


Reading and Posting to Wikis in Blackboard

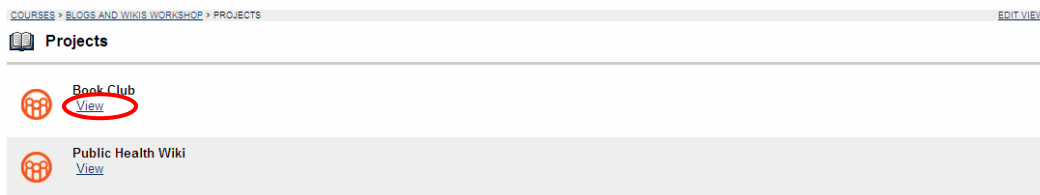
What is a wiki?

A wiki is a collaboratively constructed web site. Wikis consist of “pages” that can include images, video, attached files, and links to other web sites. Wiki pages can also contain links to other pages within the wiki. Most wikis maintain a history showing how the wiki was changed and who changed it. The best known example of a wiki is Wikipedia, a collaboratively authored, online encyclopedia. Wikis are good tools for group projects, collaborative writing, collaborative problem-solving, and creating shared course resources.

Accessing wikis in Blackboard

1. Your instructor will tell you where in the Blackboard course site your wiki is located.

Wiki sites are marked with  an icon next to the title. Click on the **View** link to access the wiki.



2. You will see the wiki homepage. If no one has edited the wiki, the home page will be blank, as in the example below. If there are additional pages in the wiki, they will be listed in the right sidebar under site navigation



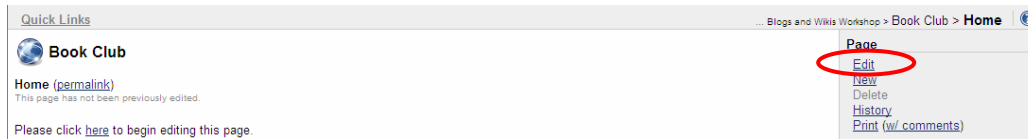
Students who are able to author/edit a wiki are called wiki members. Your instructor can setup a wiki in different ways. The privacy section in the right sidebar will tell you if your wiki is viewable by all class members or by wiki members only.

Editing a wiki page

You can edit any page in any wiki of which you are a member. You can add to the existing content on a page or change the content that is created by others. **Note:** You can view individual contributions to a wiki by clicking on the history link in the page section of the right sidebar.

To edit a wiki page:

1. Click the **edit** link in the right sidebar under page.



2. An editing window will appear with a toolbar similar to word processing that allows you to format text, add images and links, and attach documents. Holding your mouse pointer over any button will produce a brief explanation of its function.





Inserting text from MS Word or Notepad:

Copying text from a word processor into a wiki may not always work. Use the built-in




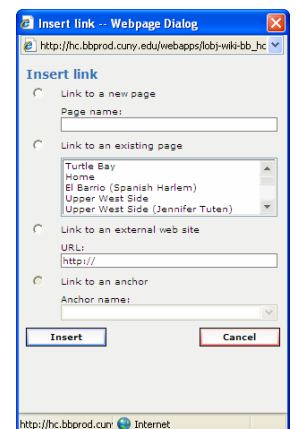
clipboards to fix this problem.

3. Copy the text in MS Word as you usually would using your keyboard or mouse.
4. Go to the wiki page where you will insert the text. Make sure you are in editing mode, where you can view the toolbar shown above.
5. Use the clipboard icon  on the page editor to paste text from MS Word to a wiki page. If you are using another word processor use the  plain text clipboard. (This option will copy only the text, not the formatting)
6. A browser window will appear; click on either the **Insert** button or **allow access button** to insert the text.

Adding links to your wiki page

To insert a link:

1. Either highlight existing text on the wiki page that you want to hyperlink or type in the text for the link in step 3a.
2. Click the () Insert Link button on the toolbar.



3. A dialog box with four options will emerge:

a. Link to a new page

Selecting this option will create a link to a new blank page within the wiki. Type in the name of the new page. You can add content to the new page at a later time.


b. Link to an existing page

Selecting this option will create a link to an existing page within the wiki. Select the page you wish to link to from the list that appears.

c. Link to an external page

Selecting this option will create a link to a website outside the wiki. Type or paste in the address of the site to which you want to link.

d. Link to an anchor

Selecting this option will create a link to a specific point on the wiki page you are editing. **Note:** Before creating an anchor link, you must use the () insert/edit **Anchor** button to insert an anchor on the wiki page.

Insert an image:

1. Click on the () Insert Image button.
2. You will see a dialog box with two options:

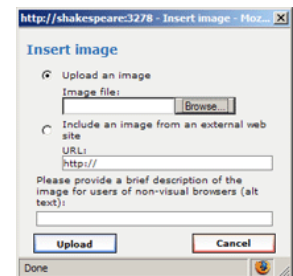
a. Upload an image

Browse for an image file on your computer. The image will be uploaded and displayed directly on your wiki page. **Note:** We recommend that you resize your image using an image editing program like Adobe Photoshop before uploading it.

b. Include an image from an external web site

Copy the web address of the image into the URL field. If you are using Firefox, right-click on the image to copy image location.

3. Enter an image description.
4. Click **Upload** to insert the image.



Creating new wiki page

There are two ways to create a new wiki page. You can create a link to a new wiki page as explained above in the Adding links section; or create a blank wiki page from the sidebar on the right.

1. Click on the **new** link under **page** in the sidebar on the right.
2. Enter a title in the **Page Name** field.
3. Add content to the page, as described in the **Editing a wiki page** section of this document.

4. Click the **Save** button. Your new page will appear in the **site navigation** section in the right sidebar of the wiki. You can now create a link to your new page from any other page in the wiki, as described in the **Editing a wiki page** section of this document.

site navigation
[humpback whales](#)
[mammals](#)
[polar bears](#)
[seals](#)
[wiki home page](#)

Note: You can create an unlimited number of wiki pages.

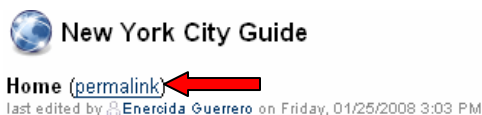
Commenting on wiki entries

Comments may be added to any page in the wiki, if your instructor has enabled the comment feature.

To view or create a comment, click on the **Comments** link at the bottom of the wiki page. You will see any comments that have already been made and can add a new comment using the **Add Comment** form. (If you do not see a comment link, then your instructor has not made the **comment** option available)

Sharing your wiki

Permalinks allow members of a wiki to share their wiki site with others. Wiki members can create a direct link to their wiki site and post the link on another website(i.e., other blogs, wikis sites within blackboard).



Using permalink:


1. Right-click on **permalink** link that appears next to the page title.
2. If using **Firefox**, select the **Copy Link Location** option that appears in the menu. If using **Internet Explorer**, select the **Copy Shortcut** option that appears in the menu.
3. Navigate to the site where the link should be placed and paste the link from your clipboard.

Export Site allows you to download and store your wiki pages on your local computer. The pages will be downloaded in a compressed file format with a .zip extension. Once downloaded, the compressed file will appear as a folder with the name of the wiki. If you right-click on the folder and select the **extract all** option, the **Compressed (zipped) folders extraction wizard** will prompt you through the process of extracting the wiki pages.

Toolbox
[Page List](#)
[Export Site](#)

To view the content, open the **index.html** page, and view the site in your web browser.

Where can I get additional help with Wikis?

Additional help can be accessed within blackboard from any wiki page by clicking on the  “question mark” icon at the top right of the screen