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**.
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**.
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 description 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.
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.
   a. Text, images, video and sounds are inserted here for students to see on the homepage.
   b. Click **Submit** to save changes and create the homepage.
11. The wiki is now ready for student contribution.

![Making a Wiki Practice](image)

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.