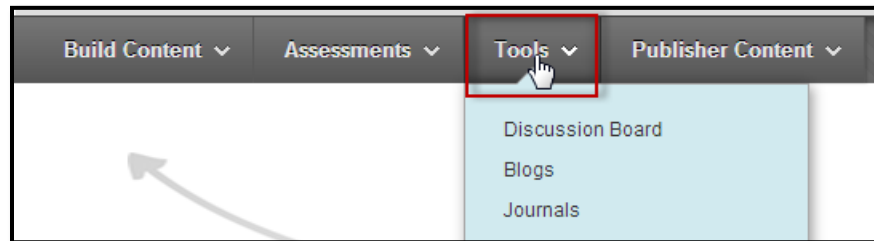

Blackboard for Employees

Setting up a Wiki

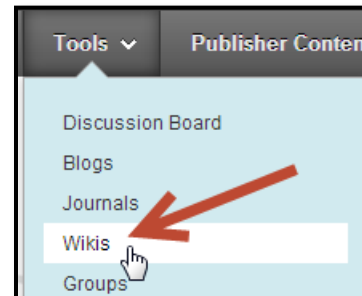
This document describes how to set up a Wiki in a Blackboard course site.

Instructions

1. In a content area, hover over the **Tools** reveal the drop-down menu.



2. In the drop-down menu, click on **Wikis**.



3. Choose **Create New Wiki**.

Create Link: Wiki

Add a Link to the Wiki listing page or a specific Wiki in a Content Area. This creates a streamlined experience where users interact with each other in the same area where they discover content. A link can connect to an existing Wiki or a new Wiki can be created and linked.

CREATE LINK: WIKI

Link to the Wikis page, link to a specific Wiki, or create a new Wiki.

Link to the Wikis Page

Create New Wiki

Click Cancel to go back.

Cancel

4. Modify the options preferred; the only required item is a name.
 - a. Enter the **Name** of the wiki (*required*).
 - b. Instructions can be included in the instructions text editor.
 - c. To show or hide the wiki to students, modify the **Wiki Availability**.
 - d. To set a specific timespan for students to view the wiki, by modifying the **Availability** dates.
 - e. Configure **Student Access** to close or open editing of the wiki.
 - f. Allow/disallow comments by students.
 - g. If the wiki will be included in the Grade Center, choose **Grade** and set the **Points Possible**.

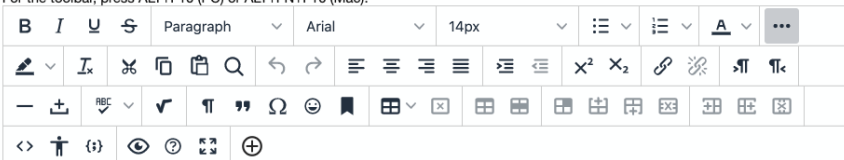
* Indicates a required field.

WIKI INFORMATION

A * Name

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).





B



P 0 WORDS POWERED BY TINY

WIKI DATE AND TIME RESTRICTIONS

C Wiki Availability
 Yes No

D Limit Availability
 Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
 Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

WIKI PARTICIPATION

E Student Access
 Closed to Editing Open to Editing

F Student Comment Access
 Closed to Commenting Open to Commenting

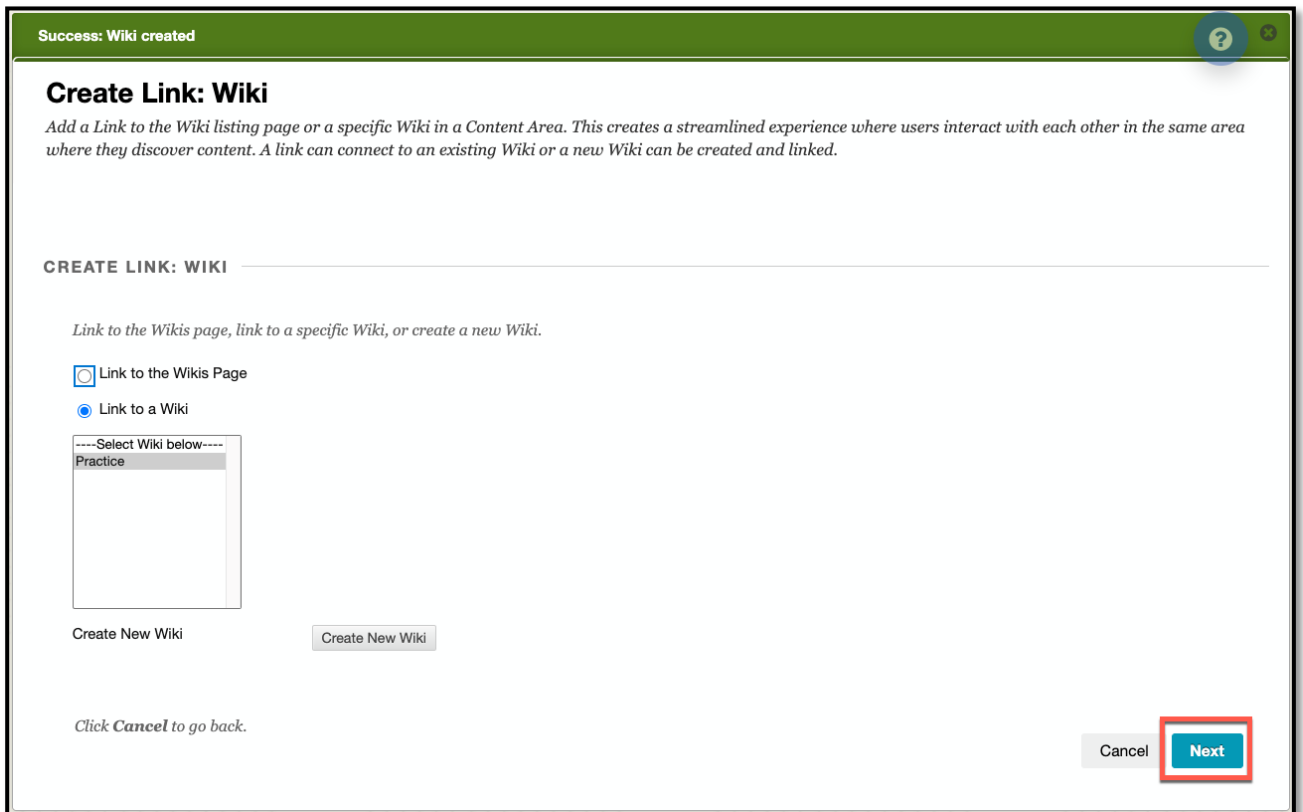
WIKI SETTINGS

G Grade Wiki
 No grading
 Grade : Points possible :

5. To finalize changes and create the wiki, click on **Submit**.



6. Once returned to the **Create Link:Wiki** screen, click on **Next**.



7. The wiki is created, but still needs to be deployed in the content area. Various settings can be modified, but only the **Link Name** is required.
 - a. The **Link Name** will already include the title previously used.
 - b. A brief decription can be included in the text box editor students will see in the content area. This is NOT the same as the instructions.
 - c. The **Availability** is another method to show/hide the wiki.
 - d. The **Date Restrictions** area is another method to set a timespan of availability for students to access the wiki.
 - e. Click **Submit** when ready to proceed.

Create Link: Wiki

** Indicates a required field.*

LINK INFORMATION

A * Link Name

Color of Name Black

Link

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U Paragraph Arial 14px

B

0 WORDS POWERED BY TINY

OPTIONS

C Available Yes No

Track Number of Views Yes No

D Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

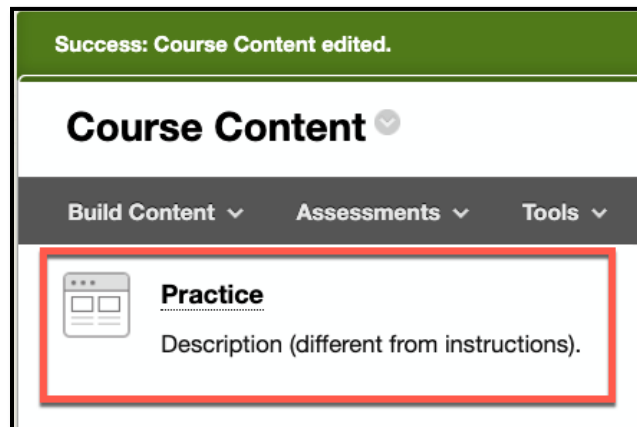
Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

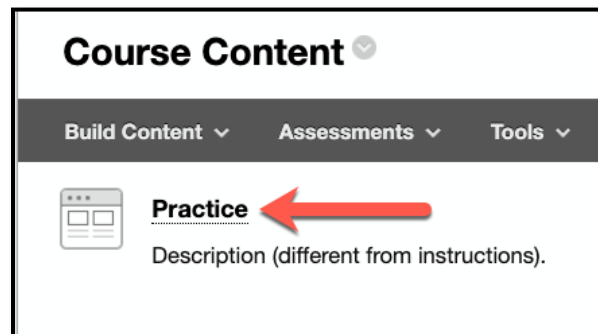
*Click **Submit** to proceed.*

E

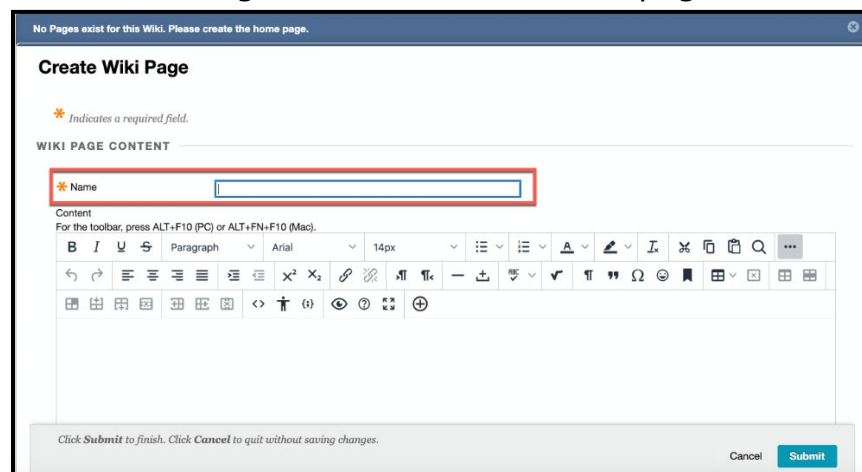
8. The wiki is now successfully created and inserted into the content area.



9. It is advised to create a **homepage** for the wiki. To do so first click on the wiki title.



10. Under **Name** choose a title for the homepage. This is the first page students will see.
- Text, images, video and sounds are inserted here for students to see on the homepage.
 - Click **Submit** to save changes and create the homepage.



11. The wiki is now ready for student contribution.

Making a Wiki Practice

Created By  A-Sedrick Sexton on Monday, March 1, 2021 10:43:41 AM CST

last modified by  A-Sedrick Sexton on Monday, March 1, 2021 10:44:46 AM CST



Here is where you can insert text, sound, or images to make your wiki inviting to your students.

If you don't like the look, click on the Edit Wiki Content button and make modifications.