

Wikis

Wikis are used to create a collaborative space within the course where all students can view, contribute, and edit content. Wikis are different than blogs and journals because multiple participants can edit the same page(s) in the wiki. The Wiki maintains an ongoing log of all participation and a history of each page.

Creating Wikis

There are two different ways to create Wikis:

- **On the Wikis page.** Go to the Wikis page by selecting **Wiki** from the **Course Tools** menu in the **Control Panel** (or by clicking **Tools** menu on the main course menu and clicking **Wikis**). Click the **Create Wiki** button.
- **From a content area.** Select **Wiki** from the **Add Interactive Tool** drop-down menu. Click **Create New Wiki**. The wiki will then appear highlighted in the list of wikis to select. Click **Next**, then use the text box for optional instructions. Finally, set availability options for the link.

Setting up the Wiki

- Enter a name and optional instructions for using the Wiki.
- Click **Yes** for **Wiki Availability** to make the Wiki available. You can change the **Display After** and **Display Until** dates and times.
- Select the **Wiki Participation** type (**Open** or **Closed to Editing**).
- Select a grading option and add points possible if grading the Wiki.
- Click **Submit**.

Getting to a Wiki

You can access wikis in more than one way:

- **From a content area** in which you created the Wiki.
- **From the main course menu** (**Tools / Wikis / (click on the name of then wiki)**)

- **From a group** if Wiki was selected as a tool option when the group was created. Only group members can access the group wiki.

Posting to a Wiki (Adding Wiki Pages, Adding and Editing Content, and adding Comments)

- Any course member can add new wiki pages. The first person to enter the wiki space will have to add the first page. Click **Create Wiki Page** to add a new page.
- Click **Edit Wiki Content** to compose your entry. Edit the original content and click **Submit**. Blackboard maintains a record of every edit made.
- To post a comment, click **Comment** on the bottom right-hand side of the entry, compose your comment, then click **Add**.

Use the navigation area (list of page names) on the right-hand side to access the different pages of the wiki. By selecting **History** from the pull-down menu to the right of each page name you can view the edit history of the page.

Click the **Participation Summary** button to review participation records for the entire class. Here you can view contributions by individual students.