# Wikis

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
Content editor	This feature allows users to type and edit text, as it will appear when published in the wiki.
Insert Photos, documents, audio or video clips	Photos, documents (presentations, spreadsheets or text), images and audio files add depth and clarity to the wiki by adding interactive content.
Instructors and students can add or edit content	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.
Add comments to student's work	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.



Track student content contributions	Instructors can track student contributions additions and deletions by contributor, date and time. Document editing is color-coded.
Create Gradebook items for wiki contributions	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.
Set time limits for editing and viewing content	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.
Individual or group work	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.

# 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.

Create Wiki				
⇒ Delete Availability ⊗ Student Access ⊗ Student Comment Access ⊗				
🗖 Name 🛆	Type	Student Access	Student Comment Access	Last Modified Date
1 ☐ The History of San Antonio ⊙ (Wiki is not available. Available after: 5/8/13 11:59 PM)	Course	Open to Editing	Open to Commenting	5/8/13 2:20 PM
wiki	Course	Open to Editing	Open to Commenting	2/26/13 1:16 PM
🗖 wiki	Course	Open to Editing	Open to Commenting	2/26/13 1:19 PM
→ Delete Availability ⊗ Student Access ⊗ Student Comment Access ⊗				
			Dis	playing 1 to 3 of 3 items Show All Edit Paging
1. On the Wikis Listing page, clic	ck a <b>Wi</b>	ki Title L	ink.	

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



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$\begin{array}{c} T & T & T & T & F \\ \hline & T & T & T & F \\ \hline & & & & \\ \hline & & & & \\ \hline & & & & \\ \hline & & & &$	· Georgia · Fontsize ·	E • T • ℓ • ℓ • − − □ ♡ • ₩ ₩ ₩ ₩ □ 1 ₩₩4.055	Q i X
The Wiki is a powerf remove and otherwis collaborative auth A primary goal of us With dedicated use, y Provide an east Promote collat Foster a social Build partneral Increase netw Provide suppor Provide suppor Increase and e	I tool for collaborative learning. The term <sup>47</sup> e edit and changes some available content, so oring. Creating as Wiki as collaborative effo ag a wiki is to build a shared repository of kr ou can use which too: to use environment for communication. oration rather than competition. und interactive approach to learning. Jps where you can benefit from the strength rought which and the strength rought are active and the strength th building, truts, and negotiation skills. and prompt feedback. is and prompt feedback is searched, upd hance the possibility of creativity, spontanei	Wiki" is derived from the Hawaiian word for quick sometimes without the need for registration. This e sort. Several users contribute information to develop mowledge. As the knowledge base grows over time, hs of others. dated, and accessed easily and quickly. ity, and innovation through the application of refle	k, A Wikl «WICK-ee> is a website that allows the visitors themselves to easily a ase of interaction and operation makes a Wiki an effective tool for <b>mass</b> content. you can expect the wiki to have some degree of seriousness and permanence.
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- 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.

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	<ul> <li>Convey expectations for the quality of the completed Wiki: Explain to students what you expect in the manner of:</li> <li>Minimum participation in the collaborative effort.</li> <li>Quantity of information.</li> <li>Quality of granmars, spelling, and grose.</li> <li>Timeliness in responding to comments regarding making corrections to broken links, spelling errors or other mistakes discovered by in Expectation for scholarly research and criation of research, especially if images, audio and video clips are used.</li> <li>Standards of quality for stucked text, presentations and spreadhests.</li> <li>Hint the time: Set time limits for students to begin, edit and complete the Wiki. Set deadlines within that time frame for each phase of th Pere Review: require group members peer-review the completed product and provide feedback on the quality of each group members non-group members review and comment on the completed Wiki.</li> <li>Use Comments: Critique content and challenge students to not only make corrections but expand upon the content or content and challenge students to use audio clips, video clips, and images.</li> <li>Download finished project: Remind students that the project can be downloaded into their personal at can be shared with p Use a Rubric: Create a rubric that sets a grading standard for all groups or individuals.</li> </ul>	instructors and group members. te project (outline, first draft, contrast, contribution of additional grading opp armative product. rospective employers.	lding p k here
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	Click Submit to finish. Click Cancel to quit without saving changes.		_



- 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.



## 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.

		7 About This What
Page 3	Edit Wiki Content	▼ The History of San Anton
Created By 🚺 Terence Peak on Wednesday, May 8, 2013 3:15:07 PM CDT		Page 3 🚫
Convey expectations for the quality of the completed Wiki: Explain to students what you expect in the manner of:		
<ul> <li>Minimum participation in the collaborative effort.</li> <li>Quantity of information.</li> <li>Quality of grammar, spelling, and prose.</li> <li>Timeliness in responding to comments regarding making corrections to broken links, spelling errors or other mistakes instructors and group members.</li> <li>Expectations for scholarly research and citation of research, especially if images, audio and video clips are used.</li> <li>Standards of quality for attached text, presentations and spreadsheets.</li> </ul>	s discovered by	
Limit the time: Set time limits for students to begin, edit and complete the Wiki. Set deadlines within that time frame for e (outline, first drafts, corrections, etc.).	each phase of the project	
Peer Review: require group members to peer-review the completed product and provide feedback on the quality of each g contributions. As an additional grading opportunity, have non-group members review and comment on the completed Wik	roup member's i.	
Use Comments: Critique content and challenge students to not only make corrections but expand upon the content and b product.	uild a more informative	
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 employers.	e shared with prospective	

- 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.



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- 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 aby at the bottom of the Comment box to check the spelling of the content before continuing.
- 5. Click Add. Add

## Edit Wiki Content

Any course member can edit a course wiki page and any group member can edit a group wiki page, unless the instructor has 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.

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	Number of Wiki Pages: 2
	Number of Comments: 0
	Creation Date: 5/8/13 2:20 PM
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- 1. Click the **Action Button** next to the page name on the side menu.
- 2. Choose **Edit.**





3. 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.

4. Click **Submit**.

## 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

