

There are several tasks you can do within your blog, wiki or podcast content area. This includes grading their contributions (blog or wiki), changing viewer/author permissions, subscribing to content changes (via email) and recycling (emptying) content. These tasks can all be done from within the blog, wiki or podcast content area. You can turn on a course collaboration space, which provides you with more options for overall management.

Evaluating Student Contributions

1. Click **Assessment**. You'll see a list of the authors of the blog or wiki, which includes a count of the number of revisions made per student.
2. Select a student, then click **Evaluate Participant**.
3. If you created a Grade Entry when you created the blog or wiki, you can score the student and provide feedback.



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**.

Tagging Contributions

Using tags in your blog or wiki helps you and your students find common themes amongst many blog entries, wiki pages or podcast episodes.

1. On the "Tags" line, under the blog entry title, click **Edit**.
2. Enter tag words/phrases – each tag separated by a comma.
3. Click **Submit**. The tags now show on the right pane, below Recent Entries.
4. Repeat steps 1-3 for other entries, pages or episodes.
4. Under Tags (in the right pane), click to see in which entries, pages or episodes that tag word/phrase shows up. Hovering over the tag displays a count.
5. Click **View cloud**. Tags in larger print appear more often.

Changing Permissions

1. From within the blog, wiki or podcast, click **Permissions**. The author tab displays, showing the default of all course members are authors.

To restrict author permissions in your course:

1. In the Authors box, select the course title, then click **Remove**.
2. In the Add Author box, click the course title. Information appears in a middle box.
3. In the middle box, scroll down to see individual student names.
4. To add a student as author, click the student's name, then click the **Add** button.
5. Repeat the previous step as needed.

To create a view role in your course:

1. Click the Custom Role tab. The new role assumes viewing privileges only.
2. As described above add whatever students you want to have only this view role.

To share with another course's members:

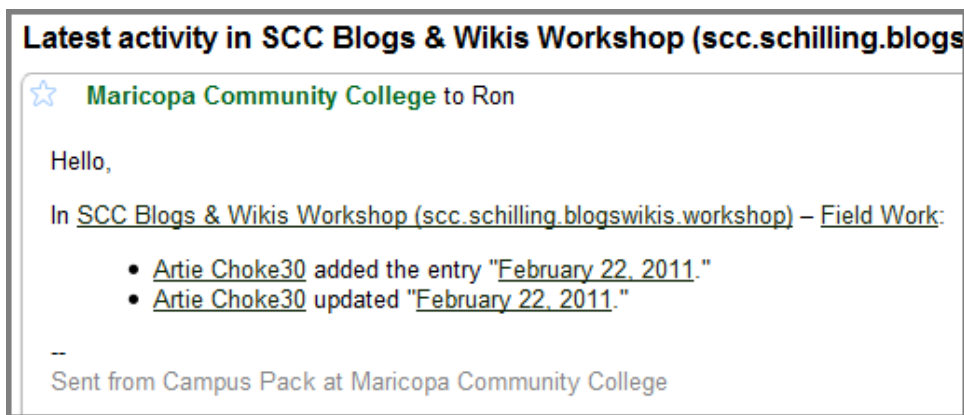
1. In the Add Author box, select **Courses**.
2. Scroll and select the course, then click the **Add** button.

To invite someone outside of Blackboard:

1. Click the **Invite a Person via Email** button.
2. Enter the person's email address, modify the message body, if needed, then click the **Invite Person** button.

Subscribing to Content Changes

1. From within the blog, wiki or podcast, click **Subscribe**.
2. Check the box for Email Notifications, then click **Save**. Here's a sample email that is sent to the invitee:



Changing Settings

1. From within the blog, wiki or podcast, click **Settings**.
2. From here, you can change the title, description, availability, icon image (upload your own) or choose from many graphic themes.
3. When finished, click **Save**.

Removing all Contributions to a Blog, Wiki or Podcast

1. From within the blog, wiki or podcast, click **Recycle**.
2. Select whose content will be deleted.
3. Click the **Recycle** button. All content is removed but settings, permissions, grade entries, etc., are left intact.

Exporting a Blog, Wiki or Podcast

1. From within the blog, wiki or podcast, click **Export**.
2. Under Format, choose whether to export as "a standalone web site" (multiple web pages) or as a "single web page."

3. Choose whether to include tags and/or comments, then click **Export**.
4. Click **OK** to return to the previous page. Then click **Export** again. You will see new information, as in the following example:



5. Click the **Export of...** link, then save the zip file to a location of your choosing.

Adding or Removing Widgets

Widgets are special functions you can add to your Campus Pack content area. Tags and Comments are two widgets that are turned on by default.


1. From within the blog, wiki or podcast, click **Widgets**. The In Use tab shows the currently available widgets; options for each can be revised from here.
2. Click the Available to see other possible widgets.

Managing Attachments

1. From within the blog, wiki or podcast, click **Attachments**. A list of attachments (images, text files, etc.) appears. Attachments can be deleted from here, which will delete them from the actual blog entry, wiki page or podcast episode.

Setting Up a Course Collaboration Space

To provide overall course management capability, you can turn on a personal learning space. This space is available for you to view within a single course, from the My Institution tab in Blackboard or even outside of Blackboard through a login-secure URL (web link).

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 "Course 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. As opposed to an individual blog, wiki or podcast – as described above, this space lets you change *overall* functionality for Campus Pack work:
 - **Course Settings** – alter the Campus Pack title (not recommended), add a description, change the theme, and decide if users can find your course in the public directory.
 - **Permissions** – determine with whom you want to share blogs, wikis and podcasts – outside of the course (e.g., another section you teach).
 - **Course Membership** – you can add students who are not enrolled in your courses.

- **Manage Content** – open, export or delete a blog, wiki or podcast, or view attachments.
- **Recycle Content** – delete content in multiple blogs, wikis and podcasts – and delete content by course role (instructor, student, group, etc.).
- **Course Roles** – no need to change anything here; the existing roles are sufficient.
- **Add Portlet** – you can add new “portlets” to your personal learning space (Recent Activity is a portlet). Additional portlets include adding a folder, rich text/HTML widget, Twitter feed, etc, to your collaboration space.

Removing Students

If a student is withdrawn from your class, the student is not removed from your blogs, wikis and/or podcasts.

1. From your personal learning 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**.