Campus Pack - Wiki

The term Wiki comes from the Hawaiian word for quick, because it is a quick and easy way to create a website. The best-known wiki is Wikipedia (www.wikipedia.org). Campus Pack Wikis within Blackboard Learn make it possible for faculty and students to collaborate, organize, and present their work (knowledge bases, papers, research, etc.) within a safe secure web-based dynamic environment. Instructors can easily monitor wiki activity to see who is contributing and what they are contributing.

Wiki's can be incorporated in your course in various ways, located below are examples:

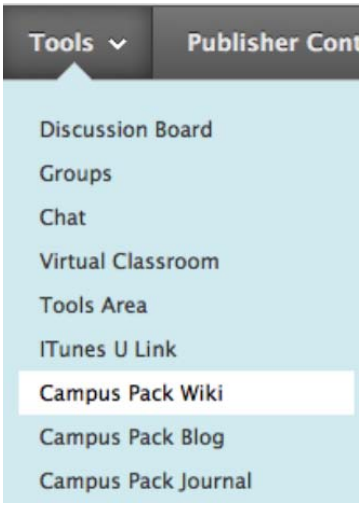
- Set up a class wiki as a collaborative space for the entire class to create a study guide or a knowledge base to help them prepare for upcoming tests, midterms, and final exams.
- For group and individual projects, students can construct their wiki's during a set timeframe then the wiki's could be opened to the rest of the class for comments.

Create a Wiki

1. Click on the content area in the course where you want the students to access the class wiki.

2. In the menu bar, click the **Tools** button.

3. From the drop down menu, select **Campus Pack Wiki**.

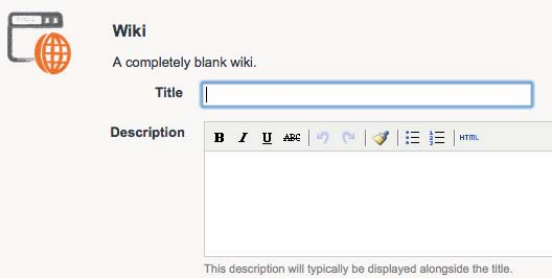


Note: *You may see a message that you are connecting to Campus Pack, which could take a few seconds to load.*

Note: *When creating a wiki, you can copy a wiki from another course in Blackboard or import an archived wiki. In this example, we will just create the wiki using the fields on the page displayed.*

4. In the **Title** field, enter a title for the wiki.

5. In the **Description** field, enter a description for the wiki.



Note: *Based on what you want the wiki to do to help enhance your curriculum, select one of the following using the grid to determine which will best suit your needs:*

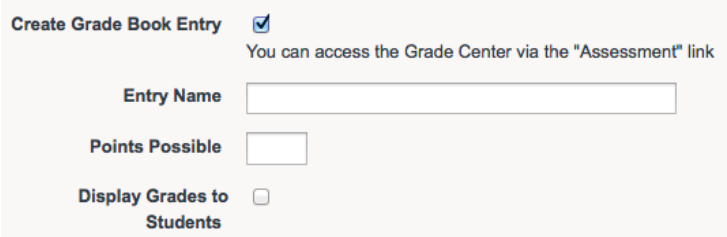
Deployment Method	Share with Instructor	Share with other students and groups	Why should I use this option?
Single Copy	Y	Y	Allow a student or group of students to create their wiki and then share it with other groups or students for commenting. **Note:** *You will need to create a wiki space for each group or individual.*
One Per Group	Y	N	Allows a group to have a private wiki space that can be shared with the instructor.
One Per Person	Y	N	Allows the student to have a private wiki space that can be shared with the instructor.

For this example, we will choose a Single Copy.

6. In the **Deployment** field, select **Single Copy.**

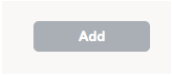
Note: *If you chose the **Single Copy** deployment method do not select to create a Grade Center entry. To avoid having multiple wiki columns in the Grade Center, manually create a column in the grade center for the wiki.*

7. In the **Create Grade Book Entry** field, click the checkbox
to add the column automatically
to the Grade Center if desired.



- Enter the ***Entry Name*** for the Grade Center if you are grading this wiki.
- Enter the points possible if you are grading this wiki.
- If you want students to see their grade, click the checkbox to allow students to view the grade.

8. Click the **Add** button.



Note: *The wiki has now been added. If you are using the **Single Copy** deployment method for individual students or groups of students, you will need to repeat steps 1 - 5 for each student or group. Then continue to the next set of instructions regarding "Permissions."*

Note: *If you are using the **One per Group** or **One per Person** deployment method, you are finished.*

Permissions

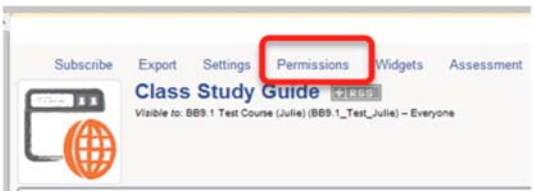
By default, the entire class has permission to construct and comment on the wiki.

- If you are creating a wiki for the entire class to collaborate on, you do not have to adjust the permissions as instructed here.
- If this is a wiki site intended for just a group of students or individual student, you will need to adjust the permissions.

Note: *Changing wiki permissions allows you to limit who can author the wiki as well as who can view and*

make comments on the wiki. Typically, there is a construction period for individual or group wikis and then a comment period.

1. At the top of the wiki page, click the **Permissions** link.



Note: *There are three types of permissions:*

- ***Author:*** *can create and edit content in the wiki.*
- ***Viewer:*** *can view the wiki and add comments.*
- ***Owner:*** *controls the wiki and its settings – usually the instructor has this role.*

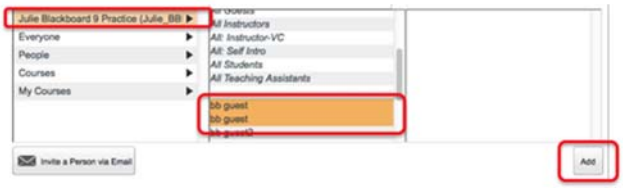
To limit who can author the wiki follow these instructions:

2. Click the **Authors** tab.

3. Click the course to highlight it in the **Author** field.

4. Click the **Remove** button.

5. The next step is to select the group or users that should have author rights. Click on the name of your course in the left column.



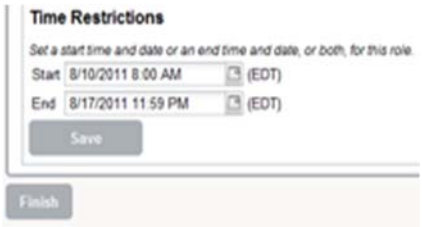
6. Click on the group or the name(s) of the individual student(s) in the middle column then click the **Add** button.

The names will populate in the **Author** field:

7. Click **Save & Exit** at the bottom of the page when you are finished setting permissions.

8. Follow these same steps to determine who has access to view and comment on the Viewers tab.

Adjusting the Time Restrictions



You may want to establish a time period for authors to construct the wiki and then another time period for viewers to comment on each other's the wikis.

1. To establish time restrictions for authors, click the **Author** tab.
2. Scroll to the bottom of the page and click the  button next to **Start** and select the start date and time for when you want the students to begin constructing their wiki.
3. Click the  button next to **End** and select the end date and time for when you want the students to finish constructing their wiki.
4. Click **Save**.
5. To establish viewing and commenting time restrictions, click the **Viewer** tab and follow steps 1 – 4 above.
6. Click **Finish**.

Note: *This completes the wiki set up process. The instructions below will show you how to create the wiki content.*

Adding Pages to a Wiki

To begin the process of building the wiki, you must add a new page.

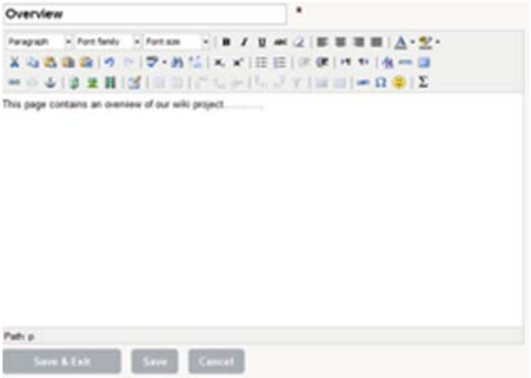
1. Navigate to the wiki link and click **View** under the wiki name.

2. Click 

on the right side of the page.

3. The following displays. Enter a title for your page then click **Continue**.

4. Type the content for the page in the text box.
5. Click S**ave and Exit** when finished.
6. You can continue to work on this page by clicking the **Edit** link. You can also add a new page.



The link to your new page will appear in the **Pages** section on the right side of the page.

Delete, Edit or Lock a Page

To edit or delete a page, click on the **Edit** or **Delete** links to the right of the page title. Instructors also have the option to lock the page from further editing or being deleted by clicking the **Lock** link. The lock feature can be used for a rubric or instructions for the wiki that you would create.

Note: *Students will only see the Edit and Delete links.*

Wiki Editing Tools

The functions along the top of the text box in *Edit* mode allow you to control the text and paragraph formatting in the Wiki. Hover your mouse over each button to see what its function is. Some of the most common functions used are adding images, hyperlinks, files and videos.

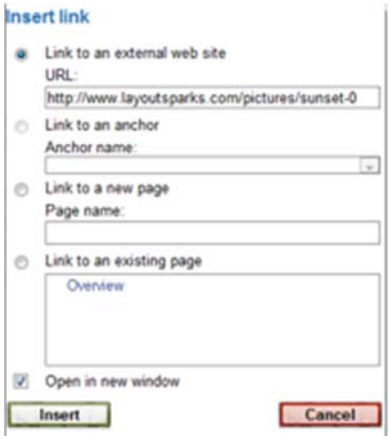
Adding Images or Pictures to the Wiki Site

Note: You should use the insert/edit image icon to insert images into the wiki. Copying and pasting images into the wiki does not always work. If you find images on places like Google Images, save the image to your computer and follow these directions to insert them.

1. Click the insert/edit image  icon
2. Click the  icon to browse to the location of your image.
3. Click **Choose File**.
4. Browse to where your image file is saved and double-click it or highlight it and click **Open**.
5. Click **Upload**.
6. Enter an image description and title if desired.
7. Click **Insert**.

Adding Links

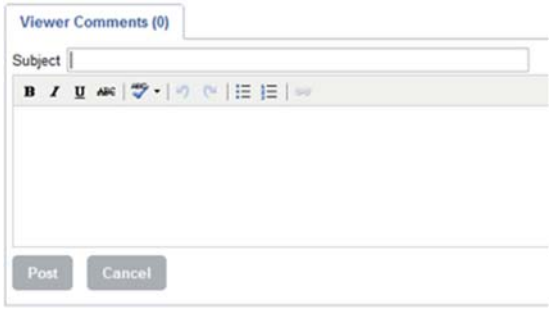
You can add links to other pages in the wiki or external web sites.



1. Highlight the text you would like to create a link for.
2. Click the link  icon.
3. Select what you want to link to, such as **URL** or another page in the wiki.
   - Linking to an external website: Enter the URL in the space provided. (You should copy and paste the full URL.)
   - Linking to a new page in the wiki: Select Link to *New Page* then enter the page name.
4. If you want the URL or new page to open in a new window, click the checkbox next to *Open in new window*.
5. Click **Insert**.

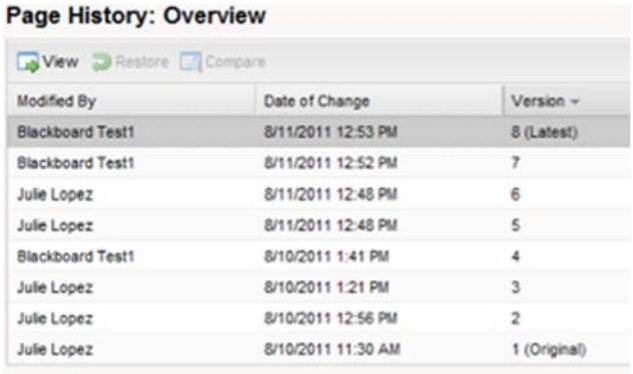
Commenting on a Wiki

1. Open the page by clicking on the page name.
2. Click in the text box that says **Add a comment**.
3. Enter a **Subject** and your comment in the text boxes that appear.
4. When you've finished with your comment, click **Post**.

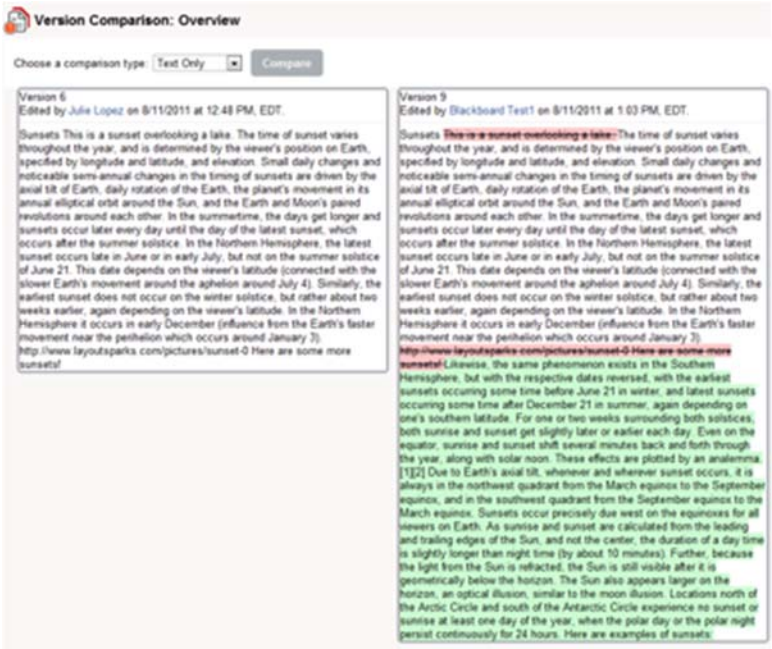


Viewing History

1. Open the page by clicking on the page name.
2. Click in **History** link.
3. Click the version that you want to view and click **View**.
4. If you would like to compare two different versions, highlight one of the versions, then hold down the Control key on your keyboard and click the other version you want to compare it to and click the **Compare** button.



This is an example of comparing two versions from two different authors.



Assessment

If you are grading the wikis, you can use the Assessment link to see statistics of the students work.

1. Click the **Assessment** link in the wiki site.
2. Overall statistics will be presented with a button to access the **Grade Center**. Individual statistics are displayed in a grid below.
3. Highlight a student's name and then click **Evaluate Participant** to see detailed statistics for that individual.
4. If you set the wiki up for grading automatically, click the **Grade Center** button will display. Click it to open a new window with the Grade Center while keeping the wiki open in original window.