

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:

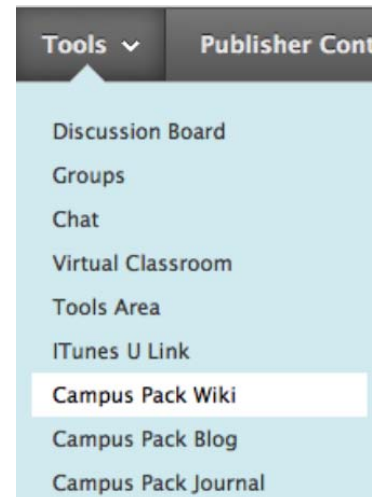
- Set up a class wiki as a collaborative space for the entire class to create a study guide or a knowledge base to help them prepare for upcoming tests, midterms, and final exams.
- For group and individual projects, students can construct their wiki's during a set timeframe then the wiki's could be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

Create a Wiki

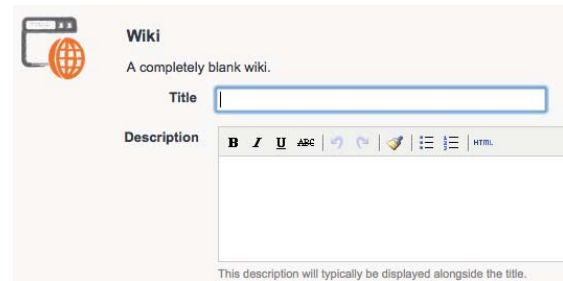
1. Click on the content area in the course where you want the students to access the class wiki.
2. In the menu bar, click the **Tools** button.
3. From the drop down menu, select **Campus Pack Wiki**.

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.

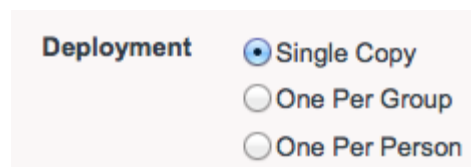


Note: Based on what you want the wiki to do to help enhance your curriculum, select one of the following using the grid to determine which will best suit your needs:

| Deployment Method | Share with Instructor | Share with other students and groups | Why should I use this option? |
|-------------------|-----------------------|--------------------------------------|---|
| Single Copy | Y | Y | <p>Allow a student or group of students to create their wiki and then share it with other groups or students for commenting.</p> <p>Note: You will need to create a wiki space for each group or individual.</p> |
| 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**.

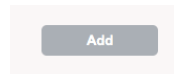


Note: If you chose the **Single Copy** deployment method do not select to create a Grade Center entry. To avoid having multiple wiki columns in the Grade Center, manually create a column in the grade center for the wiki.

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.

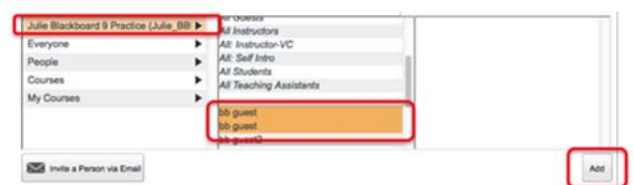


Note: There are three types of permissions:

- **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:

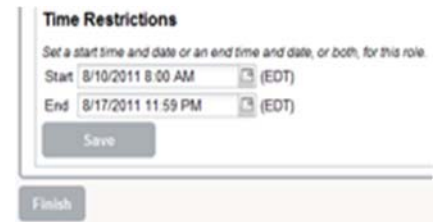
7. Click **Save & Exit** at the bottom of the page when you are finished setting permissions.





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.

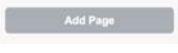


1. To establish time restrictions for authors, click the **Author** tab.
2. Scroll to the bottom of the page and click the  button next to **Start** and select the start date and time for when you want the students to begin constructing their wiki.
3. Click the  button next to **End** and select the 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 **Save 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

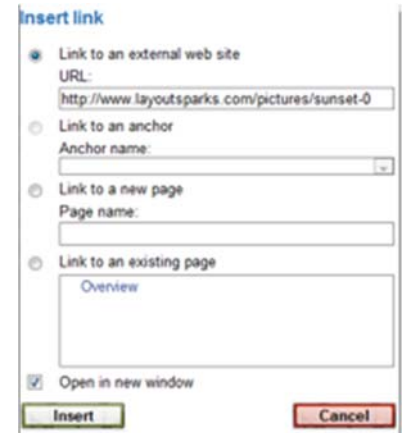
Note: You should use the insert/edit image icon to insert images into the wiki. Copying and pasting images into the wiki does not always work. If you find images on places like Google Images, save the image to your computer and follow these directions to insert them.

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.

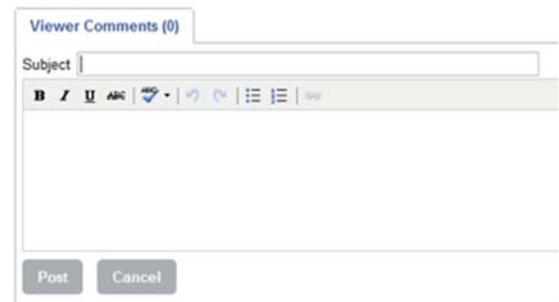
1. Highlight the text you would like to create a link for.
2. Click the link  icon.
3. Select what you want to link to, such as **URL** or another page in the wiki.
 - Linking to an external website: Enter the URL in the space provided. (You should copy and paste the full URL.)
 - Linking to a new page 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**.



The 'Insert link' dialog box shows four radio button options: 'Link to an external web site' (selected), 'Link to an anchor', 'Link to a new page', and 'Link to an existing page'. The 'Link to an external web site' option has a text field for 'URL' containing 'http://www.layoutsparks.com/pictures/sunset-0'. The 'Link to an anchor' option has a text field for 'Anchor name'. The 'Link to a new page' option has a text field for 'Page name'. The 'Link to an existing page' option has a dropdown menu showing 'Overview'. At the bottom, there is a checked checkbox for 'Open in new window' and two buttons: 'Insert' and 'Cancel'.

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**.



The 'Viewer Comments' dialog box has a title bar 'Viewer Comments (0)'. It contains a 'Subject' text field, a rich text editor with formatting tools (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, undo, redo), and a large text area for the comment. At the bottom are 'Post' and 'Cancel' buttons.

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.

Page History: Overview

| View Restore Compare | | |
|----------------------|--------------------|--------------|
| Modified By | Date of Change | Version |
| Blackboard Test1 | 8/11/2011 12:53 PM | 8 (Latest) |
| Blackboard Test1 | 8/11/2011 12:52 PM | 7 |
| Julie Lopez | 8/11/2011 12:48 PM | 6 |
| Julie Lopez | 8/11/2011 12:48 PM | 5 |
| Blackboard Test1 | 8/10/2011 1:41 PM | 4 |
| Julie Lopez | 8/10/2011 1:21 PM | 3 |
| Julie Lopez | 8/10/2011 12:56 PM | 2 |
| Julie Lopez | 8/10/2011 11:30 AM | 1 (Original) |

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

Version Comparison: Overview

Choose a comparison type:

Version 6
Edited by Julie Lopez on 8/11/2011 at 12:48 PM, EDT.

Sunsets This is a sunset overlooking a lake. The time of sunset varies throughout the year, and is determined by the viewer's position on Earth, specified by longitude and latitude, and elevation. Small daily changes and noticeable semi-annual changes in the timing of sunsets are driven by the axial tilt of Earth, daily rotation of the Earth, the planet's movement in its annual elliptical orbit around the Sun, and the Earth and Moon's paired revolutions around each other. In the summertime, the days get longer and sunsets occur later every day until the day of the latest sunset, which occurs after the summer solstice. In the Northern Hemisphere, the latest sunset occurs late in June or in early July, but not on the summer solstice of June 21. This date depends on the viewer's latitude (connected with the slower Earth's movement around the aphelion around July 4). Similarly, the earliest sunset does not occur on the winter solstice, but rather about two weeks earlier, again depending on the viewer's latitude. In the Northern Hemisphere it occurs in early December (influence from the Earth's faster movement near the perihelion which occurs around January 3). <http://www.layoutsparks.com/pictures/sunset-0> Here are some more sunsets!

Version 9
Edited by Blackboard Test1 on 8/11/2011 at 1:03 PM, EDT.

Sunsets ~~This is a sunset overlooking a lake.~~ The time of sunset varies throughout the year, and is determined by the viewer's position on Earth, specified by longitude and latitude, and elevation. Small daily changes and noticeable semi-annual changes in the timing of sunsets are driven by the axial tilt of Earth, daily rotation of the Earth, the planet's movement in its annual elliptical orbit around the Sun, and the Earth and Moon's paired revolutions around each other. In the summertime, the days get longer and sunsets occur later every day until the day of the latest sunset, which occurs after the summer solstice. In the Northern Hemisphere, the latest sunset occurs late in June or in early July, but not on the summer solstice of June 21. This date depends on the viewer's latitude (connected with the slower Earth's movement around the aphelion around July 4). Similarly, the earliest sunset does not occur on the winter solstice, but rather about two weeks earlier, again depending on the viewer's latitude. In the Northern Hemisphere it occurs in early December (influence from the Earth's faster movement near the perihelion which occurs around January 3). <http://www.layoutsparks.com/pictures/sunset-0> Here are some more sunsets! Likewise, the same phenomenon exists in the Southern Hemisphere, but with the respective dates reversed, with the earliest sunsets occurring some time before June 21 in winter, and latest sunsets occurring some time after December 21 in summer, again depending on one's southern latitude. For one or two weeks surrounding both solstices, both sunrise and sunset get slightly later or earlier each day. Even on the equator, sunrise and sunset shift several minutes back and forth through the year, along with solar noon. These effects are plotted by an analemma. [1][2] Due to Earth's axial tilt, whenever and wherever sunset occurs, it is always in the northwest quadrant from the March equinox to the September equinox, and in the southwest quadrant from the September equinox to the March equinox. Sunsets occur precisely due west on the equinoxes for all viewers on Earth. As sunrise and sunset are calculated from the leading and trailing edges of the Sun, and not the center, the duration of a day time is slightly longer than night time (by about 10 minutes). Further, because the light from the Sun is refracted, the Sun is still visible after it is geometrically below the horizon. The Sun also appears larger on the horizon, an optical illusion, similar to the moon illusion. Locations north of the Arctic Circle and south of the Antarctic Circle experience no sunset or sunrise at least one day of the year, when the polar day or the polar night persist continuously for 24 hours. Here are examples of sunsets:

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.



| Overall Statistics | | | | | | |
|--------------------------|---|------------------------------|--|--|--|--|
| Total Pages | 2 | | | | | |
| Total Views | 5 | | | | | |
| Total Revisions | 3 | | | | | |
| Total Comments Initiated | 0 | | | | | |
| Total Comments | 0 | Grade Center | | | | |

| Evaluate Participant | | | | | | |
|----------------------|-----------------|-----------------|----------------|----------------|-------------|-----------------|
| Participant | Last View of... | Total Pages ... | Total Comme... | Total Comments | Total Views | Total Revisions |
| Julie Lopez | 8/22/2011 3:... | 50% (1/2) | 0% (0/0) | 0% (0/0) | 20% (1/5) | 33% (1/3) |
| Blackboard T... | 8/22/2011 3:... | 100% (2/2) | 0% (0/0) | 0% (0/0) | 60% (3/5) | 67% (2/3) |