Wikis Blackboard 9.1 SP13

2013/2014
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**Wikis Overview**

**Wikis** are used to create a collaborative space within the **Course** where all students can view, contribute, and edit content.

**NOTE:** **Wikis** can also be used as a resource for students to view information and content relevant to their **Courses**.

There are two types of eCampus **Wikis**:

1) **Course Wikis**  
Course Wikis permit students to collaborate (add or update content) on one or more wiki pages.

2) **Group Wikis**  
Group Wikis permit group members to collaborate (add or update content) on one or more group wiki pages. **Group Wikis** can be read by all course members unless the instructor changes the default setting to allow only Group members to view their Group Wiki.

The **Wiki Group** default setting is: **Viewers**:

In this tutorial, we are going to create a **Course Wiki**.
Creating a Wiki

To create a Wiki, select

- Course Menu **Tools** or expand
- Control Panel **Course Tools**. We are going to use (Control Panel) **Course Tools**.
Select **Wikis**.
Select **Create Wiki**.
Enter the Wiki Name.
Enter **Instructions** if desired. (Optional)

If you want your students to create a class/group document, tell your students to select the **Edit Wiki Content** button *not the Create Wiki Page button*.

If they select **Create Wiki Page**, they will be creating **individual** Wiki Pages.
Scroll down and set the **Wiki Availability** to **Yes** or **No** (Yes is the default).
The default setting for **Wiki Participation** allows students to edit and comment. If **Closed to Editing** and **Closed to Commenting** are selected then students can only read a Wiki, and only the instructor can edit and comment.
In this example, we will use **Open to Editing**. **Open to Editing** is the default student access.

**NOTE:** At any time, the **Student Access** can be changed.
NOTE: One has the option of **Grading Wikis**.
Once a Wiki is set to be graded,

- it is permanently gradable and cannot be set to **No grading**.
- a **Wiki** column will be created in the Grade Center and
- a "**Needs Grading**" (❗️) icon will appear in the **Participation Summary Page** of the Wiki next to the names of the students that have a Wiki contribution).
Select desired Wiki Settings.
Enter the desired **Points Possible**.

Select **Submit**.
The **Wiki** is ready to be used.
How to Access a Wiki

We recommend that the instructor create the first Wiki Page.

To create the first Wiki Page:

1. Expand Course Tools.
2. Select **Wikis**.
3. Select the newly created Wiki.
4. Create the first **Wiki Page** by giving the page a name and selecting **Submit**.
Example of a newly created Wiki, e.g., 80/20 rule

**Note** the
- **Create Wiki Page** and the
- **Edit Wiki Content** buttons

Once you have created the initial **Wiki Page**, instruct your students to select **Edit Wiki Content**.

If your students select **Create Wiki Page**, they will be creating **individual** Wiki pages.
Example of a Wiki having individual Wiki documents.

If you see something like this, the students are creating individual Wiki Pages not a single class/group Wiki document.

In this example, 3 Wiki Pages have been created.
Example of a Wiki having only one class/group Wiki document.

If you see something like this, the students are collaborating on creating a single class document.
How to Grade a Wiki

80/20 Rule

To view a student’s individual Wiki contributions, go to the Wiki’s page and select Participation and Grading.

On the Participation Summary page, one can see summary of:
- **Words Modified** (Count and Percentage) and
- **Page Saves** (Count and Percentages)
To see a student's contribution to the document, select the student's name from either of two options shown in the red rectangles. (Note that accessing through **All** requires an additional step.)
This student, June Chi, has edited and saved the page twice and modified 228 words.
Once you have selected the desired student, to view the actual changes, select one of the **User's Modifications** links.
On the **Page Comparison** page, the changes made are highlighted.
Select **Legend** to see a guide for the text and image codes; e.g., **Text added**, **Text removed**, **Text changed**, etc.. In this example, the student has removed text and added text.

<table>
<thead>
<tr>
<th>Comparison Details</th>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Version:</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Page Title:</strong></td>
<td>80/20 Rule</td>
</tr>
<tr>
<td><strong>Created On:</strong></td>
<td>12/23/13 1:10 PM</td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Student June Chi</td>
</tr>
<tr>
<td><strong>Size:</strong></td>
<td>1 KB</td>
</tr>
</tbody>
</table>

### 80/20 Rule

The value of the Pareto Principle for a manager is that it reminds you to focus on the 20 percent that matters. Of the things you do during your day, only 20 percent really matter. Those 20 percent produce 80 percent of your results, from About.com.

**Pareto Principle**: the 80/20 rule should serve as a daily reminder to focus on 20 percent of your time and energy on the 20 percent of work that is really important. Don't just "work smart," work smart on the right things, from About.com.

Although Pareto introduced this principle by asserting that 20 percent of his peas pods produced 80 percent of the peas, this principle. This concept of uneven distribution or inversely disproportionate cause and effect, is widely used across many industries and application, and served us well in the twentieth century. Even if the math is imprecise, it shies a light on relationships and circumstances such that they can be more closely examined and, hopefully, corrected by diversification, change in strategy.

Although we hear how this top-sailed relationship when it comes to wealth and bees, the Pareto Principle also applies to other realms, from Ken Kirsch, *how to Kill Your company*.

The principle has been applied to business, software, occupational health and safety. Statistics also bears out that at 80 percent of activity originates from 20 percent of the population. For example, 80 percent of crimes are committed by 20 percent of criminals, from Wikipedia.

Pareto's Principle, the 80/20 rule, should serve as a daily reminder to focus on 20 percent of your time and energy on the 20 percent of work that is really important. Don't just "work smart," work smart on the right things, from About.com.

Select **OK** to return to the previous page.
To enter a grade for a student, once on the student's Participant's Contribution page, enter **Grade**.
Enter the optional Feedback and Grading Notes and select Save Grade.
Example of a student's grade information, feedback, etc.
To exit the student's Participation Summary page, scroll down and select OK.
You are now back at the class' Participation Summary page.
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