Guide to Wikis in Blackboard

What is a Wiki?

- A wiki is a collaborative website whose content can be quickly and easily edited by anyone who has access to the wiki. The most well known wiki website in the world is Wikipedia.
- Everyone can easily create and edit web pages collaboratively without having specific web authoring skills. If you can use a word processor, you can create wiki.
- Wiki content can be anything from simple text to multimedia content such as still images, video and sound.
- A wiki records every single change made to content on the site over time.
- A contributor can view all earlier versions of content and the revisions they have made at any time.
- A wiki may be public or have restricted access - group wikis in Blackboard are restricted to group members and the Lecturer.

Wikis work well for group projects as they are collaborative learning environments which can simplify work by allowing many people to quickly add or edit content in a page. Wikis are particularly suitable for groups where the members work on different shifts, in different places and who live at a distance from each other.

A key element of a wiki is that content is added directly to the wiki page by typing directly into the Wiki Page Content field. In this way students can quickly read and understand what has been added.

A further very significant benefit is that whatever is currently on the wiki page is the most recent up to date version of the page content and each page can be accessed and edited at any time from any location simply by logging in to Blackboard and opening up the wiki.
It is important to understand that in a wiki, anyone add, delete or otherwise edit wiki page content created by another student in the module. It is absolutely necessary for students to feel comfortable editing all wiki page content to ensure that the wiki project develops into a considered, cohesive and unified piece of work.

Any student or Instructor can add a comment to a wiki page. Students may delete their own comments but are not allowed to delete comments of others.

Individual students can track their individual contributions to the wiki, viewing changes and additions they have made in each page of the wiki.

Only the Lecturer has the capability of viewing all contributions, changes, etc. to all pages in the Wiki. Such changes can be viewed at a high level and the lecturer can drill down to retrieve information about the development and contributions of any one individual within each group.

For a Visual Guide to Wikis in Blackboard – see page 9 and 10 of this guide
What can you do in a wiki?

1. Create a new wiki page
2. Edit existing pages using the simple Text Editor.
   Each addition/revision of content made by a student is saved in the wiki history and
   a record of all activity is saved. Examples of editing content include:
   a. Adding new text
   b. Editing existing text
   c. Formatting text
   d. Add a link to an external web site
   e. Insert an image; audio file; video
   f. Add a file/document
   g. Add a YouTube video or Flickr photo stream
   h. Creating a link to a new or existing wiki page
3. View comments on a wiki page
4. Add a comment to a wiki page
5. View your individual contribution to each wiki page

Figure 1 Wiki Icon in Blackboard

Example of what a Project Wiki Home Page might look like

Wiki Navigation Menu
Click on each page name to open the page

Wiki Table of Contents

1. Clinical Practice Setting
2. Potential Clinical Practice Situation Using NANDA Language
3. Examples of Nursing Care Assessment & Documented Care of Two Patients over Two Week Period
4. Critical Analysis
5. Evaluation Plan
6. Education Programme Plan
   - Assessment Outline
   - Assignment Outline
   - Wiki Project Planner

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NMHS – UCD Guide to Wikis in Blackboard January 2011
Add the wiki tool to a module

1. From the Control Panel, click on Course Tools
2. Click on Wikis – last item at bottom of the list
3. Click on Create Wiki button
4. Complete Steps 1-5

**Edit 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.

**Wiki Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>My First Name</th>
</tr>
</thead>
</table>

**Wiki Date and Time Restrictions**

Wiki Availability: Yes

Limit: Display After

Limit: Display Until

**Wiki Participation**

Student Access: Closed to Editing

**Wiki Settings**

Mark Wiki: No marking

Mark: Points possible:

**Submit**

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

Figure 2 Wiki Settings
5. Ensure you click on **Submit** button to create the wiki
6. There are no pages in the wiki – it is just a holder for content. Wiki pages will be created by either the students themselves or the Instructor and students.

### Adding a wiki to the module menu

1. Click on the + sign at the top of the main navigation menu.
2. Click on **Create Tool** link
3. From the dialog box that appears, enter a name for the new menu item e.g. “Course Wiki”
4. From the **Type field**, click on the arrow to expand the menu list and choose **Wikis**
5. Do not select Campus Pack Wiki Tool from the list as this option is no longer functional in Blackboard
6. You must also put a **check mark** in the box beside ‘Available to Users’
7. You cannot drag the new button to wherever you want it to appear on the menu until a wiki page has been created in the wiki. There are no pages in the wiki yet – it is just a holder for content.
8. In a Course Wiki the Instructor creates the Wiki Home Page to guide students

### Edit wiki instructions

You may want to make a change to the Wiki descriptive or informative instructions which were included when setting up the wiki.

**To do this:**

1. From the **Control Panel**, click on **Course Tools**
2. From the drop down menu, click on **Wikis** – last item at bottom of the list
3. A list of wikis that are in the module appears
4. Click on the grey downward arrows
(chevrons) beside the name of the wiki where you want to make the edit
5. Click on Edit Properties
6. Make your changes in the Instructions field
7. Click on Submit button to confirm changes and update the wiki instructions.

Create a wiki Home Page

1. Click the Create Wiki page button
2. Type in the Content area – there are lots of options with regard to content
3. Click on Submit button to create the page
4. The first page created in a wiki always appears as the wiki Home Page *(indicated by the home icon)* and will always appear at the top of the list of wiki pages

Figure 5 Example of Home Page as seen by student
Edit a wiki page

1. Open the wiki page where you want to add new content or edit existing content
2. Click on **Edit Wiki Content** button

   ![Edit Wiki Page screen](image)

   **Figure 6 Edit Wiki Page screen**

3. **You can also edit a wiki page by clicking on the grey downward arrows at the end of the link name and choosing Edit option**
4. Type new content in the Wiki Page Content field and apply formatting as required using the tools available in the text editor. Don’t forget to **Spell Check**.
5. Click on **Preview** button to see a preview of the new content on the wiki page

   ![Preview Button](image)

   **Figure 7 Preview Button**

6. Click on **Submit** button to save new content or changes.

Add an image to a wiki page

1. Open the wiki page where you want to add the image
2. Click on **Edit Wiki Content** button
3. From text editor click on **Insert Image** button
4. **Browse** to the file on your computer
5. **Select** the file on your computer
6. Click on **Open** to upload the file to Blackboard
7. Click on **Submit**
8. Click on **Submit** again
Add a document to a wiki page

1. Open the wiki page where you want to attach the file
2. Click on Edit Wiki Content button
3. In the text editor click on the Attach File button
4. Browse to the file on your computer
5. Select the file on your computer
6. Click on Open to upload the file to Blackboard
7. Click on Submit
8. Click on Submit again.

Add a link to an external website

1. Open the wiki page where you want to add a hyperlink
2. Click on Edit Wiki Content button
3. Highlight the text in the text area which you want to link to an external site
4. In the text editor click on the hyperlink icon (middle of icons in second row)
5. Type the full web address in the URL field e.g. http://www.ucd.ie
6. Click on Submit

Add a link to another page in the wiki (only necessary of you create a new page)

1. Go to the newly created wiki page
2. Click on the Link to Wiki Page icon
3. From the drop down list of wiki pages, select the link page e.g. Home Page
4. Click on Submit

Note:

You can prepare your Wiki page text content in MS Word and copy and paste the text into the Wiki Page Content field. However, sometimes the appearance of the pasted text will not be what you had intended. This is due to a programming issue with the Simple Text Editor in Blackboard and is beyond the control of UCD ITS.
In order to copy and paste the text from Word into the Wiki page in Blackboard you must complete the following steps:

1. **Select** all of the text to be copied in MS Word
2. Select **Copy**
3. Open the **Notepad** program
   a. Click on **Start** button > Select **All Programs** > Scroll up to **Accessories** on menu > From pop-out menu select **Notepad**
4. From **Edit** drop down menu in Notepad, select **Paste** *(this removes all of the formatting from the copied text)*
5. **Select** all of the text in the Notepad window
6. From **Edit** drop down menu, select **Copy**
7. Open the wiki page, select **Edit Wiki Content**
8. Click in to Wiki Page Content field
9. Click on **Paste** icon in toolbar or right-click and select Paste from menu
10. You can then format the text using the available tools in the wiki toolbar

**View individual contribution and differences in page versions**

1. Click on **My Contribution** button
2. Click on **Compare to Version** under User’s Modification column to see the difference between two versions of the page – **figure 12** difference between Version 5 and 6 of the Wiki Home Page
3. Click on the **Legend** tab to get more information on how the versions differ.
4. On the right side of the screen there is a **Participation Summary** which gives an overview of the group members’ participation in the wiki.
5. Click **OK** button – lower right corner of screen (may need to scroll down to see it) to exit page comparison
6. Click **OK** button – lower right corner of screen (may need to scroll down to see it) to exit My Contribution review.

**Figure 12** Demonstration of difference between version 5 and 6

**Figure 13** Information about wiki participation
Comment on a wiki page

1. Click on the **Comment** button – lower right corner of screen (*may need to scroll down to see it*)
2. Click in text box and type a comment
3. Click on **Add** button
4. You can then **View** the comment by clicking on blue Comments link – *left side of screen*

![Comment on a wiki page](image)

*Figure 14 View Comments by clicking on Comments: link right bottom of wiki page*
Overview of a Wiki Page in Blackboard – Student View

Create Wiki Page

Click to create a new wiki page

Name of wiki group

Reference Research 2

Click to edit the wiki page

EditWiki Content

Click on the link name to go to other wiki pages in the wiki.
Use this menu to move between different pages in the wiki.

Click to see your contribution to the wiki

My Contribution

Note: My Contribution button - In Instructor View this button appears as Participation Summary

Group Project: Wiki Information

Name of wiki page

Created By: Orla Daly (Not a group member) on Monday, 4 October 2010 13:39:08:188 BST

A wiki is a website that allows individuals to easily create and edit a number of interlinked web pages in a web browser (Internet Explorer or Mozilla Firefox) using a visual text editor. Individuals do not require any specialist web programming skills to create a wiki web site or web page within a wiki. The most well-known wiki in the world is Wikipedia where users can register and immediately start adding and editing content in the wiki.

In this assignment each debating cohort group will have a group wiki where only group members and the lecturer can view, add or edit content in a wiki web page. Each wiki has been set up with a defined number of web pages, accessible in a table of contents format, which are based on the assignment sections.

The Blackboard wiki tool has been chosen for this assignment as it will allow students to contribute to the wiki by adding and reviewing each other’s contributions to the wiki in an ongoing basis. Students are advised to work progressively on the wiki project over the course of the semester.

Group members may add additional web pages as required by the group. Any additional pages should be linked to the wiki table of contents page – see instructions hereunder.

Any group member or the Instructor can also add a comment to a wiki page which is a very effective means of providing constructive feedback to group members about their contribution or amendment.

Individual students can track their individual contributions to the wiki, viewing changes and additions they have made in each page of the wiki.

Only the lecturer has the capability of viewing all changes to all pages in the Wiki. Such changes can be viewed at a high level and the lecturer can drill down to retrieve information about the development and contributions of any one individual within each group.

As this is an online assignment students should refer to the UCD Acceptable Usage Policy for UCD Computer & Network Systems for guidance on acceptable practices etc. when working online.
## Adding Content or Editing Content

<table>
<thead>
<tr>
<th>Wiki Page Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Content</strong></td>
</tr>
</tbody>
</table>

Click and type to enter text

- Characteristics of the setting, e.g., focused on a specific or general aspect of health care or diagnoses, etc., the characteristics of the patients served, e.g., their types of illnesses.