

# Blackboard

## Wikis

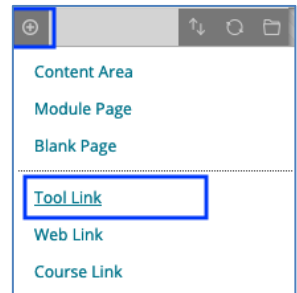
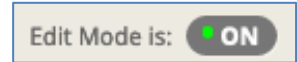
Wikis provide a collaborative space for all members of a course to add and edit information. An instructor creates a wiki and determines whether or not it is 'open to editing' or not. If so, all members of the course, including students, can add and edit content in the wiki. If the instructor keeps it 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

## Adding a Wiki to a course:

1. Once inside your course, make sure Edit Mode (upper right corner) is '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.



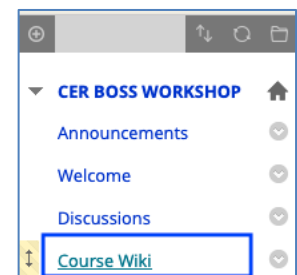
**Add Tool Link**

\* Name:

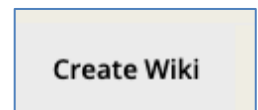
Type:

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.



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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

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup>

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.

**3. Wiki Participation**


Student Access  Closed to Editing  Open to Editing


Student Comment Access  Closed to Commenting  Open to Commenting

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

**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*


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**

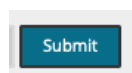
Grade Wiki  No grading  Grade : Points possible :

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

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

10. Click Submit.

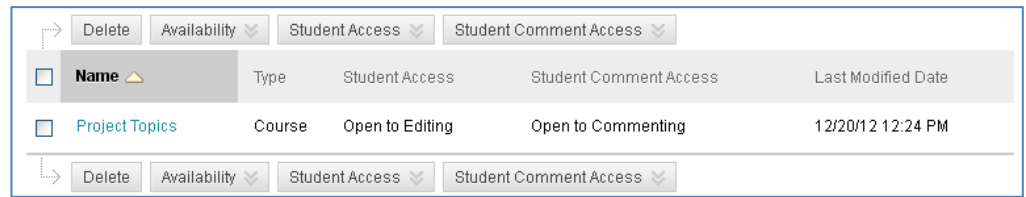


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## Creating a Wiki Page:

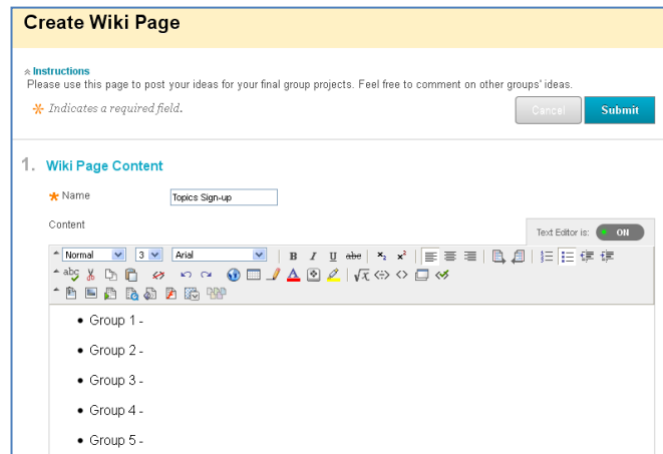
Wikis are organized into pages. Both instructors and students can create pages, as long as editing is open to students.

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.

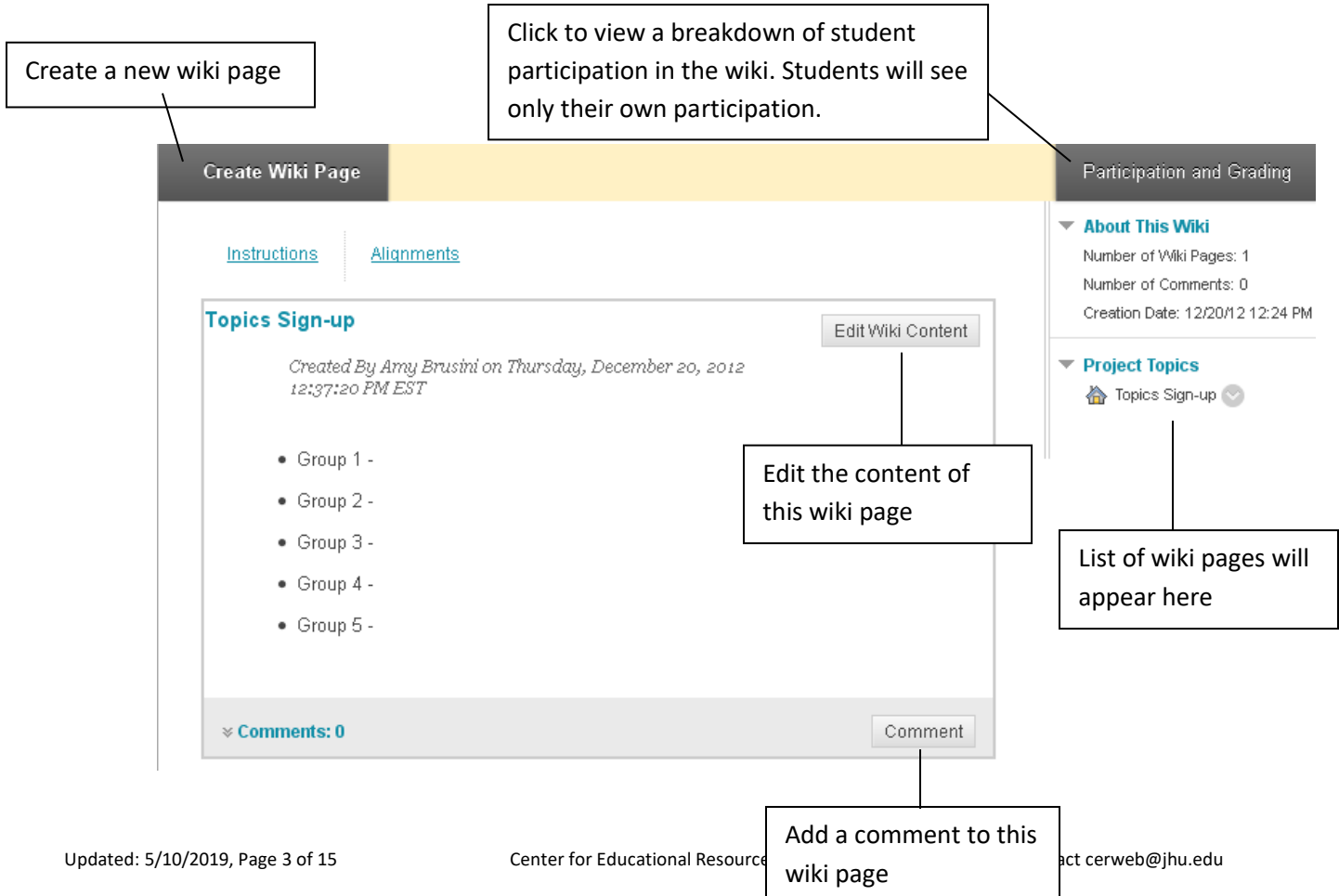
1. **Wiki Page Content**

Name: Topics Sign-up

Content:

Group 1 -  
Group 2 -  
Group 3 -  
Group 4 -  
Group 5 -

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.**

**Participation and Grading**

**Instructions** | **Alignments**

**Topics Sign-up**

Created By Amy Brusini on Thursday, December 20, 2012 12:37:20 PM EST

- Group 1 -
- Group 2 -
- Group 3 -
- Group 4 -
- Group 5 -

**Edit Wiki Content**

**Edit the content of this wiki page**

**Comments: 0** | **Comment**

**Add a comment to this wiki page**

**About This Wiki**  
Number of Wiki Pages: 1  
Number of Comments: 0  
Creation Date: 12/20/12 12:24 PM

**Project Topics**  
Topics Sign-up

**List of wiki pages will appear here**

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## 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

- 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: Topics Sign-up

Content

Text Editor is: ON

Normal | 3 | Arial | B I U abc x<sub>2</sub> x<sup>2</sup> | [List Icons]

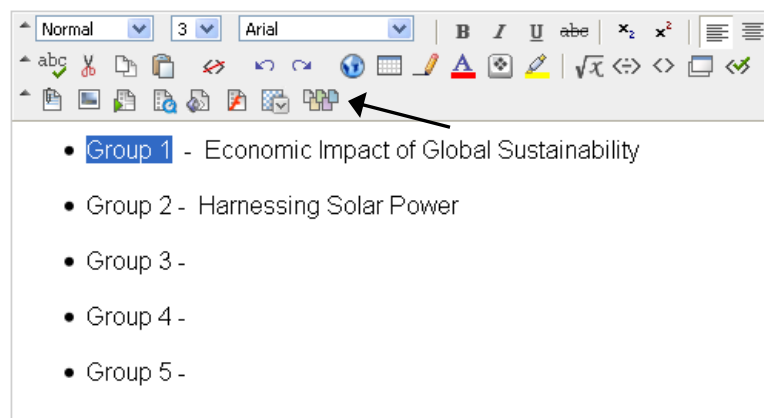
- **Group 1** - Economic Impact of Global Sustainability
- Group 2 - Harnessing Solar Power
- Group 3 -
- Group 4 -
- Group 5 -

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- 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 -

- 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.

Cancel

Submit

### 1. Select Wiki Page Link

Group 1 Detail

### 2. Wiki Page Options

Rename Wiki  
Page Link

Group 1

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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.

Cancel Submit



## 1. Wiki Page Content

\* Name

Content

Text Editor is: **ON**

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> | [List Icons]

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

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

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 1:47:23 PM EST

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

Comments: 0

Project Topics

- Topics Sign-up
- Group 1 Detail
- Group 2 Detail

### 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.

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The screenshot shows a Blackboard Wiki page titled "Topics Sign-up". At the top, there are links for "Instructions" and "Alignments". The main content area includes the title "Topics Sign-up" with an "Edit Wiki Content" button. Below the title, it states: "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 bulleted list follows: "Group 1 - Economic Impact of Global Sustainability", "Group 2 - Harnessing Solar Power", "Group 3 -", "Group 4 -", and "Group 5 -". At the bottom of the content area, it says "Comments: 0" and has a "Comment" button. On the right sidebar, there is a section "About This Wiki" with statistics: "Number of Wiki Pages: 3", "Number of Comments: 0", and "Creation Date: 12/20/12 12:24 PM". Below that is "Project Topics" with a list: "Topics Sign-up", "Group 1 Detail", and "Group 2 Detail". A bracket is drawn under the "Project Topics" list. A box labeled "List of pages created" is positioned below the sidebar.

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

This screenshot is similar to the first one but shows the "Edit" dropdown menu open for the "Topics Sign-up" page. The menu has two options: "Edit" and "History". Two black arrows point to the "Edit" and "History" options respectively. The rest of the page content and sidebar are the same as in the first screenshot.

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.)

# Blackboard®

→ Delete Compare Versions

<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

→ 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.

→ Delete Compare Versions

<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.)



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

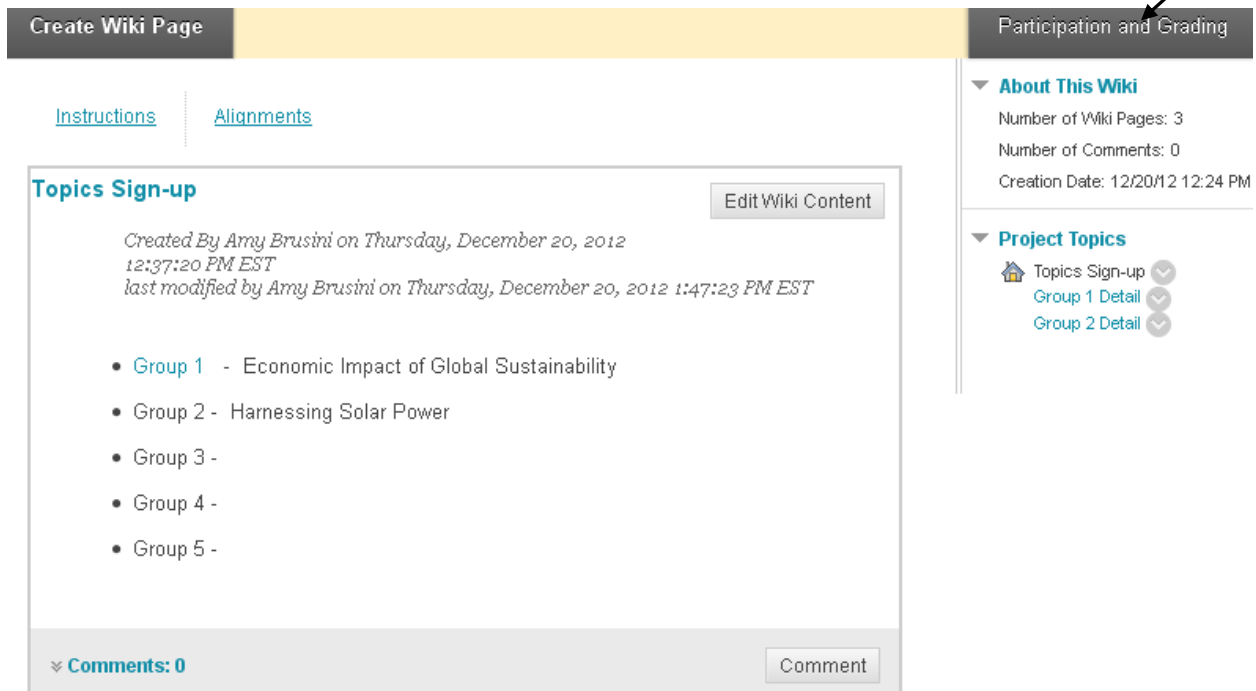
Blackboard wikis can be graded. If you choose to grade a wiki, Blackboard will automatically create a column with the wiki's name in the grade center.

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

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

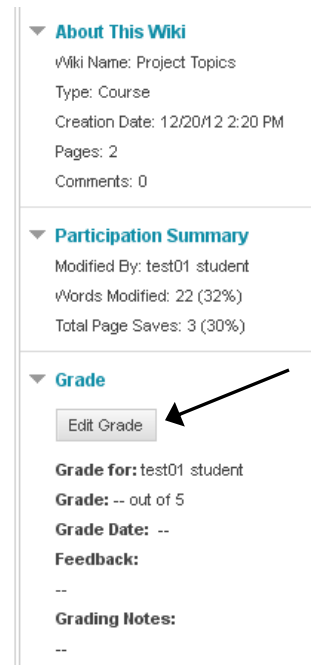


The screenshot shows the Blackboard Wiki interface. At the top, there are two tabs: 'Create Wiki Page' and 'Participation and Grading'. The 'Participation and Grading' tab is highlighted in grey and has an arrow pointing to it from the right. Below the tabs, there are links for 'Instructions' and 'Alignments'. The main content area is titled 'Topics Sign-up' and includes a meta-information box with creation and modification dates, an 'Edit Wiki Content' button, and a list of five groups. At the bottom of the main content area, there is a 'Comments: 0' section with a 'Comment' button. On the right side, there is a sidebar with 'About This Wiki' and 'Project Topics' sections.

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

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

Displaying 1 to 3 of 3 items | [Show All](#) [Edit Paging...](#)



The screenshot shows the Blackboard Wiki interface for a student's participation. It includes a sidebar with 'About This Wiki' and 'Participation Summary' sections. The 'Grade' section is highlighted, and an arrow points to the 'Edit Grade' button. Below the button, the current grade information is displayed: 'Grade for: test01 student', 'Grade: -- out of 5', 'Grade Date: --', 'Feedback: --', and 'Grading Notes: --'.

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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

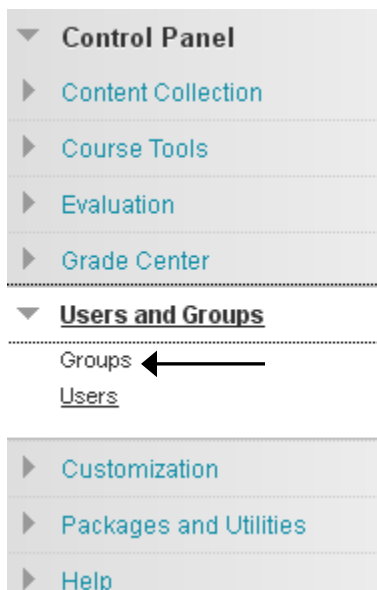
Save Grade

**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

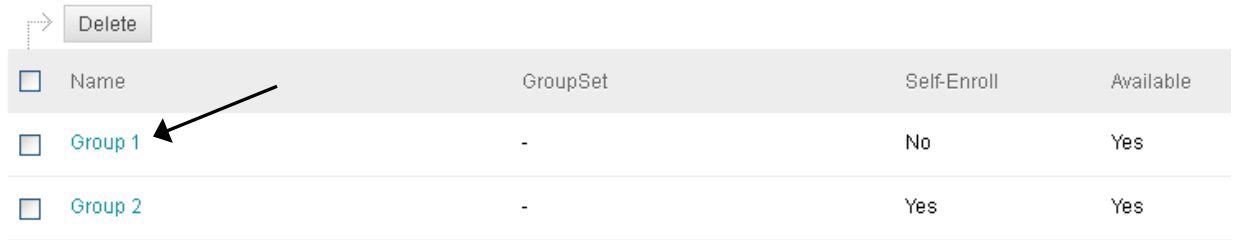
Group wikis can be graded in two ways: one grade can be given for all members of the group, or individual grades can be given to each member of the group.

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



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



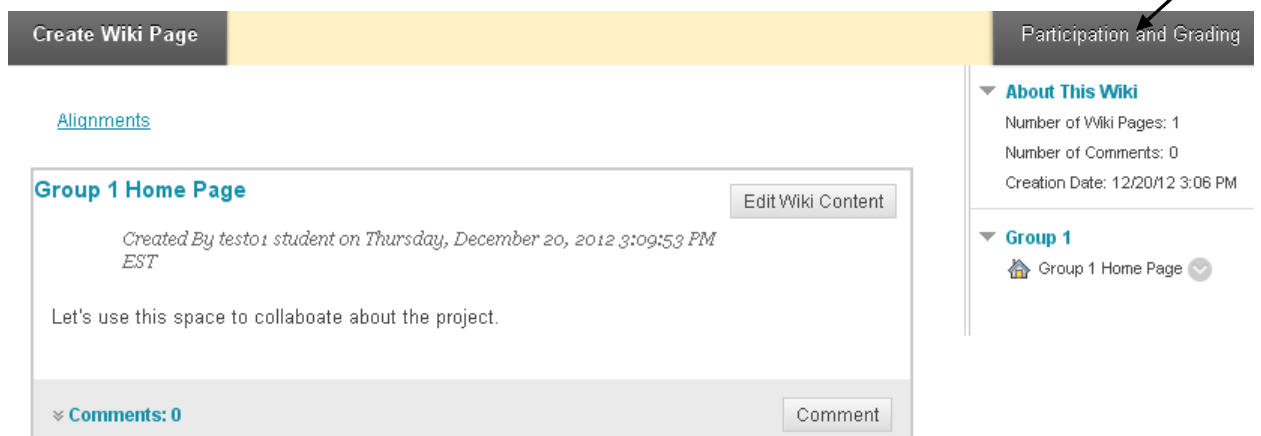
A screenshot of a Blackboard interface showing a table of groups. At the top left, there is a 'Delete' button with a trash icon. Below it is a table with the following columns: Name, GroupSet, Self-Enroll, and Available. The table contains two rows: 'Group 1' and 'Group 2'. An arrow points to the 'Group 1' row.

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

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



- 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 corner.



A screenshot of a Blackboard wiki page. At the top, there is a navigation bar with 'Create Wiki Page' and 'Participation and Grading' buttons. The 'Participation and Grading' button is highlighted with a yellow background and an arrow. Below the navigation bar, there is a 'Group 1 Home Page' section with an 'Edit Wiki Content' button. The page content includes a creation date and time, and a paragraph: 'Let's use this space to collaborate about the project.' At the bottom, there is a 'Comments: 0' section with a 'Comment' button. On the right side, there is a sidebar with 'About This Wiki' and 'Group 1' sections.

- 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.

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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 panel on the right 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.


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▼ **About This Wiki**

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

---

▼ **Grade**



**Grade for:** All Group Members

**Grade:** -- out of 5

**Grade Date:** --

**Feedback:**  
--


**Grading Notes:**  
--


[To grade an individual...](#)

---

▼ **View Contributions B**

**All**

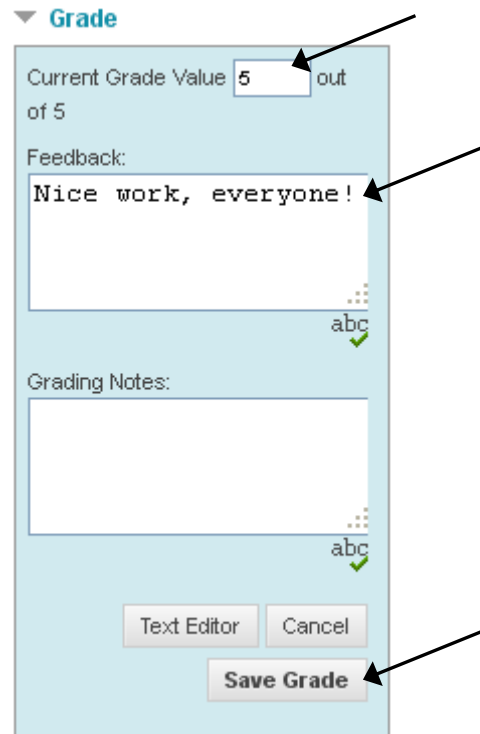
[test01 student](#) 

[test02 student](#) 

▼ **Grade**

Current Grade Value  out of 5

Feedback:



**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.

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

**Participation Summary**  
Modified By: test01 student  
vWords 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](#)