

## Creating & Using Blackboard Wikis

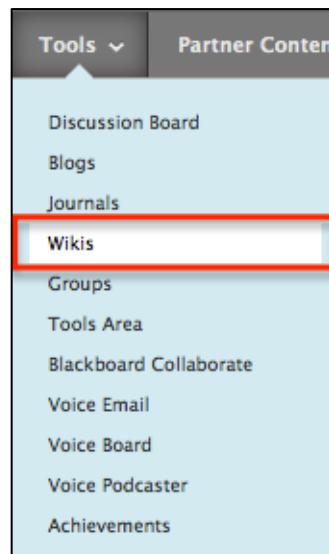
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### What is a wiki?

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

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.

Cancel Next

#### 1. Create Link: Wiki

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

Link to the Wikis Page

Link to a Wiki

----Select Wiki below----

First Chapter Wiki

Create New Wiki **Create New Wiki**

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

### Create Wiki

A Wiki is a collaborative tool that allows Students to contribute and modify one or more pages of Course-related materials. [More Help](#)

\* Indicates a required field. Cancel Submit

#### 1. Wiki Information

\* Name

Instructions

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, text color, background color, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, insert page number, insert page break, insert comment, insert code, insert HTML, insert CSS, etc.



Path: p Words:0



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.

### 2. Wiki Date and Time Restrictions

Wiki Availability  Yes  No

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.*

### 3. Wiki Participation

Student Access  Closed to Editing  Open to Editing

Student Comment Access  Closed to Commenting  Open to Commenting

### 4. Wiki Settings

Grade Wiki  No grading  Grade : Points possible :

### 5. Submit

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

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**.

### 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.*

Cancel **Next**

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**1. Create Link: Wiki**

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

Link to the Wikis Page  
 Link to a Wiki

----Select Wiki below----

First Chapter Wiki

Week one wiki

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**2. Next**

*Click Next to next. Click Cancel to quit.*

Cancel **Next**

9. Enter your desired text that will appear in the content area of your course.
10. When you are finished click **Submit**.

*\* Indicates a required field.*

Cancel **Submit**

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**1. Link Information**

\* Link Name

Color of Name  Black

Link

Text

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Table of Contents, RTL, CSS.

This wiki is used to document progress on the class project.

Path: p Words: 11

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**2. Options**

Available  Yes  No

Track Number of Views  Yes  No

Date Restrictions

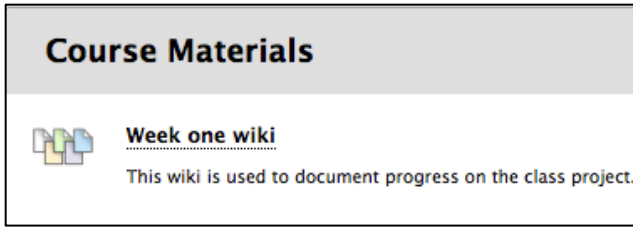
Display After

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

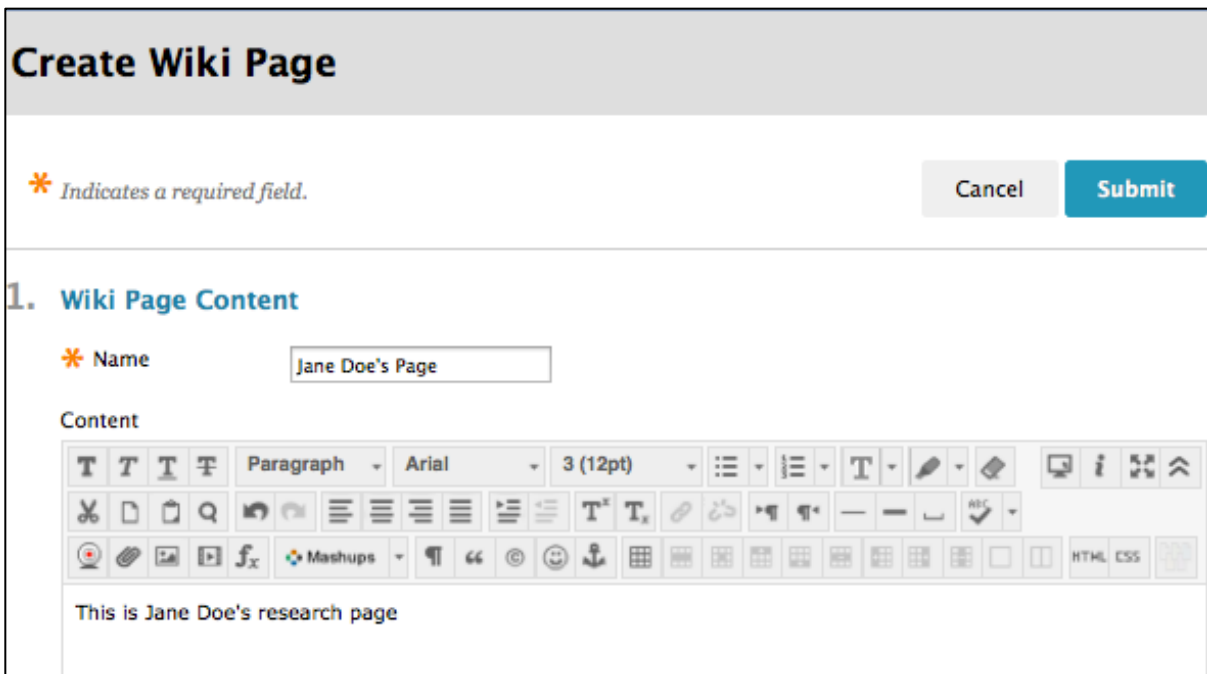
Display Until

## Creating a new wiki page

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



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.



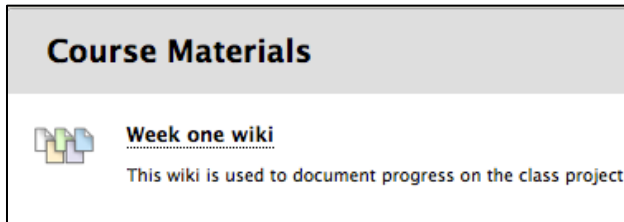
The screenshot shows the "Create Wiki Page" form. At the top, there is a header "Create Wiki Page" and a note: "\* Indicates a required field." To the right are "Cancel" and "Submit" buttons. The form is divided into sections. The first section is "1. Wiki Page Content". Under this section, there is a "Name" field with an asterisk and a text box containing "Jane Doe's Page". Below the name field is the "Content" section, which includes a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The content area of the editor contains the text "This is Jane Doe's research page".

3. To add additional wiki pages click the **Create Wiki Page** button.

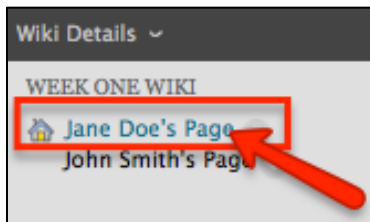


## Commenting on a Wiki page

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



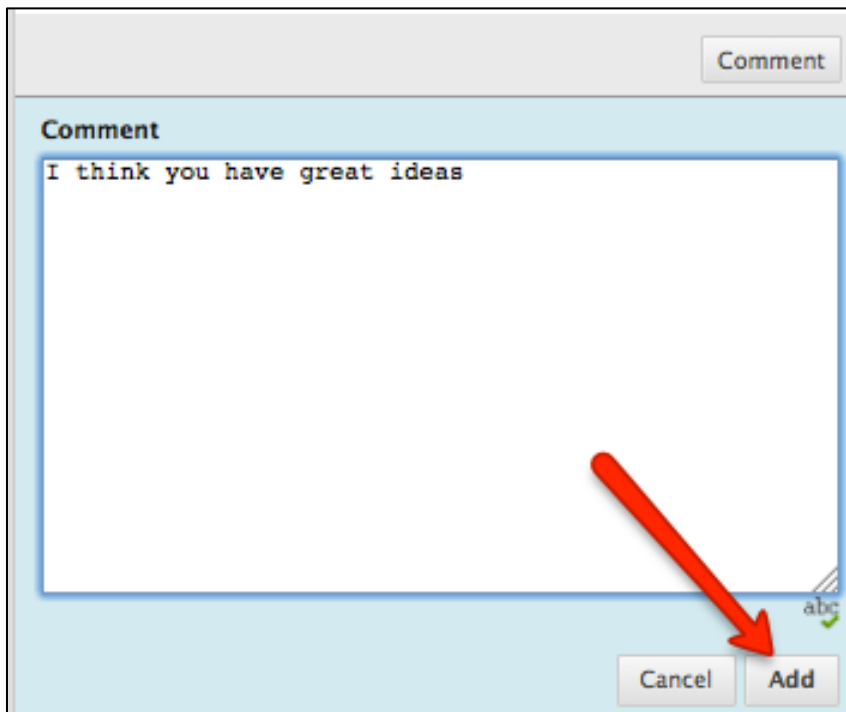
2. Then locate the page you would like to comment on.



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



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



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