

# Wikis

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The Wiki is a powerful tool for collaborative learning. The term “**wiki**” is derived from the Hawaiian word for quick. A **wiki** <WICK-ee> is a website that allows the visitors themselves to easily add, remove and otherwise edit and change some available content, sometimes without the need for registration. This ease of interaction and operation makes a wiki an effective tool for **mass collaborative authoring**. Creating a wiki is a collaborative effort. Several users contribute information to develop content.

A primary goal of using a wiki is to build a shared repository of knowledge. As the knowledge base grows over time, you can expect the wiki to have some degree of seriousness and permanence.

With dedicated use, you can use wikis to:

- Provide an easy to use environment for communication.
- Promote collaboration rather than competition.
- Foster a social and interactive approach to learning.
- Build partnerships where you can benefit from the strengths of others.
- Increase network building, trust, and negotiation skills.
- Provide support and prompt feedback.
- Provide a one-stop area where information is searched, updated, and accessed easily and quickly.
- Increase and enhance the possibility of creativity, spontaneity, and innovation through the application of reflective thinking. (BbTanyaK, 2013)

## Features and benefits of Wikis

The Blackboard wiki has several key features that make it an excellent tool for collaborative learning.

Feature	Benefit
<b>WySiWyG editor</b>	This feature allows users to type and edit text, as it will appear when published in the wiki.
<b>Insert Photos, Documents, Audio or Video clips</b>	Photos, documents (presentations, spreadsheets or text), images and audio files add depth and clarity to the wiki by adding interactive content.
<b>Instructors and students can add or edit content</b>	Since wikis are collaborative, Instructors can create a home page that will outline the content of the wiki. Students create additional pages through keywords and links. These pages contain content developed by individual contributors (students). This content can include links to websites, images, audio and video clips, or links to documents.
<b>Add comments to student's work</b>	Instructors and students can comment and provide feedback to student content in the wiki. Because the wiki is editable, students can take that information and make necessary changes to the document.

<b>Track student content contributions</b>	Instructors can track student contributions additions and deletions by contributor, date and time. Document editing is color-coded.
<b>Create Gradebook items for wiki contributions</b>	When a wiki is created, a Grade Center item can be created at the same time. The history report documents contributions. It is important that instructors create a rubric to assess students work, and that they share that rubric with students.
<b>Set time limits for editing and viewing content</b>	Instructors can limit the amount of time that students have to complete or edit a wiki assignment. This way they add a sense of urgency to when students must provide a finished product to the class. They can also limit the time that the wiki can be viewed by other students in the course.
<b>Individual or group work</b>	Because wikis are collaborative, they provide an excellent opportunity for group work. As with individual or class work, all of the features described above are applicable to group projects. In addition, you can appoint a group leader who can comment on individual contributions.

## Best Practices for Wikis

**Convey expectations for the quality of the completed wiki:** Explain to students what you expect in the manner of:

- Minimum participation in the collaborative effort.
- Quantity of information.
- Quality of grammar, spelling, and prose.
- Timeliness in responding to comments regarding making corrections to broken links, spelling errors or other mistakes discovered by instructors and group members.
- Expectations for scholarly research and citation of research, especially if images, audio and video clips are used.
- Standards of quality for attached text, presentations and spreadsheets.

**Limit the time:** Set time limits for students to begin, edit and complete the wiki. Set deadlines within that time frame for each phase of the project (outline, first drafts, corrections, etc.).

**Peer Review:** require group members to peer-review the completed product and provide feedback on the quality of each group member's contributions. As an additional grading opportunity, have non-group members review and comment on the completed wiki.

**Use Comments:** Critique content and challenge students to not only make corrections but expand upon the content and build a more informative product.

**Make the activity interesting:** Expect students to use audio clips, video clips, and images.

**Download finished project:** Remind students that the project can be downloaded into their personal portfolio that can be shared with prospective employers.

**Use a Rubric:** Create a rubric that sets a grading standard for all groups or individuals.

## Create a Wiki Topic

Instructors create course wikis. Any course member can create pages, unless you intend to be the sole author and use the wiki as course content. Groups can also use wikis.

**1** **Course Tools**

- Announcements
- Blackboard Collaborate
- Blogs
- Cengage Learning MindLinks™
- Collaboration
- Contacts
- Course Calendar
- Discussion Board
- Glossary
- Grammarly
- Journals
- Manage Campus Pack
- Mobile Compatible Test List
- Respondus LockDown Browser
- Rubrics
- SafeAssign
- Self and Peer Assessment
- Send Email
- SoftChalk - Synchronize Copied Content
- SoftChalk Publish with ScoreCenter
- Tasks
- Tests, Surveys, and Pools
- ThomsonNOW Gradebook
- ThomsonNOW Instructor Tools
- Wikis**
- Wiley ECU
- iTunes U

**2** Wikis

**3** Turn the **Edit Mode ON**.  
On the Control Panel, expand the Course Tools section and select **Wikis**.  
The **wikis listing page** opens, click **Create Wiki**.

**4** Name: The History of San Antonio



**6** **Convey expectations for the quality of the completed Wiki:** Explain to students what you expect in the manner of:

- Minimum participation in the collaborative effort.
- Quantity of information.
- Quality of grammar, spelling, and prose.
- Timeliness in responding to comments regarding making corrections to broken links, spelling errors or other mistakes discovered by instructors and group members.

Path: p Words: 82

- On the **Create Wiki page**, type a **name**.
- Type **Instructions**.
- Optionally, format the text and add images, links, multimedia, mashups, and attachments using the functions in the **content editor**. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.


7. **2. Wiki Date and Time Restrictions**

8. Limit Availability ☐ Display After    
Enter dates as mm/dd/yyyy  
☐ Display Until    
Enter dates as mm/dd/yyyy

9. **3. Wiki Participation**




Student Access ☐ Closed to Editing ☒ Open to Editing  
Student Comment Access ☐ Closed to Commenting ☒ Open to Commenting

10. **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

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

12.

7. Click **Yes** to make the wiki available.
8. For Wiki Date and Time Restrictions, you can set a wiki to display and stop displaying on a specific date. Click the **Display After/Until** checkboxes ☐ , and then choose dates by clicking the **calendar**  icon. **Display restrictions do not affect the wiki availability, only when it appears.**
9. Select the **Student Access** option. You can change the student access at any time.
  - a. **Closed to Editing:** Select this option when you are the only one contributing pages or to disallow further page editing by users, such as when you want to grade the wiki pages. You can still view wikis when you select Closed to Editing.
  - b. **Open to Editing:** Allows users to modify any wiki page. In a group wiki, a user must be a member of the group to edit a wiki page.
10. In the Wiki Settings section, make a **grading selection**. If you select Grade: Points possible, type a grade to make the wiki a graded item. After you enable grading, a column is created automatically for it in the Grade Center. **It is permanently gradable, and you cannot change it to No grading.**
11. Optionally, select the box and **the number of page saves** required to show participants in needs grading status. 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 page saves have been made. *If you choose three entries from the drop-down list and a user submits two, the in progress icon  appears in the Grade Center cell and within the tool until the specified number is met.*
12. Optionally, associate a rubric by pointing to **Add Rubric**.
13. Click **Submit**.

## The Wikis Listing Page

The wiki topics appear in alphabetical order on the **Wikis Listing** page. You can sort columns by clicking the column title or caret.

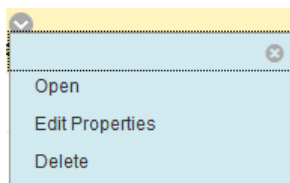
1. Click the **title link** to access a wiki -OR click the **Action Button** next to the **wiki link** to view the forum options:

2. To change a wiki's availability or student access, select one or more check boxes and use the **Availability and Student Access drop-down lists** on the action bar.

3. The **Type column** lists whether a wiki is for the course or for a group.

4. Click **Delete** to remove the wiki.

1. Click the **title link** to access a wiki -OR click the **Action Button** next to the **wiki link** to view the forum options:



- **Open** – Opens the wiki.
- **Edit Properties**– Opens the **Edit Wiki page** to allow changes to the wiki.
- **Delete** – Permanently deletes the wiki.

2. To change a wiki's availability or student access, select one or more check boxes and use the **Availability and Student Access drop-down lists**.

on the action bar.

3. The **Type column** lists whether a wiki is for the course or for a group.

4. Click **Delete** to remove the wiki.

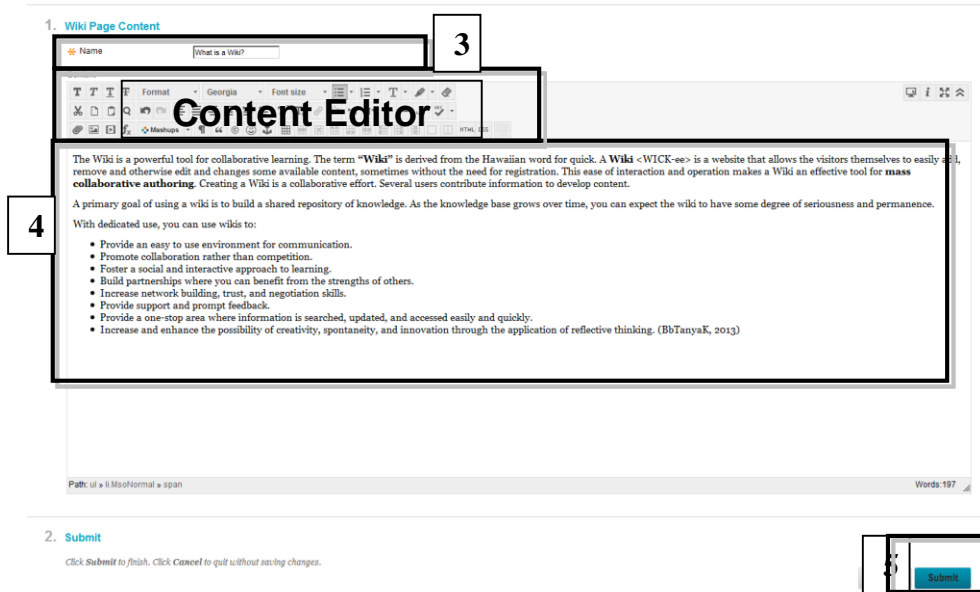
## Create Wiki Pages

Each newly created course or group wiki requires a first page, which is the **home page**. The home page always appears first in the wiki page list, making it an ideal page for instructions. The home page and all subsequent pages are created following the same steps. You or any course or group member can create the home page. **No one can delete the home page, but if the wiki is open to editing, any course or group member may edit it.**

1. On the Wikis Listing page, click a **Wiki Title Link**.

2. To create successive pages, click **Create Wiki Page** on the action bar.

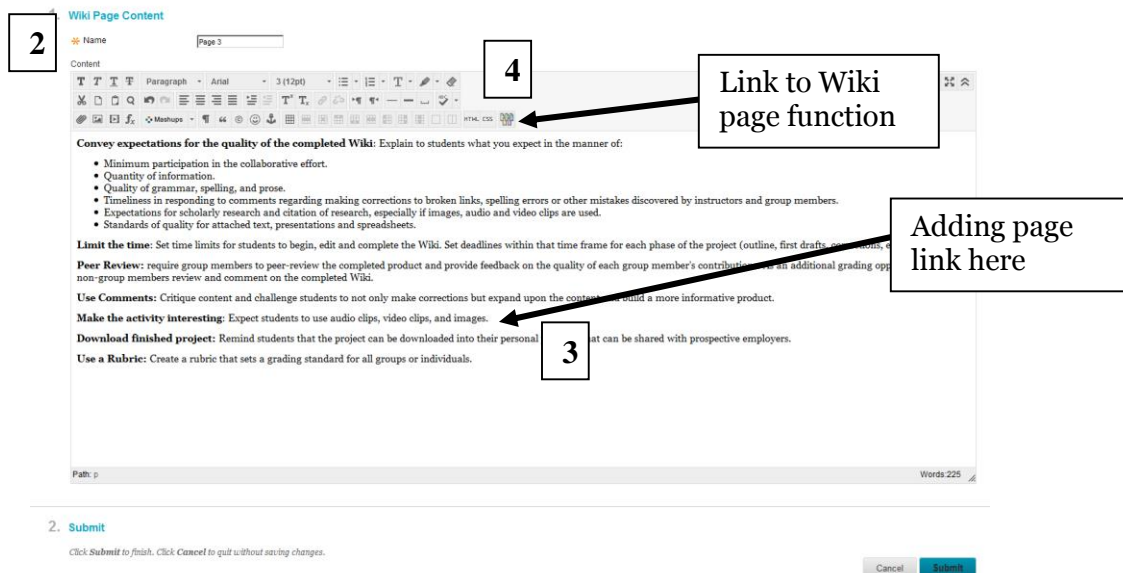
1. On the Wikis Listing page, click a **Wiki Title Link**.
2. To create successive pages, click **Create Wiki Page** on the action bar.



3. On the **Create Wiki Page**, type a name.
4. Type a description or instructions in the **Content box**. Optionally, format the text and add images, links, multimedia, mashups, and attachments using the functions in the content editor. Attachments you add using the **content editor** can be launched in a new window and have alternate text added to describe the attachment.
5. Click **Submit**.

## Link to Other Wiki Pages

When course members create or edit wiki pages, they may need to reference another page in the wiki. If the wiki consists of many pages, you can insert a link to that page right on the page you are currently viewing. You can use the Link to Wiki page function in the content editor to link to another wiki page within the current wiki.



1. On the **Wiki Topic Page**, click **Create Wiki Page** on the action bar.
2. On the **Create Wiki Page**, type a **Wiki Name** and add content.

3. In the Content box, position the mouse pointer where you want to include a **link to another wiki page**.
4. Click the **Link to Wiki page function** in the content editor, represented by several sheets of paper. *If only one wiki page exists, this function is disabled.*

5. In the pop-up window, select the wiki page to link to from the drop-down list.
6. Optionally, type a name for the link in the **Rename Wiki Page Link box**. If the link is not renamed, the original page title is used as the link.
7. Click **Submit**. The link appears in the content editor.
8. Click **Submit** on the **Create Wiki Page**. The new page with the link to the other page is added to the wiki.



## Comment on Wiki Pages

Course members can comment on wiki pages rather than contribute to or edit a page. Comments provide a way for you and your students to offer feedback and suggestions. Comments are visible to all course members.

For group wikis, the default setting allows all course members to read them, but you must be a member of the group to make a comment. You can change the default setting to allow only group members to view a group wiki.

1. On the wiki topic page, select the page to view in the side panel. The wiki page opens in the content frame.
2. Click **Comment** following the user's contribution.



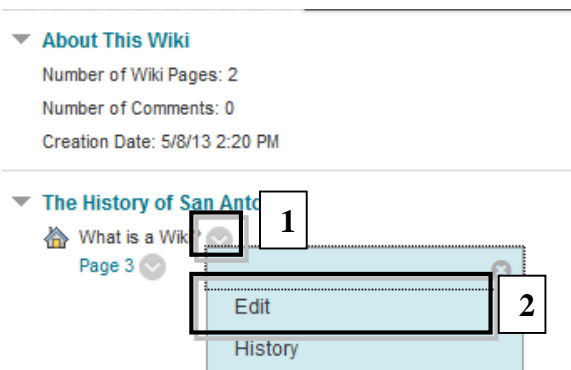
3. The **Comment box** appears. Type a comment in the Comment box. Comments have a 2,000-character limit. A pop-up message advises that a comment over 2,000 characters must be edited and resubmitted.
4. Click spell check  at the bottom of the Comment box to check the spelling of the content before continuing.
5. Click **Add**. 

## Edit Wiki Content

Any course member can edit a course wiki page and any group member can edit a group wiki page, unless you have disabled this function. You might choose to disable editing when it is time to grade the wiki pages. However, you can still edit student pages. All course members, including instructors, edit in the same way.

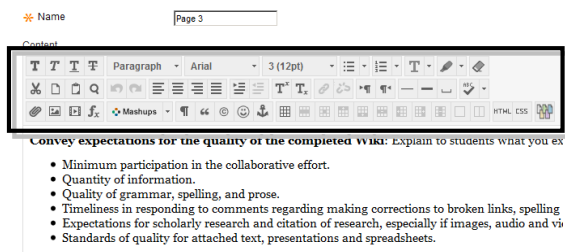
When a user is editing a wiki page, it is locked for a duration of 120 seconds to prevent others from editing the same page. Users are informed that another user is currently editing the page. The lock will expire in 120 seconds regardless of a user's activity/inactivity. After 120 seconds, another user can start editing the page and a new 120 seconds lock is placed on the page.

You can select History from a page's contextual menu to see how a page was modified, view any version, and compare two versions side by side.



1. Click the **Action Button**  next to the page name on the side menu.
2. Choose **Edit**.

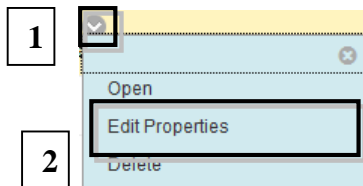






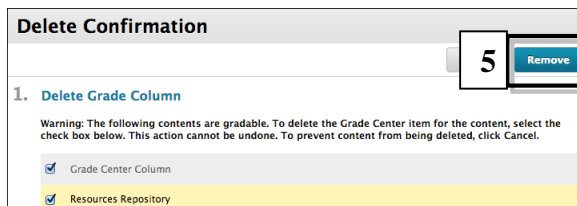
- On the Edit Wiki Page, you can make changes to the name and content of the page. Optionally, use the functions in the content editor to format existing text or include links, images, multimedia, mashups, link to other wiki pages, and attachments.
- Click **Submit**. 

## Delete a Wiki

If you no longer need a wiki, you can delete it. Deleting a wiki is permanent. On the Wikis listing page, select Delete from the wiki's contextual menu. If a wiki is gradable, the Delete Confirmation page appears. You need to perform extra steps to remove a gradable wiki.



- On the Wikis listing page, click the **Action Button**  next to the [wiki link](#) to view the wiki options.
- Select **Delete**.
- Click **OK** in the warning pop-up.  The Delete Confirmation page appears.



- Select a **Delete Confirmation Option**
- Click **Remove**. 

## Grade Wikis

After you enable grading, a column is created automatically in the Grade Center. View all the pages a student authored and edited as you determine the grade on the Participant's Contribution page. The grade applies to the wiki, not an individual wiki page. You access the Participant's Contribution page in the following ways:

- In the wikis tool, access a wiki and click Participation and Grading on the action bar. Click a user's name to view their page modifications.
- On the Needs Grading page, access a wiki's contextual menu and select Grade All Users.
- In the Grade Center, locate the column for the wiki you want to grade and move the mouse pointer over a cell containing a needs grading icon—the exclamation mark—to access the contextual menu. Select Grade User Activity.

You can edit previously assigned grades on the wiki's Participant's Contribution page or in a Grade Center cell. *You cannot change a graded wiki to ungraded.*

## Participation Summary

On the Participation Summary page, you can view a list of all student participation for the current wiki you are viewing. The information provided can help you understand how students contributed to the overall wiki content.

Participation Summary				
Each user's contributions to the Wiki are represented by <b>Words Modified</b> and <b>Page Saves</b> . If the Wiki is gradable, the participant can be graded by clicking his or her name. <a href="#">More Help</a>				
Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)	
Terence Peak 499	100%	3	100%	
Displaying 1 to 1 of 1 items   <a href="#">Show All</a>   <a href="#">Edit Paging...</a>				

1. On the wiki topic page, click **Participation and Grading** for graded wikis or Participation Summary for wikis with no grading.
2. On the **Participation Summary** page, click the name of a student to view the **Participant's Contribution Page** for that student.

Participant's Contribution: Terence Peak			
All pages and versions that you have modified are listed. To see your specific changes, choose to compare versions under <b>User's Modifications</b> , if available. Click a link in the <b>Page Version</b> column to view the version without annotated changes. <a href="#">More Help</a>			
Display Pages: All	Go		
Page Version	User's Modifications	Created On	Words Modified
<a href="#">What is a Wiki? (1)</a>	<a href="#">Compare to Version 2</a>	5/8/13 2:46 PM	232
<a href="#">Page 3 (2)</a>	<a href="#">Compare to Version 1</a>	5/8/13 3:55 PM	0
<a href="#">Page 3 (1)</a>		5/8/13 3:15 PM	267
Displaying 1 to 3 of 3 items   <a href="#">Show All</a>   <a href="#">Edit Paging...</a>			

3. Locate the **side panel** on the Participant's Contribution Page to view information about the wiki and to view;
  - o **Page Versions:** The Page Version column displays all pages created and edited by the user.
  - o **Words Modified:** Tally of any words added, deleted, or edited in all pages and each page's version of the wiki.
  - o **Page Saves:** Tally of any time Submit is clicked on the Edit Wiki Page in the wiki, regardless whether or not content has been changed.
4. Click the **Page Version Link** to view the student contribution.
5. Click the **User Modification link** to see what changes a student made to a page.

## Grade Wiki Contributions

1. Click Participation and Grading on the action bar.
2. On the Participation Summary page, **select a student's name** in View Contributions.
3. Students with contributions ready for grading appear with the needs grading icon.



**Participant's Contribution: Chris Casper** **4**

Page Version	Author's Modifications	Created On	Words Modified
Accountability vs. Law (2)	Compare to Version	9/2/12 6:48 PM	79
Military Resources (3)	Compare to Version	9/3/12 4:38 PM	0
Military Resources (1)	Compare to Version	9/2/12 6:39 PM	197
What is Environmental Security? (4)	Compare to Version	9/1/12 2:38 PM	23

Displaying 1 to 4 of 4 items   Show All   Edit Page

**5**

**6**

**Grade**

**Edit Grade**

Grade for: Chris Casper

Grade: -- out of 100

Grade Date: --

Feedback: --

Grading Notes: --

4. On the **Participant's Contribution** page, a list of the student's pages and page versions open in the content frame. You can also view information about the contributions.
5. In the **Page Version** column, click a page's title to review it.
6. When ready to grade, in the Grade section in the side panel, click **Edit Grade**.
7. Type a **numeric grade** in the Current Grade Value box.

## Blackboard Wiki Videos:

- [Create a Wiki](#)
- [Linking Wiki Pages](#)

## References

BbTanyaK. (2013, May 1). *Wikis*. Retrieved from The Official Blackboard Help Site:  
[https://help.blackboard.com/en-us/Learn/9.1\\_SP\\_10\\_and\\_SP\\_11/Instructor/050\\_Course\\_Tools/Wikis](https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/050_Course_Tools/Wikis)