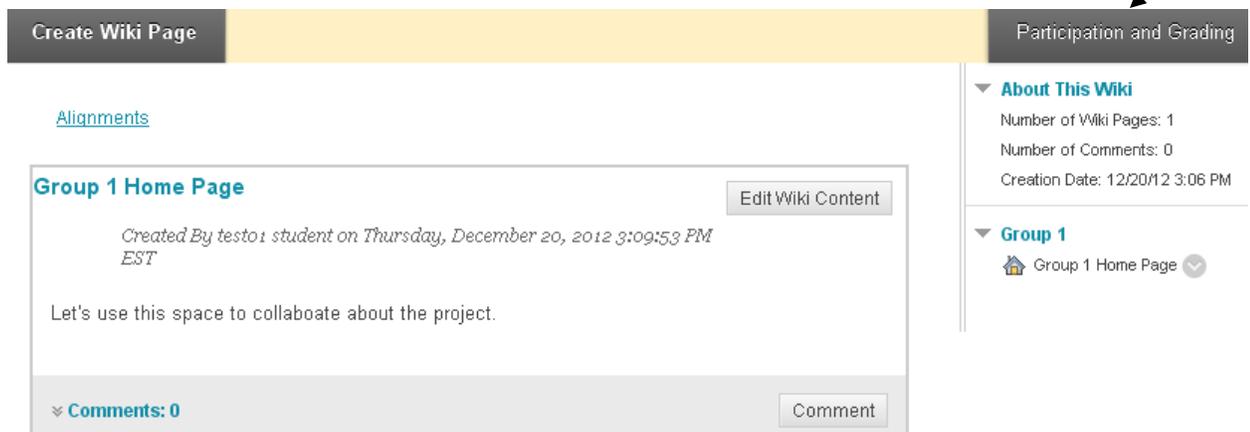
3. Select 'Group Wiki' from the Group Tools box.



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](#)

Group 1 Home Page

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

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

Comments: 0

About This Wiki

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

Group 1

- [Group 1 Home Page](#)

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](#) !

- 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 out of 5

Feedback:

Grading Notes:

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.

Page Version	User's Modifications	Created On	Words Modified
Group 1 Home Page (1)		12/20/12 3:09 PM	12

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

About This Wiki

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

Participation Summary

Modified By: test01 student
Words Modified: 12 (80%)
Total Page Saves: 1 (50%)

Grade

[Edit Grade](#)

Grade for: test01 student
Grade: -- out of 5
Grade Date: --
Feedback:
--
Grading Notes:
--
[To enter a group grade...](#)

View Contributions B < >

[Show All Members](#)

All

[test01 student](#) ?

[test02 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.

Grade

[Edit Grade](#)

Grade for: test01 student

Grade: -- out of 5
Grade Date: --
Feedback:
--
Grading Notes:
--
[To enter a group grade...](#)

Grade

Current Grade Value out of 5

Feedback:

Grading Notes:

[Text Editor](#) [Cancel](#) [Save Grade](#)