MANAGING WIKIS

	☞ View the video tutorial

Managing Wikis

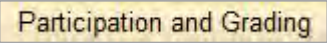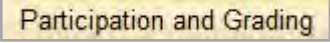Commenting, view participation, grading and deleting wikis.
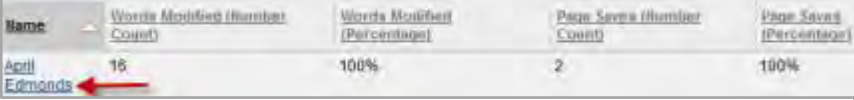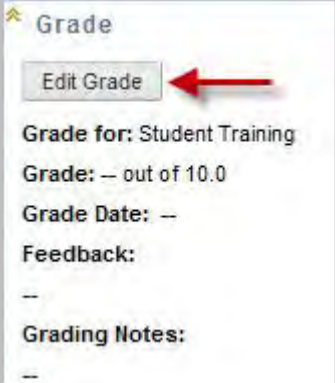
Commenting

Step 1	Click on the **content area** by clicking on it in the course menu Click on **Wikis**.	
Step 2	Click on a **Wiki topic**.	
Step 3	Click **Comment** following the student's contribution. The Comment text box appears.	
Step 4	• Type a **comment** in the Comment text box. • Click **Spell Check** at the bottom of the Comment text box to check the spelling of the content before continuing. • Click **Add**.	

Step 5	Click the **Comments link** below the contribution to view the comment.	

View Participation

Step 1	From the Wiki topic page. Click on **Participation and Grading**.	
Step 2	• On the **Participation Summary page**, view participation for the Students who have contributed to the Wiki. • In the side panel, view information about the Wiki and **select a student** to view his or her Participant's Contribution page. • **Page Versions**: The Page Version column displays all pages created and edited by the student. A new version is created each time a page is edited. When versions are compared, the difference between any version and its previous version are shown on the Page Comparison page. • **Words Modified**: Tally of any words added, deleted, or edited in all pages and each page's version of the Wiki. • **Page Saves**: Tally of any time Submit is clicked on the Edit Wiki Page in the	 Participant contribution page:

| | Wiki, regardless of whether or not content has been changed. | |

Grading

Wiki is set to be graded, a column is automatically created in the Grade Center. A graded Wiki cannot be set to ungraded. Delete the graded Wiki from the Wikis listing page and the Grade Center, and create a new ungraded Wiki. Alternatively, do not include the graded Wiki column in Grade Center calculations, if the Wiki pages need to be retained.

Step 1	On the **Wiki topic page**, click **Participation and Grading**.	Participation and Grading
Step 2	• On the Participant's Contribution page, a list of the student's pages and page versions open in the content frame	**Name** / Words Modified (Number Count) / Words Modified (Percentage) / Page Saves (Number Count) / Page Saves (Percentage) — April Edmonds 16 100% 2 100%
Step 3	• On the **Participation Summary page**, select a student's name in the **View Contributions** section. Students with contributions ready for grading appear with the exclamation mark, the needs grading icon.	View Contributions By: — Hide Members without Contributions — All — Student Training — Indicates New Entries — Indicates New Comments — Indicates Not Graded User
Step 4	• Click **Edit Grade**. (right-hand column of page)	Grade — Edit Grade — Grade for: Student Training — Grade: -- out of 10.0 — Grade Date: -- — Feedback: -- — Grading Notes: --

| Step 5 | • Type a numeric grade in the Current Grade Value text box.

• **Feedback**: Add feedback for the student.

• **Grading Notes:** Appear to the Instructor and Grader only.

• Optionally, use the Spell Check function in the bottom of each text box. Click Text Editor to access all the Text Editor functions for formatting text and adding URLs, attachments, images, Mashups, and multimedia.

• Click **Save Grade**.

• Click **OK** to return to wiki page. | |

Deleting

If a gradable Wiki is no longer needed, it can be deleted. It is permanently deleted and the action cannot be undone.

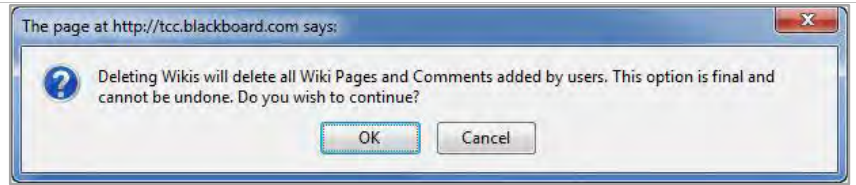| Step 1 | Click on the **content area** by clicking on it in the course menu

Click on **Wikis**. | |

| Step 2 | • Click the **checkbox** next to the wiki title.
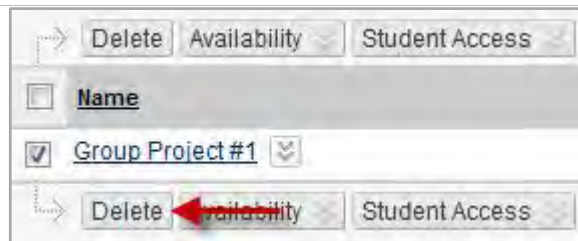
• Click **Delete**. | |

| Step 3 | • Before deleting, a **graded wiki** will prompt for confirmation.

 • Confirm by clicking **OK** or **Cancel**.

 • If grade columns exist in the Grade Center for the Group, the columns can be retained. On the Delete Confirmation page, do not select the check boxes for any columns that need to be preserved. | The page at http://tcc.blackboard.com says:

 Deleting Wikis will delete all Wiki Pages and Comments added by users. This option is final and cannot be undone. Do you wish to continue?

 OK   Cancel

 Reminder: Deleting is permanent and the action cannot be undone. |