

A wiki is a project where a group of students can work together, such as coming up with a mission or vision statement for a company. Wikis are quick collaborative spaces that have a number of excellent characteristics for student collaboration.

### Initial Synchronization

Because wiki content resides outside of Blackboard, you need to do an initial synchronization with that external site. You might do this again after the drop/add period, to catch any new students in your class.

1. From the Control Panel, click the **Course Tools** category and **Manage Campus Pack**.
2. Click **Synchronize Course**.

### Creating the Wiki

You can create a wiki by adding a special kind of content type within a Content Area, such as Assignments or Course Materials.

1. Open the desired content area where you wish to create the wiki.
2. From the *More* drop-down list, choose **Add Campus Pack Wiki** and click **Submit** to create a New wiki.
3. Enter a Title for your wiki and briefly describe this assignment.
4. Click **Add**.

### To change class participation:

By default, students in your course are blog viewers and authors.

1. To add or remove authors and/or viewers, click **Permissions**.
2. After selecting either the author or view tab, choose additional participants (or members) for this blog. Authors can post entries into this blog; viewers can only contribute comments.
3. When choosing participants, use the **Add** button
4. When done, click **Save**, then **Finish**.

### Creating Wiki Pages

1. In the content area where the wiki resides, click **View**.
2. Click **Add New Page** link.
3. Enter the page title and click **Continue**.
4. Create your new page in the editing pane.
5. Click **Save** when finished.
6. Comments can be added by entering text in the *Reply* box, and clicking **Post**.

## Viewing Wiki History

After students have started collaborating on a document, you can use the History link to view and compare changes.

1. With the Wiki page showing, click the **History** link for that page. A list of page versions displays, with the latest version at the top, and each version identified by author and date.
2. From here, you can view a single version, compare versions or restore a version:
  - Select a version, then click **View**.
  - Select a version, then click **Restore**.
  - Select two versions (Ctrl-click or Command-click on Mac), then click **Compare**. The following example shows (in colored highlighting) changes made in Version 3.

Version 3  
Edited by Ron Schilling on 2/18/2011 at 2:17 PM, MST.

Imagine, if you will, that you assign a group project. In the past, your experience might have been as follows:  
You assign 3 students to work on a group paper. The students meet and assign out what each of them will tackle. They also may email a document to each other and have many "live" copies of the document. But what often occurs if you have a student knocking on your door saying that a student isn't doing their work and everyone else is having to do extra work. The student might mention that it is unfair that the student who does none of the work will get the same grade as the students who do all of the work. In response, you may ask the students to grade each other and account for their feedback in the grading.

Your new experience could be different using a wiki. With a wiki students can all edit one document. But what is really great is, as the instructor, you can view the history of how the document evolved. You can see specifically who contributed what content to the document. Additionally, the document can include links to other files, videos, images, etc. So instead of submitting a Word document, your groups might submit a wiki that contains all of the information needed for the paper as well as the history to see who contributed to the assignment.

Check out the history of this wiki, you can see how it evolved and even compare versions. Imagine the possibilities for your students.

## Assessing Student Contributions

1. Click **Assessment**. You'll see a list of the authors of the wiki page, which includes a count of the number of revisions made per student.
2. Select a student, then click **Evaluate Participant**.
3. From here, you can score the student and provide feedback. As a refresher, you can also go to view Page History (see above).




Clicking the **Grade Center** button will open a new tab on your browser, displaying the course's Grade Center. Close the browser tab to return to the wiki.

4. When finished entering grades student activity, click **Go Back**.

## Managing Your Wikis

To manage multiple wikis, you can turn on a special collaboration space in your course. This is important when you need to delete a student when he/she has withdrawn from your class (this is not done automatically by Blackboard).

1. From the course menu, click the  button and select **Create Tool Link** from the drop-down menu.
2. Enter a name of your choosing (like "Collaboration Space").
3. Select **Campus Pack Collaboration Space** from drop-down menu. (If this is not available, you'll need to turn it on under Control Panel >> Customization >> Tool Availability.)

4. Keep it unavailable to students.
5. Click **Submit**. The link will appear at the bottom of the course menu.
6. Click the link to open the space. From here, you can manage multiple wikis (as well as blogs and podcasts), such as changing author/viewer permissions, memberships, and recycling content.

**To remove a student from your course wikis (and other Campus Pack items):**

1. From the collaboration space, click **Course Membership**.
2. Under the Student category, click **Edit People**.
3. At the far right, click the student's name, then click **Remove** button.
4. Click **Save & Exit**.