Blackboard: Campus Pack Wiki Sites for Instructors
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In this document, you will learn how to:
1. Create a wiki.
2. Navigate a wiki.
3. Create pages in a wiki.

What is a Wiki Site?
Wiki’s are malleable online spaces where your students can collaborate asynchronously. Students can post their documents, ideas, links and other media. All students or groups of students can edit pages to create a finished wiki project. Content posted on to a wiki can be commented on by anyone and graded by the instructor.

Potential uses for a Wiki:
1. Break your class into groups and have each group create a Web site as a project.
2. Create one wiki for each student, so they may create an electronic portfolio showcasing their work.

There are 2 Wiki tools in Blackboard. This documentation will show you how to use Campus Pack Wikis.

<table>
<thead>
<tr>
<th>Campus Pack Wikis</th>
<th>vs</th>
<th>Blackboard Wikis</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Active by default.</td>
<td></td>
<td>• Must be enabled by instructors.</td>
</tr>
<tr>
<td>• Posts are viewable for the length of the course.</td>
<td></td>
<td>• All wikis are public to the class unless made for a specific group.</td>
</tr>
<tr>
<td>• Will let you choose who has access to each wiki.</td>
<td></td>
<td>• Limited to Blackboard only and a person must log in to see them.</td>
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<tr>
<td>• Can be made public and Permalinked; this means that they can be accessed without having to be enrolled in the Blackboard class, allowing guests to participate in a class discussion.</td>
<td></td>
<td>• Created for all users automatically.</td>
</tr>
<tr>
<td>• Personal Wiki Sites must be created individually for each person participating.</td>
<td></td>
<td>• Grading can be done easily while viewing posts by clicking on the author’s name.</td>
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<tr>
<td>• Grading must be done in the Grade Center.</td>
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Course and Content Wikis
Learning Objects uses Course and Content Wikis. Below is a breakdown of the different features of each type of wiki.

What is a Course Wiki?
• A Course Wiki is created when your Blackboard course site is initially created for you.
• This wiki can be access from the Tools Menu in your Blackboard Course Site.
• Course Wikis cannot be copied from semester to semester, they are good for keeping track of work specific to the course.
• A Course can only have one Course Wiki.
• Settings for these types of wikis can be changed via the Control Panel >> Course Tools >> Configure Campus Pack Wiki.

What is a Content Wiki?
• A Content Wiki is created by the instructor of a Blackboard Site.
• These wikis are located in Content Areas of the course and made through the Add Interactive Tool button in a Content Area.
• Content Wikis can be copied from semester to semester; they are good for portfolios and content that you would like to carry into a new term.
• A course can have as many Content Wikis as desired.
To create a Wiki:

1. Enter your course by clicking its name in the **My Courses** module.

2. In the Course Menu click on the content area where you would like your students to access the wiki, i.e. in "Assignments". Below we created a content area called Portfolios.

3. Click on **Add Interactive tool**.

4. Click on **Add Interactive Tool**, then in the blue menu click on **Campus Pack Wiki**.

5. In the Add Content page, under **Title**, give your Wiki a name.

- **Description** – message to your students of the project, can be used to post deadlines and information.
- **Deployment** – How many wikis should be created for this project.
  - **Single Copy** – One wiki that all class members can use.
  - **One Per Group** – Multiple wikis created based on groups created in Blackboard. All group members will have access to their wiki,
  - **One Per Person** – Multiple Wikis created, one per student in the class.
- **Create Grade Book Entry** – Checking this will create a column in the Grade Center for the assignment. If you are not having the system create the column for you, you can skip the next fields.
  - **Entry Name** – Name of column in Grade Center.
  - **Points Possible** – How many points the assignment will be graded out of.
  - **Display Grades to Students** – Checking this allows students to see their grades in this column.

6. Click **Add** to create your Wiki.
Navigating your Wiki:

1. Click **View** to enter the Wiki.

   ![Wiki View](image)

Based on the Wiki Deployment you chose the opening screen will look different:

   - **Single Copy** – Will open to the wiki Home Page.
   - **One Per Group / One Per Person** – will open to an Assignment Page.

2. The Assignment Page will have two sections:
   - **Active Assignments** – Top list on this page. Students who have started their assignments will be listed here, along with their Last Activity date and if you have read their submission or not.
   - **Un-started Assignments** – Lower list on this page. Students are listed here who have not begun the assignment.

3. Click the link at the top of the Assignment Page there is a link to make this Wiki assignment available to students. **Single Copy Wikis are automatically available to students.**
4. At the top of this page are the links Assignment Template and Assignment Settings:
   - Assignment Template – allows you to set up a template wiki which will automatically format all your student’s wikis into the layout and design you make.
   - Assignment Settings – allows you to change the title, descriptions and instructions that you set while creating the wiki. You can also set Deployment rolls, change the image that represents the wiki, and set a color theme on this page.

5. In the wiki:
   - New sites created will have no pages in them.

   ![Wiki Interface](image)

   - **Subscribe** allows you to set up email notifications summarizing content that has been updated in the wiki.
   - **Export** allows you to export the wiki to a zip file, as a website, webpage or an archive.
   - **Settings** allows you to change the title and description of the Wiki and make it available. You can also change the default Wiki image and upload your own image and change the color theme of the wiki site.
   - **Permissions** allows you to set up which members of the class have access to view and edit the wiki. You can also make the wiki publicly viewable on the internet here.
   - **Widgets** allows you to add additional comment boxes and tagging features to the wiki.
   - **Assessment** allows you to view the wiki statistics, including who has been active on the wiki, how many pages they have created, how many pages they have edited, how many comments they have maid and replied to and how many times they have viewed the wiki.
   - **Page List** displays a list of all pages in the wiki as well date and time created and edited.
   - **Attachments** shows all files attached to the wiki and all attachments linked to Campus Pack content in the course.
   - **Recycle** allows you to clear all content in the wiki. This can be used to clear student content if you have copied a wiki from the previous semester.

5. Once Content has been added to your wiki you will have more features added to the screen. At the top you will have Permalinks. Permalinks are links that can be used to access your wiki rom outside of Blackboard if your wiki is public.
6. **Comments** are at the bottom of a wiki page and have a text box for you to submit comments to a page. Click **Add Comment** to submit a comment.

You can now add a subject and comment to the page. Click **Post** to add your message.

6. The page header contains information and links to modify the wiki page:
   - **Edited by** - information on who last edited this page of the wiki and the date and time it was last edited.
   - **Tags** - tags are keywords that can help organize the wiki. Click **Edit** next to Tags to add tags to a page.
   - **Edit** - edit allows you to edit the current wiki page you are viewing.
   - **Lock** - locks the current wiki page that you are on from being edited.
   - **Delete** - deletes the current wiki page.

7. The side bar, on the right of the page, contain additional tools and navigation:
   - **Add New Page** - creates a new page in the wiki.
   - **Search Box** - allows you search text in the wiki.
   - **Pages** - displays a list of all publicly viewable pages in the wiki.
   - **Tags** - displays the tags for this page in the wiki.
   - **Page Contributors** - shows who added content to the page you are viewing.

To create a page in your Wiki:

1. To **Create** a new page click on the **Add New Page** button.
2. In the Pop-up give your new page a title and click **Continue**.

3. You can edit your title and add in your content to the wiki page.
4. Click **Save & Exit** to complete the new page. You are now viewing the page that you have created.

**Editing your Wiki:**

1. Click on the **Edit** link.
2. Edit your page and click **Save & Exit**.

Add links to your wiki

1. Click **Edit** in the toolbar.

2. Either **highlight existing text** to make into a link, or **add text, then highlight it**. Select the **Insert Link** button, which looks like a chain link, from the toolbar.

3. A popup window will appear with four choices:
   - **Link to a new page**: Simultaneously creates a new page and a link to that new page.
   - **Link to an existing page**: Links to another page in the wiki.
   - **Link to an external web site**: Links to a Web site outside of Blackboard.
Link to a new page:

1. In the **Insert Link** popup window, select **Link to a new page**. In the box below, type the name of the new page.

![Insert Link popup](image)

2. Click **Insert** at the bottom of the popup.

3. The text you highlighted will look like a link. Click **Save & Exit**. Try out your link by clicking on it. It should take you to a new page.

![Introduction](image)

Link to an existing page:

This feature works best if there is more than one page in the wiki.

1. In the **Insert Link** popup, select **Link to an existing page**, then select the page to be linked.

![Insert Link popup](image)

2. Click **Insert** at the bottom of the popup.
3. The text, which was highlighted in the text box, will now look like a link. Click **Save** at the bottom of the page. Try out your link by clicking on it. It should take you to the specified page.

**Link to an external Web site:**

An external Web site is any site outside of Blackboard.

1. In the **Insert Link** popup window, select **Link to an external web site**. In the box below, type the entire **URL** (including the http:// and www). If it's a long URL, open it in a new window or tab, copy the URL, then paste it into this box.

2. Click **Insert** at the bottom of the popup.

3. The text you highlighted will look like a link. Click **Save** at the bottom of the page.

4. The link will have a small icon to its left to indicate that it's an external link. Click on the link to test it out. It should link to the URL specified in Step 3.

**Add images to your wiki**

1. Click **Edit** in the toolbar.

2. Select the **Insert image** icon, which looks like a tree.

3. The **Insert Image** popup will appear.
   a. **To use an image from the internet:**
      i. Copy and paste its URL (Example: http://www.stonybrook.edu/logo.jpg) into the **Image URL** box.
      ii. Click **Insert**.
   b. **To use an image saved on your computer:**
      i. Click the image next to **Image URL**.
      ii. The Upload File popup will appear. Click **Browse**.
      iii. Locate the file on your computer, then click **Open**.
      iv. Click **Upload**, then **Insert**.