Blackboard Wikis is a collaborative tool that allows students to contribute and modify one or more pages of course-related materials. Judging individual participation in a group collaborative effort is a main focus of the Blackboard Wikis, to the extent that instructors can view each student's interaction with wiki pages and can grade based upon that participation.

How to Create a Wiki

*Edit Mode switch must be On to create a wiki.*

To access the Wikis tool, expand the Course Tools menu in the Control Panel within a course, select Wikis. On the Wikis listing page, click the Create Wiki button. On the Create Wiki page:

1. **Wiki Information**
   - Give the Wiki a Name
   - Use the Content Editor to add Instructions for the Wiki.

2. **Wiki Date and Time Restrictions**
   - Select Yes to Make Wiki Available
   - Optionally select Display After and Display Until check boxes to enable the date and time selections.

3. **Wiki Participation**
   - Select the Student Access: Closed to Editing disallows students to edit Wiki pages but can continue to read, instructor may continue to edit OR Open to Editing allows students to edit Wiki pages.
   - Select Student Commenting Access: Closed to Commenting OR Open to Commenting.

4. **Wiki Settings**
Blackboard Wikis

- Select **No Grading OR Grade: Points Possible** option and type the number of points possible. Once a Wiki is set to be graded, a column is created for it in the Grade Center. It is now permanently gradable and cannot be set to No grading.
- Select the number of entries required to **show participants in Needs Grading status** (optional). Applying this setting will show the Needs Grading icon in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of entries have been made. Optionally associate a Rubric by selecting a Rubric form the **Add Rubric** menu.

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

*The Wikis appear in alphabetical order on the Wikis listing page. Columns may be sorted by clicking the column title or caret ➡️ to the right of the title.*

### How to Create a Wiki Page

Navigate to the Wikis listing page, select the **Wiki Name** to open the wiki. Click the **Create Wiki Page** button. On the Create Wiki page:

1. **Wiki Page Content**
   - Give the Wiki page a **Name**.
   - Use the **Content Editor** to enter the page Content.
2. **Submit**
   - Click **Submit** to finish. Click **Cancel** to quit without saving changes.

### How to Edit a Wiki Page

Navigate to the Wikis listing page, select the **Wiki Name** to open the wiki. Select a wiki page in the **side panel** by clicking on the Action Link 🖋️ beside the page name, select **Edit OR** click on the page name to open that page and click on **Edit Wiki Content** button. On the Edit Wiki page:

1. **Wiki Page Content**
   - Changes may be made to the name and content of the wiki page. Additional content can also be added using the Content Editor.
2. **Submit**
   - Click **Submit** to finish. Click **Cancel** to quit without saving changes.

### How to Link to Other Wiki Pages

Links to other wiki pages may be created when at least two pages exist. Follow the above directions to create or edit a wiki page then:

1. **Wiki Page Content**
   - Place the text cursor into the Content Editor where you want the link to another wiki page to be added.
   - Click on the **Link to Wiki page 🖋️** icon in the Content Editor (last option in the third row represented by what looks like several sheets of paper). Link to Wiki page option will not show if there is only one (1) page in the wiki. A pop-up window will appear:
     1) **Select Wiki Page Link**
        - Choose the **wiki page** to be linked to from the drop-down menu.
     2) **Wiki Page Options**
        - Optionally, rename the wiki page link.
     3) **Submit**
        - Click **Submit** to proceed. Click **Cancel** to quit.
How to Comment on a Wiki Page
Navigate to the Wikis listing page, select the **Wiki Name** to open the wiki. Select a wiki page in the **side panel** by clicking on the page name to open the page. On the Edit Wiki page click the **Comment** button below the wiki content. A text box will appear. Use the text box to enter the comment. Click **Add** to save the comment or cancel to quit without saving. To view all comments, click **Comments** below the entry.

How to View the Participation Summary
On the Participation Summary page, you can view a list of all student participation for the current wiki being viewed. The information provided can help Instructors understand how students contributed to the overall wiki content. This information is useful when determining individual grades for gradable wikis.

**Edit Mode switch must be On to view participation.**
Navigate to the Wikis page, select the **Wiki Name** to open the wiki. On the Wikis page, select the **Wiki Name** to open a wiki. If the wiki is graded click the **Participation and Grading** button **OR** for ungraded wikis click the **Participation Summary** button.

- The **Participation Summary page** lists all students who have participated in the wiki. Click on a student's name to view that Participant's Contribution page.
- **Page Versions**: A new version is created every time a page is edited. The number in parenthesis signifies what version that page is and you can click to view the page content for that version.
- **User's Modifications**: Click to see what change the student made and compare to the previous version.

How to View Wiki Page History
Navigate to the Wikis listing page, select the **Wiki Name** to open the wiki. Select a wiki page in the **side panel** by clicking on the Action Link beside the page name, select **History**.

How to Grade a Wiki
**Edit Mode switch must be On to grade wiki entries.**
Navigate to the Wikis page, select the **Wiki Name** to open the wiki. On the Wikis page, select the **Wiki Name** to open a wiki. Click the **Participation and Grading** button. On the Participant Summary page, select a user's name under **View Contributions** in the side panel. A green exclamation mark means that student's contributions are ready for grading.

- Click **Edit Grade** in the side panel under Grade.
- Enter a point total in the **Current Grade Value** box, or if a rubric has been created for this graded wiki, click View Rubric.
- Enter **Feedback** for the student and **Grading Notes**, which appear to the Instructor and Grader only (optional).
- Click **Save Grade** to add the Grade, Feedback, and Grading Notes to the Grade section and to the Grade Center.

The Grade, Feedback, or Grading Notes may be edited by clicking **Edit Grade** again at any time. The changes appear in the wiki 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.

*Note: If a rubric will be used to grade wikis, it must be created and added in advance.*
Adding Wikis to Content Area
Hover your mouse pointer over the Tool on the action bar; select Wikis from the menu. On the Create Link page:
Select the radio button beside Link to the Wiki Page (the Wikis page lists all wikis in that course) OR Link to a Wiki (link to the specific wiki selected from the Link to a wiki list). Or create a new wiki by clicking on the Create New Wiki button. Click Next. On the Create Link: Wiki page:

1. Link Information
   - Enter a Link Name and use the Content Editor to enter optional Text that to appear under the link.
2. Options
   - Make the link Available (Yes) or Unavailable (No) to students.
   - Optionally select Display After and Display Until check boxes to enable the date and time selections.
3. Submit
   - Click Submit when finished. Click Cancel to quit.

The new link will appear last in the Content Area. Use the double arrow icon ↑ to the left of the Wiki Link to drag it to the correct location in the Content Area.

Adding Wikis to the Course Menu
Edit Mode switch must be On to edit the course menu.
Hover your mouse pointer over the plus icon at the top of the Course Menu to reveal the Contextual Menu; select Tool Link. In the Add Tool Link window:

- Give the tool link a Name.
- Select Wikis in the Type dropdown menu.
- Check the box next to Available to Users so that students can see the link.
- Click Submit to add tool to the menu.

The new link will appear last in the Course Menu. Use the double arrow icon ↑ to the left of the Tool Link to drag it to the correct location on the Course Menu.