Creating a Wiki

1. From the Control Panel, click Course Tools
2. Click Wikis
3. Click Create Wiki
4. On the Create Wiki page, provide the wiki Name and Instructions
5. Set Wiki Availability to ‘Yes’
6. If the wiki is going to be restricted to a certain time period, select Wiki Date and Time Restrictions; otherwise, leave the fields empty
7. If students will be allowed to edit each other’s entries, select Open to Editing; otherwise, select Closed to Editing
8. If the wiki is going to be graded, select Grade and specify Points possible. If grading is enabled, Blackboard will automatically add a column to the Grade Center
9. Click the Submit button

Creating a Wiki Page

1. From the Course menu, click Tools, then click Wikis
2. Click on the wiki name
3. Click Create Wiki Page
4. Under Wiki Page Content fill out the Name
5. Type the message in the Content area. Using the Visual Textbox Editor, users can embed multimedia files or mashups
6. Click the Submit button

What is a Wiki?

A Wiki is a collaborative tool that allows students to create and contribute to one or more pages of course related materials. There are two types of wikis in Blackboard: group or course wikis. A group wiki can be enabled whenever a group is created. All students in the course can contribute to the course wiki. Group wikis, however, can only be accessed by the members of a particular group. The wiki tool allows students to create pages, edit pages, and comment on entries. The tool keeps track of page editing history and can be used for a variety of collaborative projects.

Remember!

- Wiki pages are displayed in alphabetical order (unlike blogs and journals which are displayed in reverse chronological order)
- Wikis can only be viewed from Blackboard; they are not publicly accessible
- If grading is enabled, a column will be automatically added to the Grade Center
- If a course is copied or archived, wiki entries are not copied or archived, but wiki definitions are
- Links to course wikis can be added to the course menu or to any content area
- More information about Blackboard wikis: www.niu.edu/blackboard/communicate/blogs.shtml
Grading a Wiki

1. If grading for the wiki has been enabled, from the Course menu, click **Tools**
2. Click **Wikis**
3. Click on the wiki name
4. Click the Participation and Grading button in the top right-hand corner
5. On the Participation Summary page, there is a list of all participants as well as how many pages they have saved and how many words they modified
6. In the right-hand box, under View Contributions By, click on the student you would like to grade (Note: all students who haven’t been graded will have an exclamation point icon displayed next to their name)
7. After reading the entries displayed on the page, click on Edit Grade in the box on the right under Wiki Grade
8. Enter the grade under Current Grade Value
9. Enter comments to students under Feedback
10. Enter notes under Grading Notes (those can only be seen by course instructors)
11. Click the Save Grade button

Closing Wiki Participation

1. From the Course menu, click **Tools**
2. Click Wikis
3. Click the action link next to the wiki and select Edit Properties
4. In step 3 under Wiki Participation, select Closed to Editing
5. Click the Submit button

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**About This Wiki**

- **Wiki Name:** Exploring Web 2.0 Technologies
- **Type:** Course
- **Creation Date:** 3/17/11 8:53 PM
- **Pages:** 1
- **Comments:** 0

**Participation Summary**

- **Modified By:** Winston Churchill
- **Words Modified:** 7 (2%)
- **Total Page Saves:** 1 (14%)

**Grade**

- **Current Grade Value:** 9 out of 10.0
- **Feedback:** Good ideas!
- **Grading Notes:** Show in class how to incorporate mashups in wiki pages.

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**Remember!**

- More information on Blackboard wikis:
  [www.niu.edu/blackboard/communicate/wikis.shtml](http://www.niu.edu/blackboard/communicate/wikis.shtml)