مكتب التنمية المهنية وتطوير عمليات التعليم
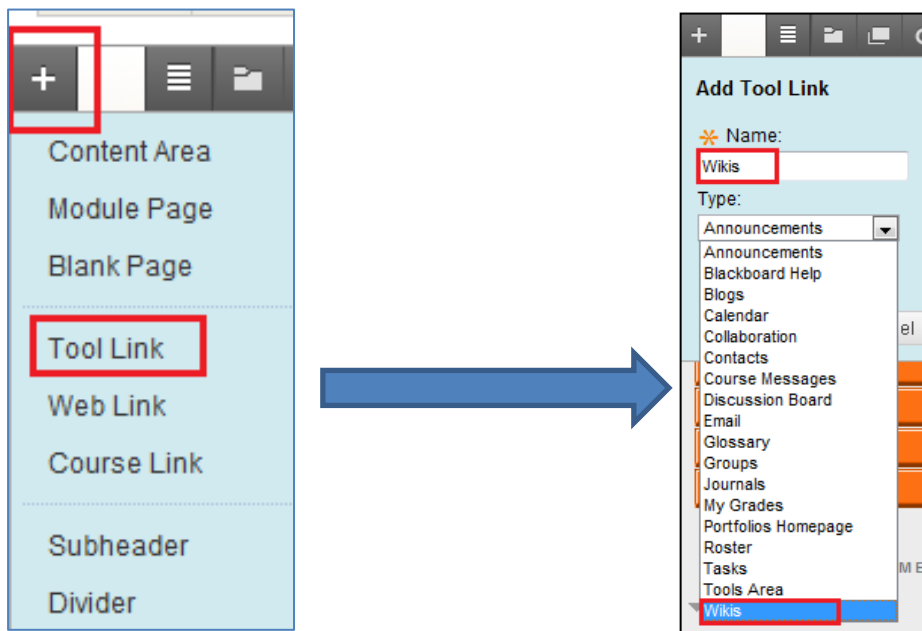**Office Of Faculty & Instructional Development**

Wikis in Blackboard 9.1 :
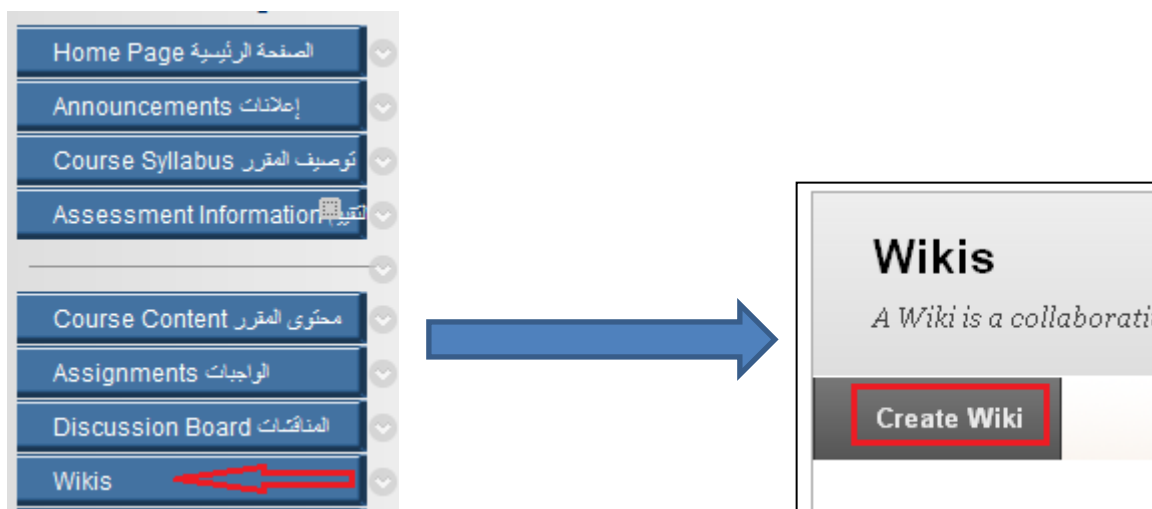## *Instructions for faculty members*

Wikis in Blackboard 9.1:   *Instructions for faculty members*

To Create a Wiki in your course:

1-   Login to your course on Blackborad 9.1

2-   Add the Wiki tool link to the main menu by clicking on the **+** and then selecting "**Tool Link**" and "**Wikis**"

3-   Click on the **Wiki** link on the left menu and then click on "**Create Wiki**"

4- In the **Create Wiki** Page**,** select your wiki options and submit

1. Wiki Information

★ Name   Wiki1

Instructions

[text formatting toolbar]

2. Wiki Date and Time Restrictions

Wiki Availability   ⦿ Yes ○ No

Limit Availability   ☐ Display After _____ 🗒
                      Enter dates as mm/dd/yyyy

                      ☐ Display Until _____ 🗒
                      Enter dates as mm/dd/yyyy

3. Wiki Participation

Student Access   ○ Closed to Editing ⦿ Open to Editing

Student Comment Access   ○ Closed to Commenting ⦿ Open to Commenting

4. Wiki Settings

Grade Wiki   ○ No grading
              ⦿ Grade : Points possible : 10

              ☑ Show participants in "needs grading" status ❗ after every 1 ▼ Page Saves

Due Date   ☐ _____ 🗒 _____ 🕐
              Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics   Add Rubric ⌄

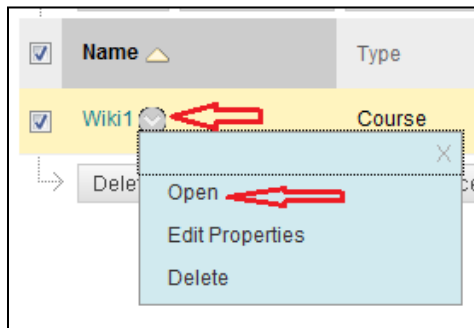| Name	Type
❌ ☐ 🖉 **Wiki 1 Rubric**	🔳⌄ Used for Grading

5- After **submitting**. The Wiki will be available to students according to the availability options that you selected.

To View and evaluate students' Wiki participations

1-   From the Wiki page, open the wiki . You will see the full report page.

2-   On the top right of the wiki page, you will find some information about the wiki, click on "**Participation and Grading**" to see a participation summary by student.

3-   Click on the **students name** to view and evaluate individual's contributions

4-   You will see a list of versions modified by the user that you selected. You can enter the students **grade** and **feedback** on the right menu. If you sat a rubric, you will be able to use it here.

5-   If you click "**Compare to Version…**", you will be able to view the modifications that the selected user had done to this version.

6-   Students grades that you enter here, will automatically go to the grade center.