Creating & Using Blackboard Wikis

What is a wiki?
A wiki is a collaboratively constructed web site. Wikis consist of “pages” that can include images, video, attached files, links to other web sites, and 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. Blackboard wikis can be associated with the Grade Center for entering grades. Separate wikis can be created for groups of students collaborating on a project or researching a topic. All group members and the course instructor can collaborate on group wiki pages.

Creating a Wiki
1. You can add a wiki to any course or organization Content Area such as Course Materials or Course Information.
2. From the course navigation menu, select the content area you would like such as Class Sessions in which you wish to create the wiki.
3. Under the Tools menu, click on Wikis.
4. Click the **Create New Wiki** button.

![Create Link: Wiki](image)

5. Give the wiki a name and enter instructions for students in the instructions area.

![Create Wiki](image)
6. Wiki Options:
   a. You can adjust the **Date and Time Restrictions** for the wiki.
   b. You can limit the wiki availability
   c. You can change the student access to **Closed to Editing** and **Open to Editing**.
   d. You can change student comment access to **Closed to commenting** and **Open to commenting**.
   e. You can also enable grading. If the wiki is going to be graded, select **Grade** and specify **Points Possible**.
   f. Click the **Submit** button.

![Wiki Options](image.jpg)
7. You will see a list of all of the wikis in the course. Select the **Link to a Wiki** button and select your wiki in the box.

8. Click **Next**.

9. Enter your desired text that will appear in the content area of your course.

10. When you are finished click **Submit**.
Creating a new wiki page

1. Click on the wiki link in your content area. For example Course Materials.

![Course Materials](image)

2. Enter a title for the wiki page and enter the page information in the Content text box. Click Submit to post the page to the wiki.

![Create Wiki Page](image)

3. To add additional wiki pages click the Create Wiki Page button.
Commenting on a Wiki page

1. If you would like to comment on a wiki page, click on the name of the wiki.

![Course Materials](image)

2. Then locate the page you would like to comment on.

![Wiki Details](image)

3. Click on the Comment button at the bottom of the wiki page.

![Comment](image)

4. Type the comment in the text box. Then click the Add button.

![Comment](image)

If you have further questions or need assistance, please contact the Faculty/Staff Helpdesk at helpdesk@hunter.cuny.edu or by telephone at 212-772-HELP (4357)