

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 <u>Wikipedia</u>.
- 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.
- \circ $\;$ 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

Cohort A Group 1	Example of what a Project Wiki Home	e Page might look like
Create Wiki Page		My Contribution
Group Wiki Assignment Created By Orla Daly on Wednesday, 13 October 20 last modified by Orla Daly on Wednesday, 13 October This wiki will provide students with the opportunity to we presented in class and the NANDA, NOC and I patients. Wiki Table of Contents 1. Clinical Practice Setting 2. Portraval of Clinical Practice Situation 3. Examples of Nursing Care Assessme 4. Critical Analysis 5. Evaluation Plan 6. Education Programme Plan Assignment Outling Assignment Details Wiki Project Planning	EditWiki Content 10 11:56:34 o'clock BST 27 2010 13:55:36 o'clock BST Please do not edit this wiki page and a sa group to demonstrate their ability to use one of the three nursing models/theories NC nursing standardised languages to guide and document nursing ca Wiki Navigation Menu Click on each page name to open the page Using Nursing Language Int & Documented Care of Two Patients over Two Week Period	About This Wiki Number of Wiki Pages: 10 Number of Wiki Pages: 10 Creation Date: 18/10/10 11:44 Cohort A Group 1 Oroup Wiki Assignment Cirical Practice Statistic Partice Statistic Statistics Practice Statistic Activity of the statistic of the
<u>× Comments: 0</u>	Comment	



Figure 1 Wiki Icon in Blackboard

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



A Wiki is a collaborative tool that allows students to contribute and modify one or more pages of Course-related materials. More Help

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	Instructions		Visual Editor is:	ON 💹
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	Enter information a about what they are wiki screen.	bout the wiki that will help students understand what it is about a supposed to do with the wiki. This descriptive information app	nd instructions ears at the top	of the
0	Wiki Date and Time	Restrictions		
	Wiki Availability	⊙ Yes 🔿 No		
	Limit Availability	Display After		
		Display Until		
0	Wiki Participation			
	Student Access	Closed to Editing ③ Open to Editing		
0	Wiki Settings			
	Mark Wiki	 No marking Mark: Points possible: 		
0	Submit			
	Click Submit to finish. Cli	ck Cancel to quit without saving changes.	Cancel	Submit

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
- You must also put a check mark in the box beside 'Available to Users'
- 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

(↑Ļ
-	Create Content Area	
	Create Blank Page	
	Create Tool Link	2
	Create Course Link	
ų	Create External Link	2
(Create Module Page	2
2	Create Subheader	8
	Create Divider	
1	Discussion Board	1

Add Tool Link	
🛧 Name:	My First Wiki
Type:	Announcements 🗸
	Announcements
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🚺 🔽 🤉 wailable to U	Calendar Assessment Blass Teal
	Campus Pack Blog Tool
	Campus Pack Podcast
	Collaboration
	Contacts
A.lournal	Discussion Board
noodinai	Elluminate Live! Scheduling Manager
	Email
Assignment 1: Deba	Glossary
	Groups
Assignment 2: Wiki	Journals
	Manual
Exam Information	My Grades
Madula Daviaw Qua	Register
	Tasks
	Tools Area
	VVIKIS

Figure 3 Add wiki tool to module menu

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**
- 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

Delete Avail:	ability 😻 Student Access 😻
✓ <u>Name</u>	~
My First Name	×
Delete Avail	Open
(Edit Properties
	Delete



(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.

Mv First Wiki

Create a wiki Home Page

- 1. Click the **Create Wiki** page button
- Type in the Content area there are lots of options with regard to content
- 3. Click on **Submit** button to create the page
- 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

Create Wiki Page	My Contribution
Instructions For the first four weeks of this semester this wiki will be available to students to develop and display what they have learned about	About This Wiki Number of Wiki Pages: 1 Number of Comments: 0 Creation Date: 11/01/11 13:12 My First Wiki Theory of Nursing Wiki
<u>* Comments: 0</u> Comment	

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



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

🏠 2. Clinical Practice Setting	8
	X
Edit	
History	

- 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

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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



Figure 8 Insert image icon

Figure 9 Attach a file icon

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Add a document to a wiki page

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

Add a link to an external website

- Open the wiki page where you want to add a hyperlink
- 2. Click on **Edit Wiki Content** button
- 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. <u>http://www.ucd.ie</u>
- 6. Click on Submit

		Cancel Subn
Hyperlink Pr	roperties	
Type:	HTTP 💌	
URL	http://	
Title (tooltip)		
🔲 Open link	in new window	

Figure 10 Add full website address in URL field

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**

Figure 11 Link to Wiki Page icon

4. Click on **Su**

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*
- Click on the Legend tab to get more information on how the versions differ.

omparis	on Details	Legend				
	Version:	5		Version:	6	
	Page Title:	Home Page: Using Nursing Theory to Guide Nursing Practice	•	Page Title:	Home Page: Using Nursing Theory to Guide Nursing Practice	
	Created On:	04/10/10 09:41		Created On:	04/10/10 09:42	
	Author:	Orla Daly		Author:	Orla Daly	
	Size:	19.3 KB		Size:	19.2 KB	
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Figure 12 Demonstration of difference between version 5 and 6

- On the right side of the screen there is a Participation Summary which gives an overview of the group members' participation in the wiki.
- Click OK button lower right corner of screen (may need to scroll down to see it) to exit page comparison
- Click OK button lower right corner of screen (may need to scroll down to see it) to exit My Contribution review.

≉ About This Wiki

Wiki Name: 1. Using Nursing Theory to Guide Nursing Practice Type: Course Creation Date: 04/10/10 10:01 Pages: 9 Comments: 0

Participation Summary Modified By: Orla Daly Words Modified: 10,856 (94%) Total Page Saves: 47 (92%)

Figure 13 Information about wiki participation

Comment on a wiki page

- 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
Monday, 4 October 2010 15:54:36 o'clock BST

Figure 14 View Comments by clicking on Comments: link right bottom of wiki page

Overview of a Wiki Page in Blackboard - Student View



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Adding Content or Editing Content

\star Ind	dicates a required field. To save new or edited content click on Submit Submit
0	Wiki Page Content
	★ Name 2. Clinical Practice Setting
	Content Normal \bigcirc 3 \bigcirc Arial \bigcirc B I \underline{U} abe $\times_2 \times^2$ \equiv
	The Click and type to enter text haracteristics 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,