



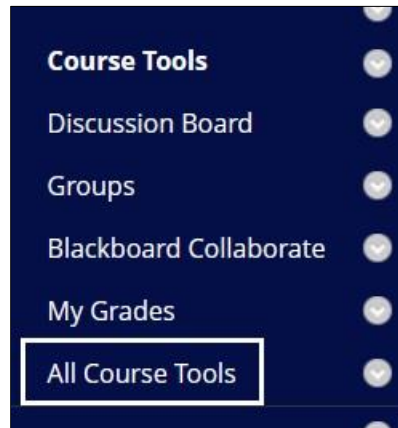
## Create Wikis

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A wiki is a collaborative tool that allows students to contribute and modify one or more pages of course-related materials. Wikis can help students build a shared repository of knowledge such as a Course Glossary.

### Access Wikis

1. In the course, select the **All Course Tools** link on the Course Menu.



2. On the Course Tools page, select **Wikis**

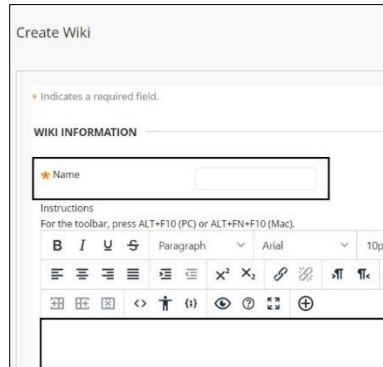


## Create Wikis

3. Select **Create Wiki** button.



4. On the **Create Wiki** page, enter a **Name for the Wiki**. Enter any instructions into the Content Editor box.

A screenshot of the "Create Wiki" form. At the top, it says "Create Wiki". Below that, there is a note: "\* Indicates a required field." Under the heading "WIKI INFORMATION", there is a text input field labeled "Name" with a red asterisk to its left. Below the "Name" field is a "Content Editor" box. Above the editor is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, link insertion, and other editing functions. The editor box itself is empty.

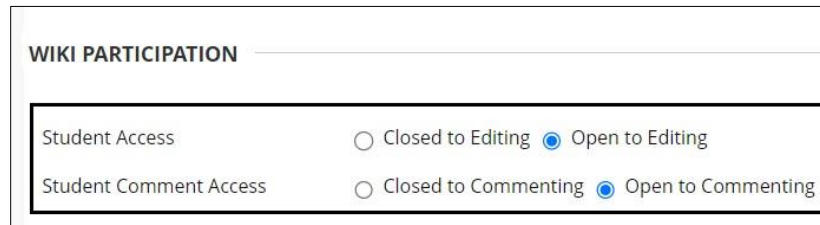
## Wiki Settings

5. Under **Wiki Date and Time Restrictions**, instructors can enter a specific date and time range for the Wiki to be available to students.

A screenshot of the "WIKI DATE AND TIME RESTRICTIONS" settings section. It features a "Wiki Availability" section with two radio buttons: "Yes" (which is selected) and "No". Below this is a "Limit Availability" section with two checkboxes: "Display After" and "Display Until". Each checkbox is followed by a date and time picker interface, which includes a calendar icon and a clock icon.

**Note:** By default, the Wiki is available to students.

6. Under **Wiki Participation**, instructors can select if students have access to edit the wiki as well as posting comments.

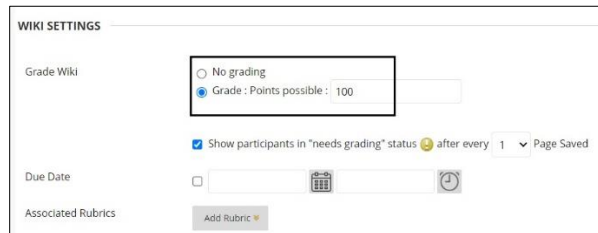


WIKI PARTICIPATION

Student Access  Closed to Editing  Open to Editing

Student Comment Access  Closed to Commenting  Open to Commenting

7. Under **Wiki Grade**, instructors can select if the Wiki is graded. If selected as a Graded Wiki, a points possible must be entered. Once created, a column in the Grade Center will automatically be created for the wiki. **Press Submit** to create wiki.



WIKI SETTINGS

Grade Wiki  No grading  Grade : Points possible : 100

Show participants in "needs grading" status after every 1 Page Saved

Due Date  [Calendar icon] [Clock icon]

Associated Rubrics

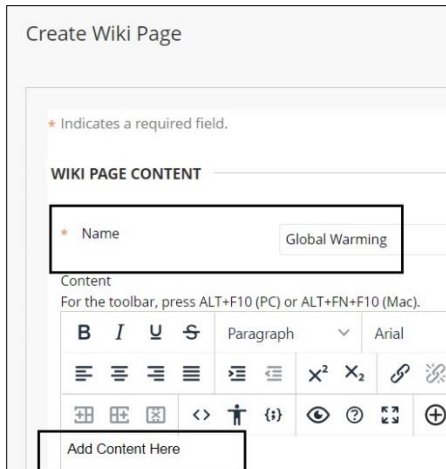
8. Once the Wiki is created, it will be listed on the Wiki page. Select the **Wiki name in blue** to create a Wiki Topic page.



<input checked="" type="checkbox"/>	Wiki Week 1	Course	Open to Editing	Open to Commenting	7/19/22 9:34 AM
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**Note:** A wiki topic page is the home page where all other wiki pages are collected. The home page is automatically displayed first when a student visits the wiki.

9. On the **Create Wiki Page**, enter a name for the Wiki Topic page. Enter any content for the students in the Content Editor box. **Press Submit** to save.



10. Once the Wiki is created it will display and based on the settings will allow students to create their own Wiki page, edit the home page Wiki or Comment.



**Note:** It is important to let students know how you want them to add their content. If you only want them to edit and add content on the Wiki Topic main page, then they would select the Edit Wiki Content button only. Students would not create their own Wiki page. If you want students to create their own Wiki page, their pages will display under the Wiki Topic page on the right.

For more in-depth information access [Wikis](#)

For more information and assistance, please email DOES Blackboard Support at [blackboard@jjay.cuny.edu](mailto:blackboard@jjay.cuny.edu)