



Wikis

Blackboard
Version 9.1

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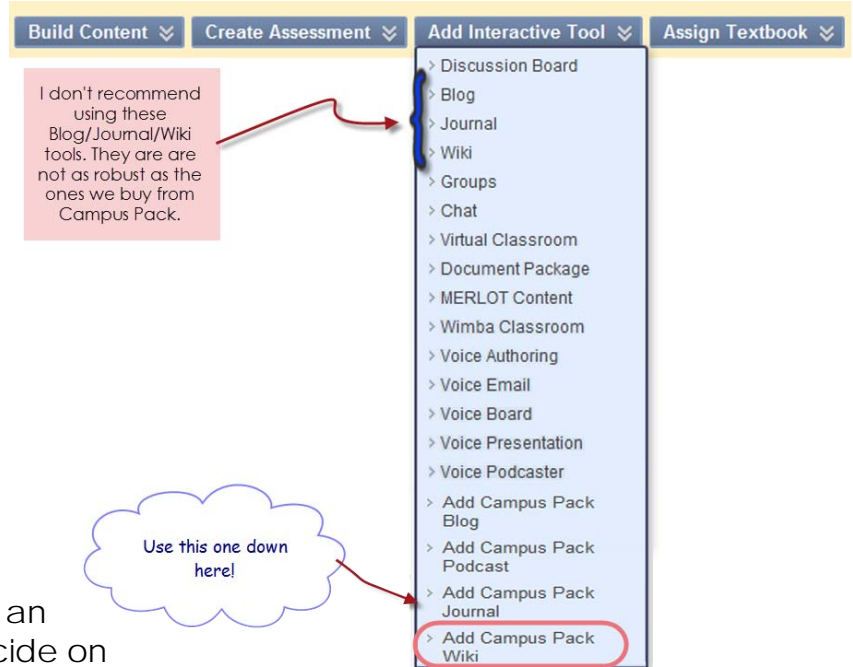
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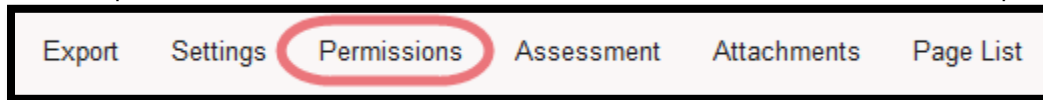
Create Course Wiki

1. To create a wiki, first make sure you are in the course you would like to work in, that the Edit Mode is ON.
2. Select the Content Area in which you would like to place the wiki from the Course Menu.

3. Once in the Content Area of your choice, mouse over the **Add Interactive Tool** button in the Action Bar and select **Add Campus Pack Wiki**.



4. In the Create Wiki or Add Link window select **New** and then click Submit.
5. In the next window, you can select a template, or choose "Wiki, A completely blank wiki."
6. Add the title for the Wiki and an optional description and decide on adding it to the Grade Center.
7. Click **Create Wiki**.
8. To setup the Permissions for this wiki, click on Permission on the top toolbar.



Content Permissions	
<p>Viewers Viewers can read the wiki, but can't participate.</p> <p>No one</p>	Modify
<p>Authors Authors are the actual participants who can make new pages and edit content.</p> <p>No one</p>	Modify
<p>Owners Owners have complete control over the wiki.</p> <p>Oscar Johnson</p>	Modify

Create a Custom Role

9. Permissions can be set for Viewers, Authors, and Owners of a Wiki.
 - a. Viewers can read the wiki, but can't participate.
 - b. Authors are the actual participants who can make new pages and edit content.
 - c. Owners have complete control over the wiki.

These are the permissions that are included in each role:

10. To adjust the permissions for viewers, authors, or owners, click the Modify link to the right. You can create custom roles using any of the permissions.

Viewers have these permissions:	
Wiki View Wiki	Pages View Pages I've Created View All Pages

Authors have these permissions:	
Wiki Export Wiki Copy Wiki	Pages Create Pages Edit Pages I've Created Edit Wiki (Any Pages) Delete Pages I've Created Delete All Pages View History of All Pages

Owners have these permissions:	
Wiki Edit Wiki Title Edit Wiki Description Modify Wiki Appearance Modify Wiki Sharing Purge the Entire Wiki	Pages Purge All Pages Management Manage Wiki

You can create your own custom roles using any of these permissions.

If the pre-defined roles of Viewers, Authors or Owners do not meet your requirements, you can also create a custom role by clicking on the Create a Custom Role button. On the permission set (Viewers, Authors or Owners) to which you would like to add people click Modify to expand it. Browse and add Everyone, Users, Courses, Groups, or Organizations from the columns as needed, following the guidelines below. Once you are done click Close to view a summary of the permission set. Your changes are automatically saved.

If you selected **Everyone**:

- In the second column, select Everyone in the world or everyone at your institution.
- Click the Add button.

If you selected **Users**:

- In the second column, select the user roles (e.g., All Administrators, All Faculty, All Staff, All Students).
- Click the Add button.
- If you want to include individual users, select a name and click the Add button.

*To locate a user quickly, type part of the name in the Find field.

*To select more than one user at a time, use the Control or Shift keys when selecting the names and then click the Add button.

If you selected **Courses**:

- In the second column, select a course (e.g., Applied Human Anatomy, English Online, Virtual Acoustics).

- b. In the third column, select the course roles (e.g., Everyone, All Instructors, All Students).
- c. Click the Add button.
- d. If you want to include individual users, select a name and click the Add button.

If you selected **Groups**:

- a. In the second column, select a group (e.g., Agricultural Economics, Rhetoric and Composition, Soil Judging).
- b. In the third column, select the group roles (e.g., Everyone, All Managers, All Members).
- c. Click the Add button.
- d. If you want to include individual users, select a name and click the Add button.
- e. If done selecting groups and individual users, click the OK button.

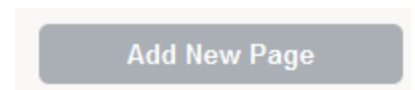
If you selected **Organizations**:

- a. In the second column, select an organization (e.g., Commentary on Art, Food Chemistry, Operations Strategy).
- b. In the third column, select the organization roles (e.g., Everyone, All Leaders, All Members).
- c. Click the Add button.
- d. If you want to include individual users, select a name and click the Add button.



Contributing to a Wiki

After you have created a wiki, you can add text, hyperlinks, images, embedded media and upload files.


1. Enter a wiki site.
2. If there are no pages, click the Add New Page link.
3. In the Add New Page dialog box, enter a title in the Title field.
4. If the page is a child page, select the parent page you want the page associated with from the list under Create new page under....
5. Click the Continue button.





Adding Text:

1. Enter the information into the text box.
2. If you copied text from a WORD document:
 - a. Click  (Paste from Word) and press the **ctrl+v** keys on your keyboard to paste in the text into the **Paste from Word** window.
 - b. Select the **Insert** button to insert the content into the wiki.
3. If you copied text from another type of document, click  (Paste from Plain Text) or press the **ctrl+v** keys to paste in the text.



Inserting Hyperlinks:

1. Highlight the text that you want to link to another page or anchor.
2. Click  (Link to a page).
3. If the link is to an external web site:
 - a. Select the **Link to an external web site** option.
 - b. Enter the address in the **URL** field.
4. If the link is to a new page:
 - a. Select the **Link to a new page** option.
 - b. Enter the page name in the **Page name** field.
5. If the link is to an existing page:
 - a. Select the **Link to an existing page** option.
 - b. Select the existing page from the list box.
6. Click the **Open in new window** option if desired.
7. Click the **Insert** button.
8. If done, click the **Save & Exit** button.

Inserting Images:


1. Click  (Insert/edit image.)
2. If the image is stored locally:
 - a. On the **Insert/edit image** dialog box, click  (browse) to locate the image.
 - b. On the **Upload file** dialog box, click the **Browse** button.
 - c. Navigate to and select the image.
 - d. Click the **Upload** button.
3. If the image is stored on another website, on the **Insert/edit image** dialog box, enter the address in the **Image URL** field.
4. Enter a description in the **Image description** field.
5. Click the **Insert** button.
6. If done, click the **Save & Exit** button.

Inserting Embedded Media:

1. Click  (Insert/edit embedded media).
2. On the **Insert/edit embedded media** dialog box, select the type of media being embedded in the **Type** field.
3. If the media is stored locally:
 - a. On the **Insert/edit embedded media** dialog box, click  (browse) to locate the media.
 - b. On the **Upload file** dialog box, click the **Browse** button.
 - c. Navigate to and select the media.
 - d. Click the **Upload** button.
4. If the media is stored on another website, enter the address in the **File/URL** field.
5. Enter the width and height in the **Dimension** fields if applicable.
6. Click the **Constrain proportions** checkbox if applicable.

7. Click the **Insert** button.
8. If done, click the **Save & Exit** button.

Uploading a File:

1. Click  (Upload a file).
2. On the **Upload file** dialog box, click the **Browse** button.
3. Navigate to and select the file.
4. Click the **Upload** button.
5. If done, click the **Save & Exit** button.

Viewing Wiki History




Reviewing history allows you to view all the revisions made to a wiki page and to compare versions side by side.

Colored highlighting indicates the changes that have been made to the wiki page:

Green	highlight indicates text has been added
Yellow	highlight indicates text has been modified
Red	highlight and strikethrough indicate has been delete

1. Enter a wiki site.
2. Navigate to the wiki page.
3. Click the **History** link.

Viewing Page History:

1. Select a version of the wiki page.
2. Click  to view a version.
3. To view the previous version, click  if applicable.
4. To view the next version, click  if applicable

Comparing Versions:

1. Click the drop-down arrow for the **Compare to** field.
2. Select a version.
3. Click the **Compare** button.

Monitoring Wiki Participation

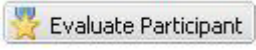
By reviewing participation, you can access participant contributions to a wiki by total pages, total views, total revisions, total comments, and total words edited. You can also see change history for any page and compare versions of the pages.

Colored highlighting indicates the changes that have been made to the wiki page:

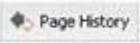



Green	highlight indicates text has been added
Yellow	highlight indicates text has been modified
Red	highlight and strikethrough indicate has been delete

1. Enter a wiki site in a course.
2. Click the **Assessment** link.

Selecting Participant Detail:

1. On the **Activity Summary** page, click a participant.
2. Click  to review participant detail.

Viewing Page History:

1. On the **Activity Summary** for a participant page, select a page name.
2. Click to  review page versions.
3. Select a version of the wiki page.
4. Click  to view a version.
5. To view the previous version, click  if applicable.
6. To view the next version, click  if applicable

Comparing Versions:

1. Click the drop-down arrow for the **Compare to** field.
2. Select a version.
3. Click the **Compare** button.