

Blackboard Learn 9.1 Handouts

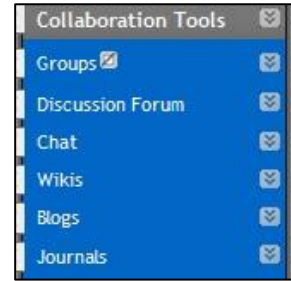
Wikis

Wikis is a collaborative tool that allows students to contribute and modify one or more pages of course related materials, providing a means of sharing and collaboration. Pages can be created and edited quickly, while tracking changes and additions, allowing for effective collaboration between multiple writers. The instructor can create one or more Wikis for all course members to contribute to and Wikis for specific Groups to use to collaborate.

Creating a Wiki

► QUICK STEPS: creating a wiki

1. In the **Course Menu**, under **Collaboration Tools**, select **Wikis**
2. On the **Wiki** page, click **Create Wiki**.
3. On the **Create Wiki** page, type a **Wiki Name**.
4. Optionally add a description for the Wiki.
5. Select **Wiki Availability** settings.
6. Optionally, select date and time restrictions.
7. Select **Wiki Participation** settings to **Closed to Editing** or **Open to Editing**.
8. Set the grade for the Wiki.



3. WIKI PARTICIPATION	
Student Access	<input type="radio"/> Closed to Editing <input checked="" type="radio"/> Open to Editing
4. WIKI SETTINGS	
Grade Wiki	<input checked="" type="radio"/> No grading <input type="radio"/> Grade : Points possible : <input type="text"/>

Creating a Wiki Page

► QUICK STEPS: creating a Wiki page

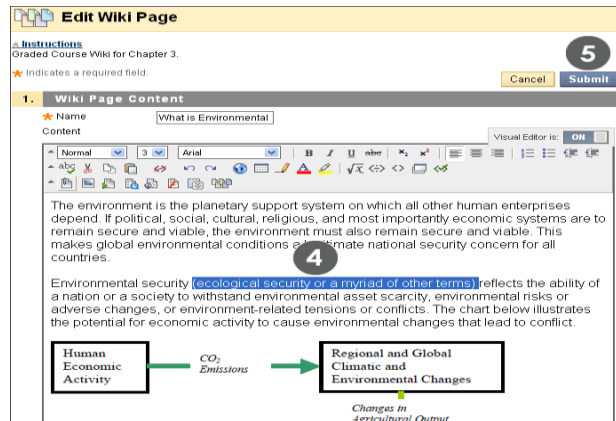
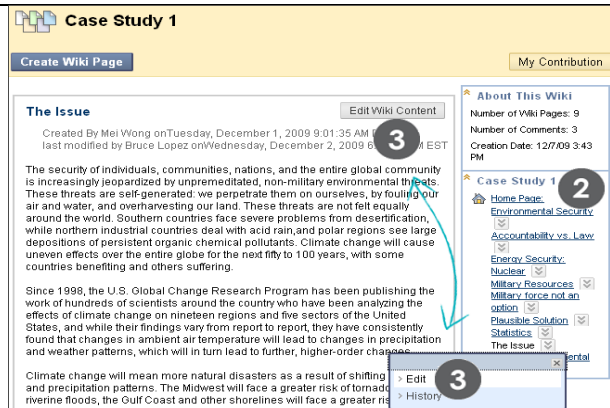
1. On the **Wiki** listing page, select a Wiki title.
2. On the **Create Wiki Page**, type a name for the **Wiki Page Content**.
3. Type text in the **Content** text box. Add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor
4. Click the **Submit** button.



Editing Wiki Pages

► QUICK STEPS: editing Wiki pages

1. Access the Wiki. The Wiki topic page appears.
2. Select the page to review and edit. The Wiki page opens in the content frame.
3. In the side panel, click the page's Action Link to access the contextual menu and select **Edit -OR-** click **Edit Wiki Content** next to the page's title in the content frame.
4. On the **Edit Wiki Page**, changes can be made to the name and content of the page. Additional content can be added also.
5. Click **Submit**.



Commenting on Wiki Pages

► QUICK STEPS: commenting on Wiki pages

1. Access the Wiki.
2. On the Wiki topic page, select the page to view in the side panel. The Wiki page opens in the content frame.
3. Click **Comment** following the user's entry. The **Comment** text box appears.
4. Type your comments in the **Comment** text box.
5. Click **Spell Check** at the bottom of the **Comment** box to check the spelling of the content before continuing.
6. Click **Add**. Click the **Comments** link below the entry to view your comment.

NOTE: Comments have a 2,000 character limit. A pop-up message will advise that a comment over 2,000 characters must be edited and resubmitted.

