

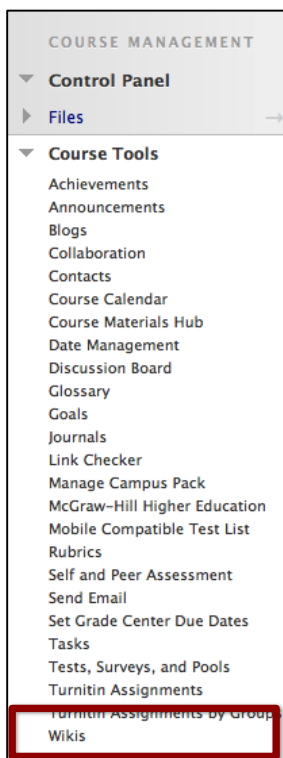


Wikis: Participating and Grading

To view this video or to view any of our other Blackboard for Instructor videos, click [here](#). For assistance with Blackboard, please contact your school's Academic Technology Support Specialist (each school's email address can be found [here](#)).

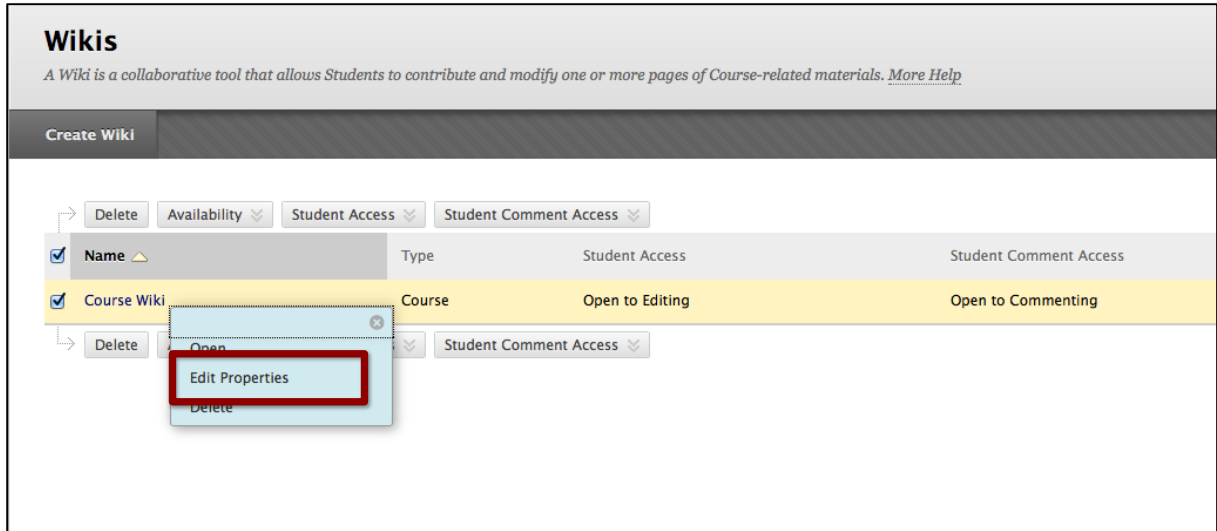
Managing Settings

1. From the **Course Management** section, select **Course Tools** > **Wikis**. This will take you to the **Wikis** page that lists all of the Wikis in your course.





2. Click the drop-down arrow to the right of the Wiki name, and select **Edit Properties**.



3. From the **Edit Wiki** page, edit the Wiki information such as date and time restrictions, the participation settings, and the grading settings and due date.



4. Click **Submit** when you are done modifying the Wiki settings.

Participation Settings

You can easily adjust the participation settings from the list of Wikis in your course by selecting the check box next to a Wiki and making a selection from the **Availability**, **Student Access**, and **Student Comment Access** menus.

The screenshot shows the 'Wikis' page with a table of Wikis. The 'Course Wiki' row is highlighted in yellow and has a red box around its selection checkbox. Above the table, a red box highlights the 'Availability', 'Student Access', and 'Student Comment Access' dropdown menus for the selected Wiki.

Name	Type	Student Access
<input checked="" type="checkbox"/> Course Wiki	Course	Open to Editing

Viewing, Editing, and Grading a Wiki

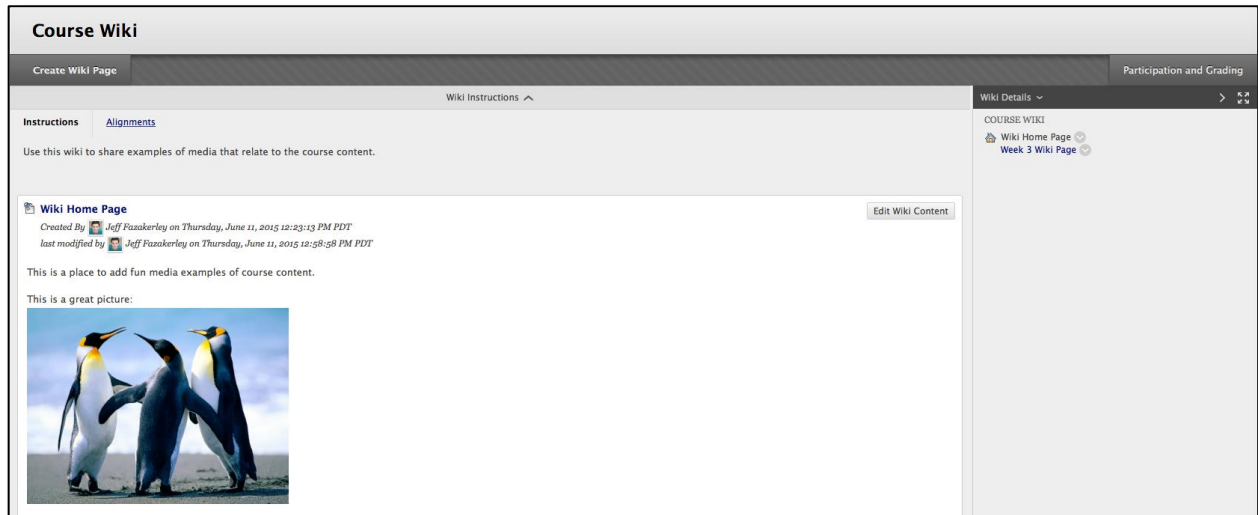
1. From the **Course Management** section, select **Course Tools > Wikis**. This will take you to the **Wikis** page that lists all of the Wikis in your course.
2. Click the name of the Wiki to view, edit, and grade a Wiki.

The screenshot shows the 'Wikis' page with a table of Wikis. The 'Course Wiki' row is highlighted in yellow and has a red box around its name.

Name	Type	Student Access
<input type="checkbox"/> Course Wiki	Course	Open to Editing



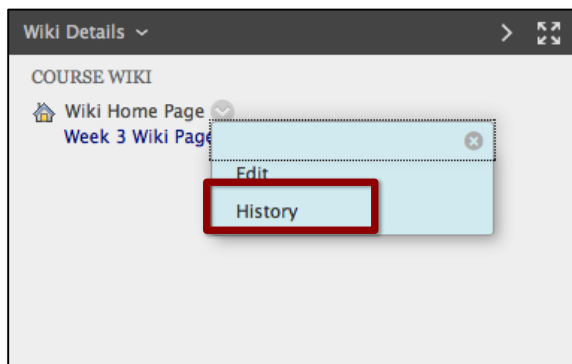
The Wiki topic page displays.



Viewing History

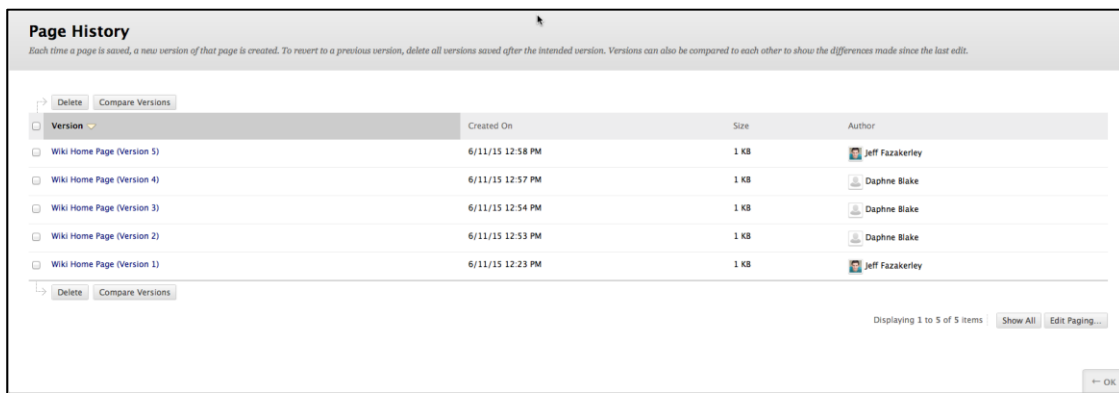
Because a Wiki stores each version in its history, which includes who made changes, you can view information about the development and contributions for any individual.

1. From the **Wiki Details** sidebar, click the drop-down arrow next to the Wiki page, and then select **History**.





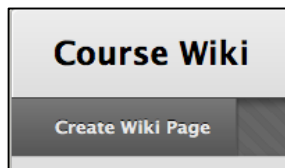
2. From the **Page History** page, view how a page was modified, view any version, and compare two versions side-by-side.



3. Click **OK** to return to the Wiki topic page.

Creating a New Page

Click **Create New Page** to create a new Wiki page.

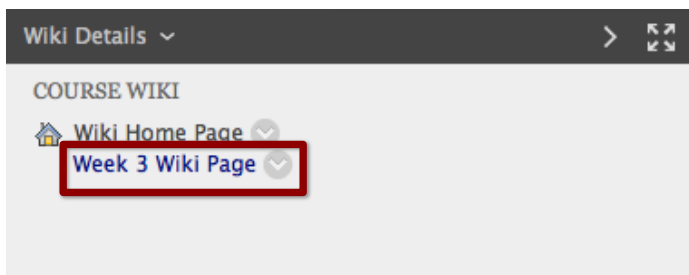


Editing a Page

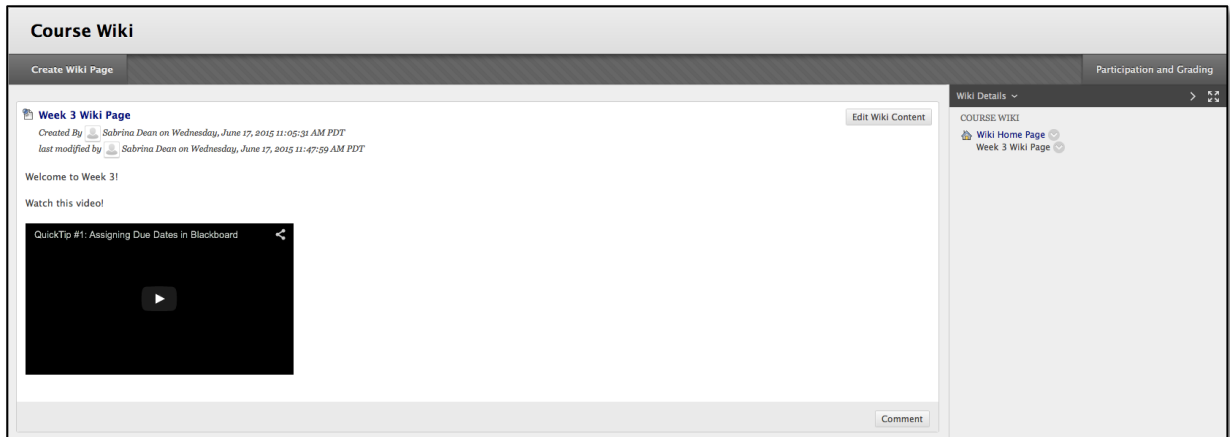
Any course member can edit a course Wiki page and any group member can edit a group Wiki page, unless you have disabled this function. All course members, including instructors, edit in the same way.

When a user is editing a Wiki page, it is locked for 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.

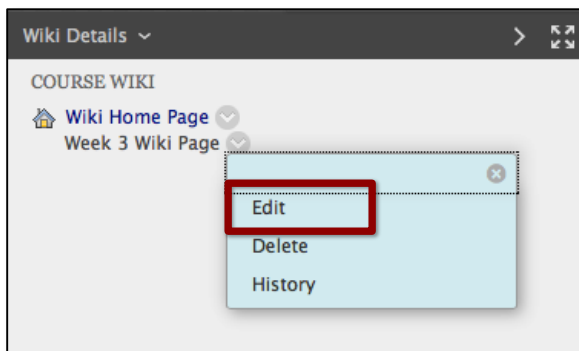
1. From the **Wiki Details** sidebar, select the page to edit.



The Wiki page opens in the content frame.

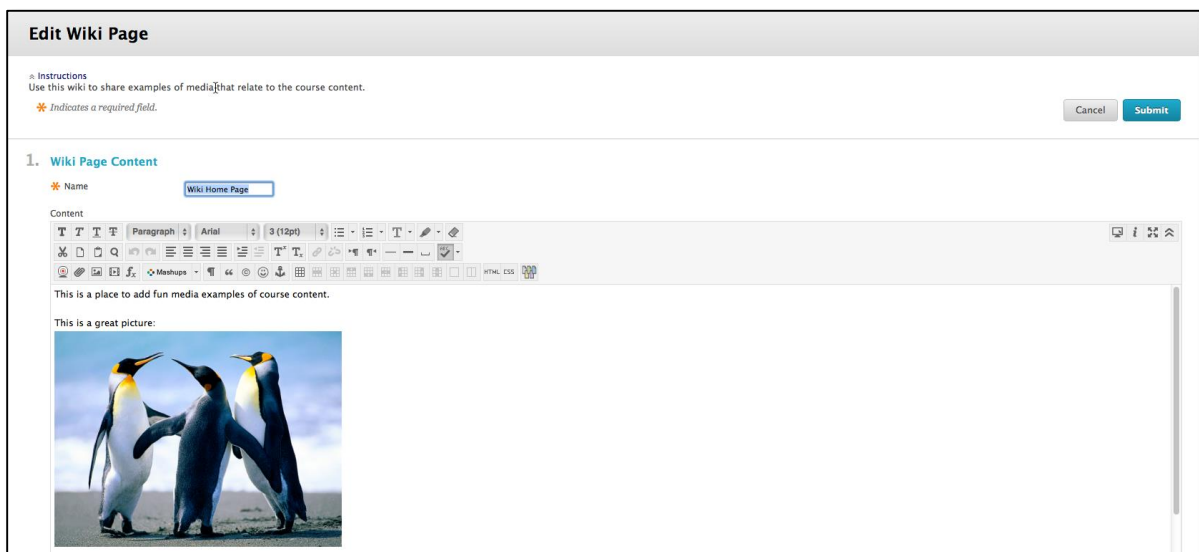


2. Click the Wiki page drop-down arrow, and select **Edit**.



Note: You can also click **Edit Wiki Content** next to the page's title in the content frame.

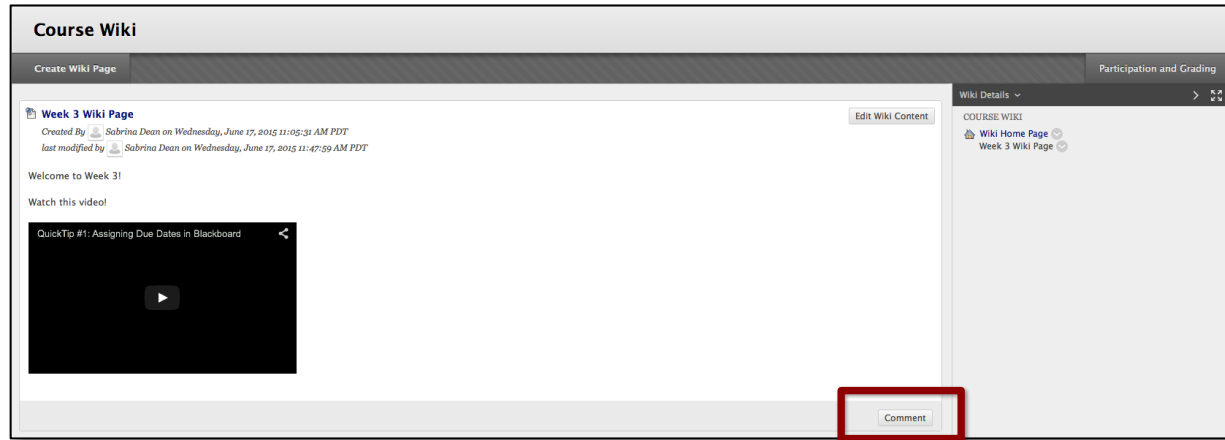
3. Edit the Wiki page, and then click **Submit**.





Commenting on a Page

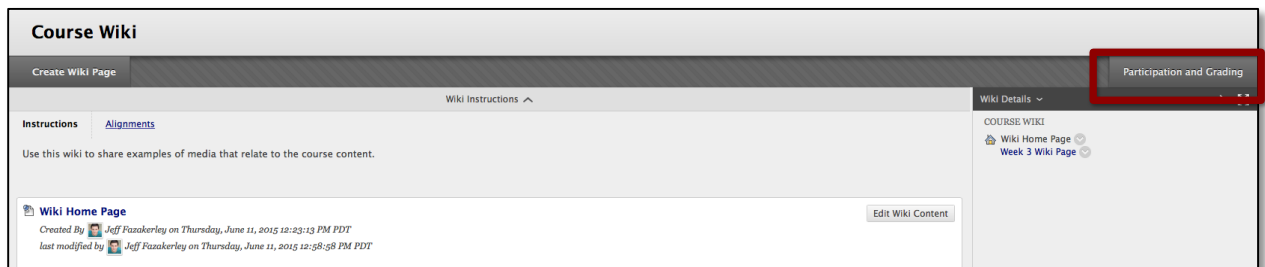
To comment on a page, click **Comment**.



Grading a Page

When grading is enabled, a column is created automatically in the Grade Center. You can view all the pages a student authored and edited as you determine the grade on the **Participant's Contribution** page. Note that the grade applies to the whole Wiki, not an individual Wiki page.

1. From the Wiki topic page, click **Participation and Grading**.





- From the **Participation Summary** page, click a user's name to view their page modifications and access the grading sidebar. Alternatively, in the **Wiki Details** sidebar, click **All** to access the drop-down list with all members who have contributed to the Wiki and select a user.

Participation Summary
Each user's contributions to the Wiki are represented by Words Modified and Page Saves. If the Wiki is gradable, the participant can be graded by clicking his or her name. [More Help](#)

Wiki Instructions ^

Instructions Alignments

Use this wiki to share examples of media that relate to the course content.

Name	Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)
Daphne Blake	8	22%	3	30%
Jeff Fazzakerley	18	50%	2	20%
Sabrina Dean	10	27%	5	50%

Displaying 1 to 3 of 3 items Show All Edit Paging...

Wiki Details ^

All

- Click an item in the **User's Modification** column to view a user's exact changes.

Participant's Contribution: Daphne Blake
All pages and versions that you have modified are listed. To see your specific changes, choose to compare versions under *User's Modifications*, if available. Click a link in the *Page Version* column to view the version without annotated changes. [More Help](#)

Wiki Instructions ^

Instructions Alignments

Use this wiki to share examples of media that relate to the course content.

Page Version	User's Modifications	Created On	Words Modified
Wiki Home Page (4)	Compare to Version 3	6/11/15 12:57 PM	2
Wiki Home Page (3)	Compare to Version 2	6/11/15 12:54 PM	0
Wiki Home Page (2)	Compare to Version 1	6/11/15 12:53 PM	6

Displaying 1 to 3 of 3 items Show All Edit Paging...

Wiki Details ^

Daphne Blake

GRADE
6/11/15 12:53 PM 15 / 15

FEEDBACK TO LEARNER

Feedback to student

Add Notes

Cancel Save Draft Submit

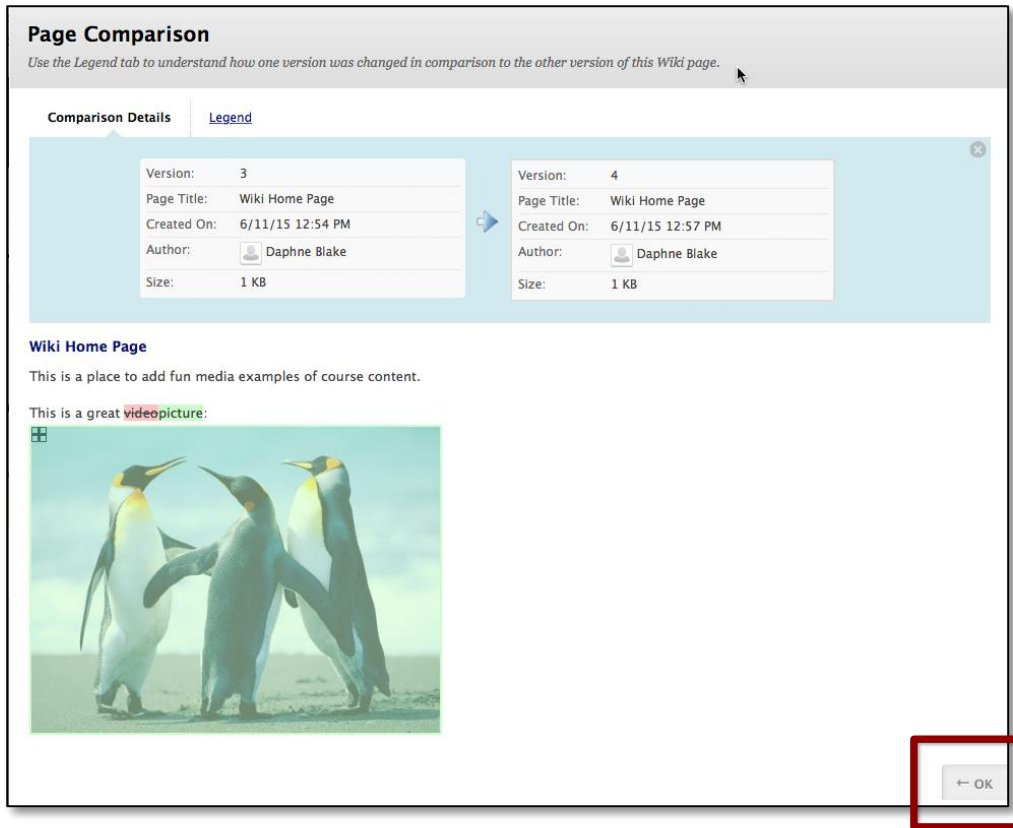
PARTICIPATION SUMMARY

Modified By: Daphne Blake

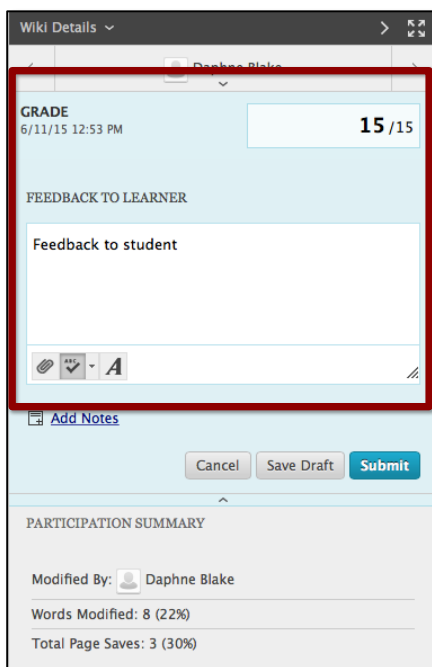
Words Modified: 8 (22%)

Total Page Saves: 3 (30%)

A new window appears and the user's changes are highlighted.

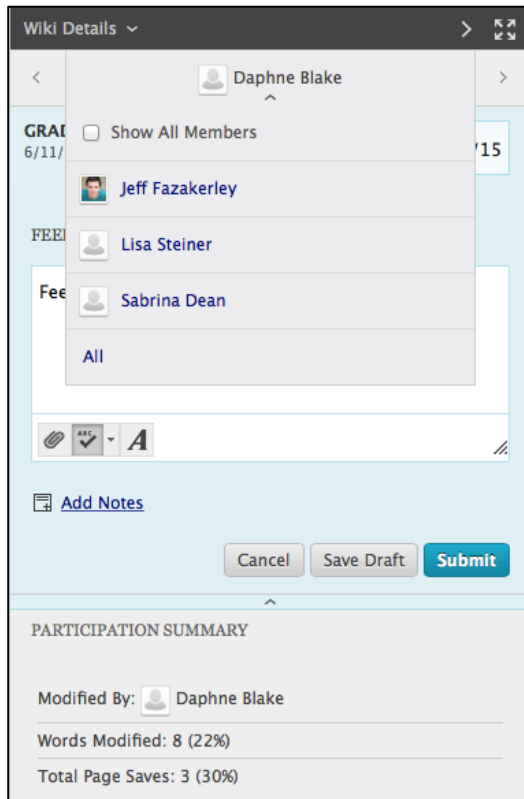


4. Close the window or click **OK** in the bottom right when done.
5. Type a grade in the **Grade** field, and type feedback in the **Feedback to Learner** field.





6. Click **Submit** when you are done grading.
7. Click the arrows on either side of the student's name or select their name from the drop-down list to navigate to a new student.



Note: Grading can also be done using the **Full Grade Center** and the **Needs Grading** pages.