

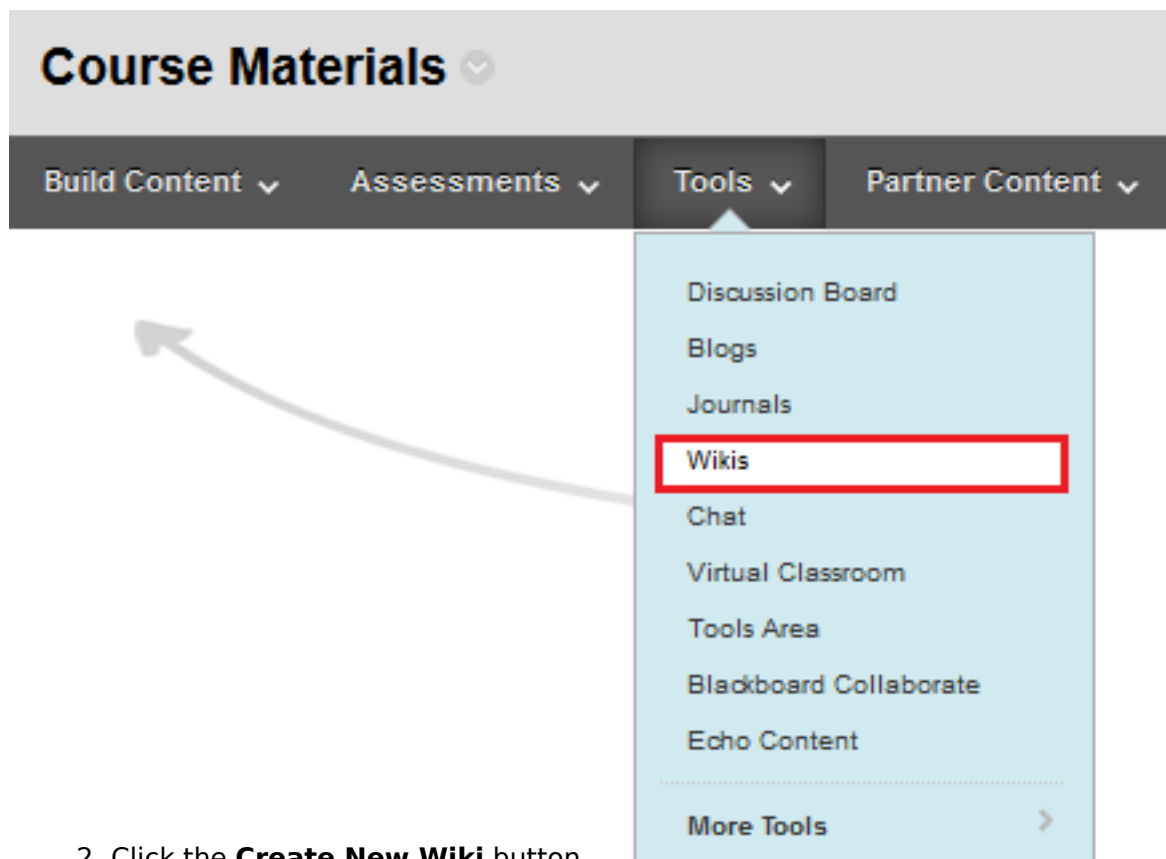
## Add a Wiki

A **WIKI** is a collaborative space within a course where students can view, contribute, and edit content. Wikis can be used as a resource for course information, study guides, lecture and reading notes, and much more.

A wiki consists of one or multiple pages. Any course user can create a wiki page. Each page is a collaborative document that can be viewed and edited by all course participants. Instructors can monitor which users have made changes to the wiki, and when those changes were made, using the tool's versioning capabilities.

Wikis can be added to any content area or directly to the course menu by using a **TOOL LINK**.

1. Navigate to the content area (e.g., Course Materials) where you want students to access the wiki, then hover your cursor over **Tools** and select **Wikis** from the list.



2. Click the **Create New Wiki** button.
3. Provide a **Name** for the wiki.
4. Provide any specific instructions for the use of the wiki (e.g., content restrictions or frequency of posts) in the **Instructions** field.
5. Click **Yes** to make the wiki available to students.
6. If desired, set specific dates and times when the wiki will be available to students.
7. Choose the **Student Access** option. You can change the student access at any time.

- **Closed to Editing:** Select this option when you are the only one contributing pages or to disallow further page editing by users when you are ready to start grading the wikis contributions. All course members are allowed to view wikis that are closed to editing.
- **Open to Editing:** Allows users to modify any wiki page. In a group wiki, a user must be a

member of the group to edit a wiki page.

8. In the **Wiki Settings** section, make a grading selection. If you select Grade: Points possible, type a grade to make the wiki a graded item. After you enable grading, a column is created automatically in the Grade Center. It is permanently gradable, and you cannot change it to No grading.
9. Optionally, select the check box and the number of page saves required to show participants in needs grading status. Applying this setting will show the needs grading icon—the exclamation mark—in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of page saves have been made.
  - **Note:** If you choose three page saves from the drop-down list and a user submits two, the in progress icon appears in the Grade Center cell and within the tool until the specified number is met.


### WIKI PARTICIPATION



Student Access  Closed to Editing  Open to Editing

Student Comment Access  Closed to Commenting  Open to Commenting

### WIKI SETTINGS

Grade Wiki  No grading  Grade : Points possible :

Show participants in "needs grading" status  after every  Page Saved

Due Date    

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

Associated Rubrics

Name	Type	Date Last Edited
------	------	------------------

10. Optionally, associate a rubric by pointing to **Add Rubric**.
11. Click **Submit**.

**Known Issue:** Any attached images will have their width constrained to 350px. Blackboard has slated a fix for a future release.

**Source URL:** <http://portalinfo.utoronto.ca/content/add-wiki>