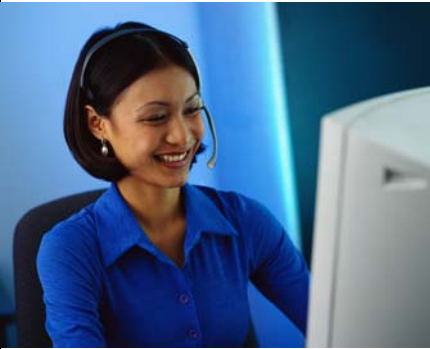


How to Utilize a Wiki on Blackboard Goucher College

A Wiki on Blackboard	
<p>What is a wiki?</p> <p>A wiki is a website of pages which visitors can edit live.</p> <p>The word wiki is a Hawaiian word meaning "fast" or "speed".</p>	<p>A Wiki is a simple, efficient tool for managing knowledge and collaborating on-line. In a wiki, people can write pages together. If one person writes something wrong, then the next person can correct it. Because of this, the page gets better whenever someone changes it.</p> <div style="display: flex; align-items: center;">  <div style="width: 100%;"> <p>The building blocks of wikis are the "comments" from visitors. You can generally edit a page in real time, search the wiki's content, and view updates since your last visit.</p> </div> </div> <p>Your knowledge and ideas are the most important contribution. However, if you add plain text you should expect other participants to format your text. A wiki is an activity that can be utilized in your Blackboard course.</p>
<p>After you log on to Blackboard, click on the course that you want to visit in your My Courses box.</p>	<div style="border: 1px solid gray; padding: 10px; width: fit-content; margin: auto;"> <p style="background-color: #4a69bd; color: white; padding: 2px 5px; margin: -10px -10px 10px -10px;">My Courses</p> <p>Courses you are teaching:</p> <ul style="list-style-type: none"> 2008 Spring Action Research Online AAD619SP08: Cultural Ecosystems, the Arts in Community Advanced Online Instruction </div>
<p>Click on the Wiki Navigation Button to find wikis.</p> <p>Then, Click on the View link to open the wiki that you want to visit.</p> <p>Note: <u>If the Wiki was created inside a Learning Unit, you must go inside the Learning Unit to find it.</u></p>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid gray; padding: 10px; width: 150px;"> <p style="background-color: #f4a460; padding: 2px 5px; margin: -10px -10px 10px -10px;">HomePage</p> <p style="background-color: #4a69bd; color: white; padding: 2px 5px; margin: -10px -10px 10px -10px;">Courses</p> <ul style="list-style-type: none"> Tools Announcements Wiki Communication Discussion Board External Links Blog </div> <div style="border: 1px solid gray; padding: 10px; width: 250px;"> <p style="background-color: #f4a460; padding: 2px 5px; margin: -10px -10px 10px -10px;">HomePage</p> <p style="background-color: #4a69bd; color: white; padding: 2px 5px; margin: -10px -10px 10px -10px;">Courses</p> <p style="background-color: #4a69bd; color: white; padding: 2px 5px; margin: -10px -10px 10px -10px;">System Administrator</p> <hr/> <p style="font-size: small; margin: 0;">FRAN/SARAH SHARED SPACE</p> <ul style="list-style-type: none"> Wiki Test Wiki View </div> </div>

Basic Wiki Functions

Here is an example of a Test Wiki about cats. Some basic functions are identified below.

The screenshot shows a Wiki page titled "This is a Test Wiki about cats". The page content includes a title with a "permalink", a last edit notice by Sarah Kiley on 02/20/2008, a paragraph of text with a link to a pet education website, another link to a cats.about.com page, and a photo of a black cat with white eyes. A sidebar on the right contains "Page" actions (Edit, New, Delete, History, Print), "Page Stats" (Views: 36, Edits: 11, Contributors: 6, Comments: 2), and "Page Contributors" (Fran White, Bill Leimbach, Zasu Pitts, Chadia Abras, Alice Miller, Sarah Kiley). A search box is at the bottom of the sidebar. Numbered callouts 1-5 point to: 1) the last edit notice, 2) the pet education link, 3) the black cat photo, 4) the Edit link in the sidebar, and 5) the contributor list in the sidebar.

- ① Under the title you see information about the last edit to this site (name, date, time).
- ② In the body of the text, you see that links to related articles on other websites have been added. Click on the links to go to those websites.
- ③ An image or photo can be inserted into the text.
- ④ The column on the right shows functions and links on the wiki including the [Edit](#) function. Click on each link to open it.
- ⑤ Those who have contributed to the wiki page are listed. Click on each name to see a profile of the contributor, link to his/her website, etc.

A wiki included in an online course provides a great space for a group activity. Information can be easily stored and accessed by all. Because many people can contribute to a wiki website, the content tends to grow quickly as a result of frequent collaboration: Users can easily and quickly build on the work of others by adding new information--and even new pages--to the wiki website.

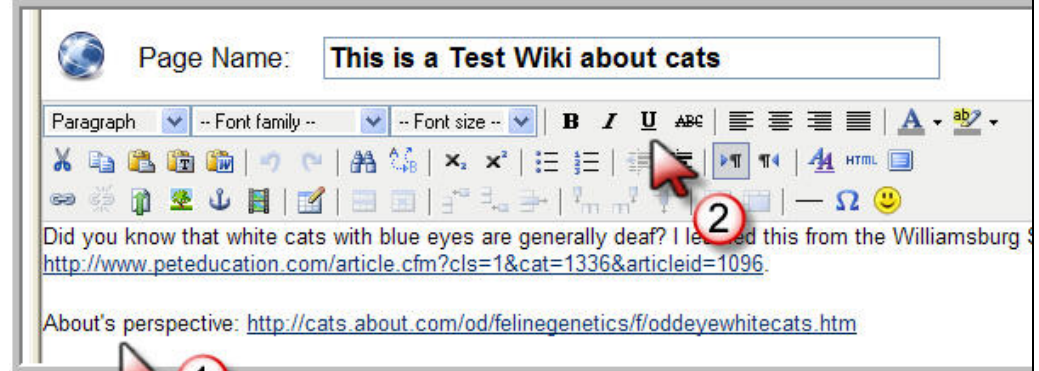
As with any group project having multiple contributors, accountability is important. Therefore, every change made to a wiki page is tracked and recorded. As easily as content can be added, content can be removed and the wiki page can be reverted to a previous version.

Edit the Wiki

When you click on the [Edit](#) link a variety of edit buttons appears with the wiki text below it.

① Place the cursor where you want to edit or highlight an area of text.

② Click on the edit button that you want to use and make your changes.

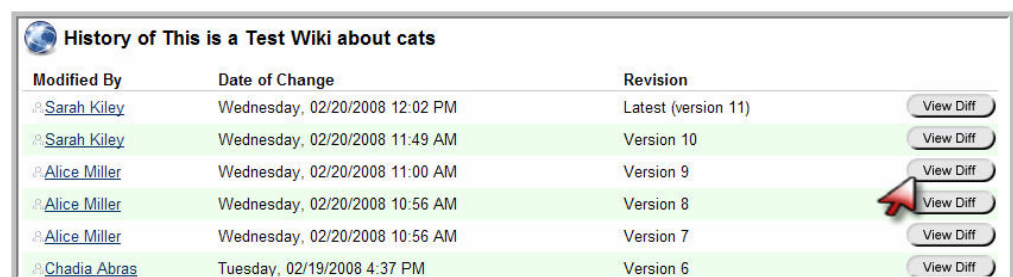


(Slowly drag the cursor over each button and the function of each button will appear.)

Click on the [History](#) link to find past changes and revisions.

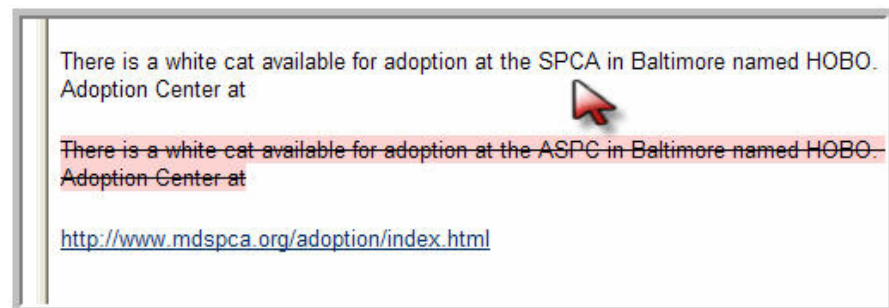


Modifications to the wiki are listed by the name and date of the change. Click on the [View Diff](#) button at the end of each row.



Modified By	Date of Change	Revision	
Sarah Kiley	Wednesday, 02/20/2008 12:02 PM	Latest (version 11)	View Diff
Sarah Kiley	Wednesday, 02/20/2008 11:49 AM	Version 10	View Diff
Alice Miller	Wednesday, 02/20/2008 11:00 AM	Version 9	View Diff
Alice Miller	Wednesday, 02/20/2008 10:56 AM	Version 8	View Diff
Alice Miller	Wednesday, 02/20/2008 10:56 AM	Version 7	View Diff
Chadia Abras	Tuesday, 02/19/2008 4:37 PM	Version 6	View Diff

The corrected line appears in the wiki with the original line below it. The details of the edit can be viewed by others.



Insert an Image in the Wiki

To add an image or photo to your wiki, place the cursor in the text where you want to add the image. Click on the [Edit](#) link in the right column. When the Edit window opens:

① Click on the [Insert Image](#) button. (It looks like a picture of a tree.)

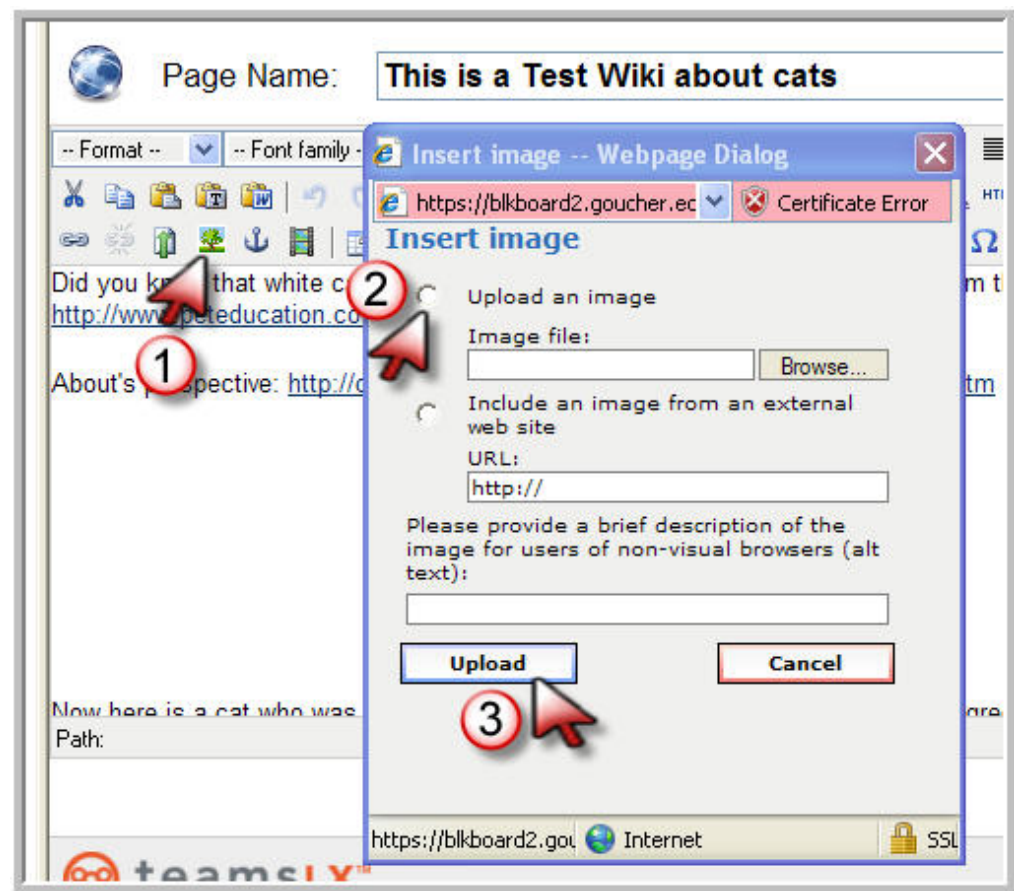
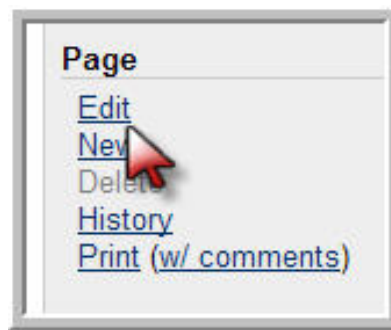
② The [Insert Image](#) box appears. Select how you want to upload the image.

You can click on the [Browse](#) button and search your files to identify a saved image or you can name an external web site.

Provide a description of the image in addition to the file name.

③ Click on the [Upload](#) box.

The image will appear on the wiki.

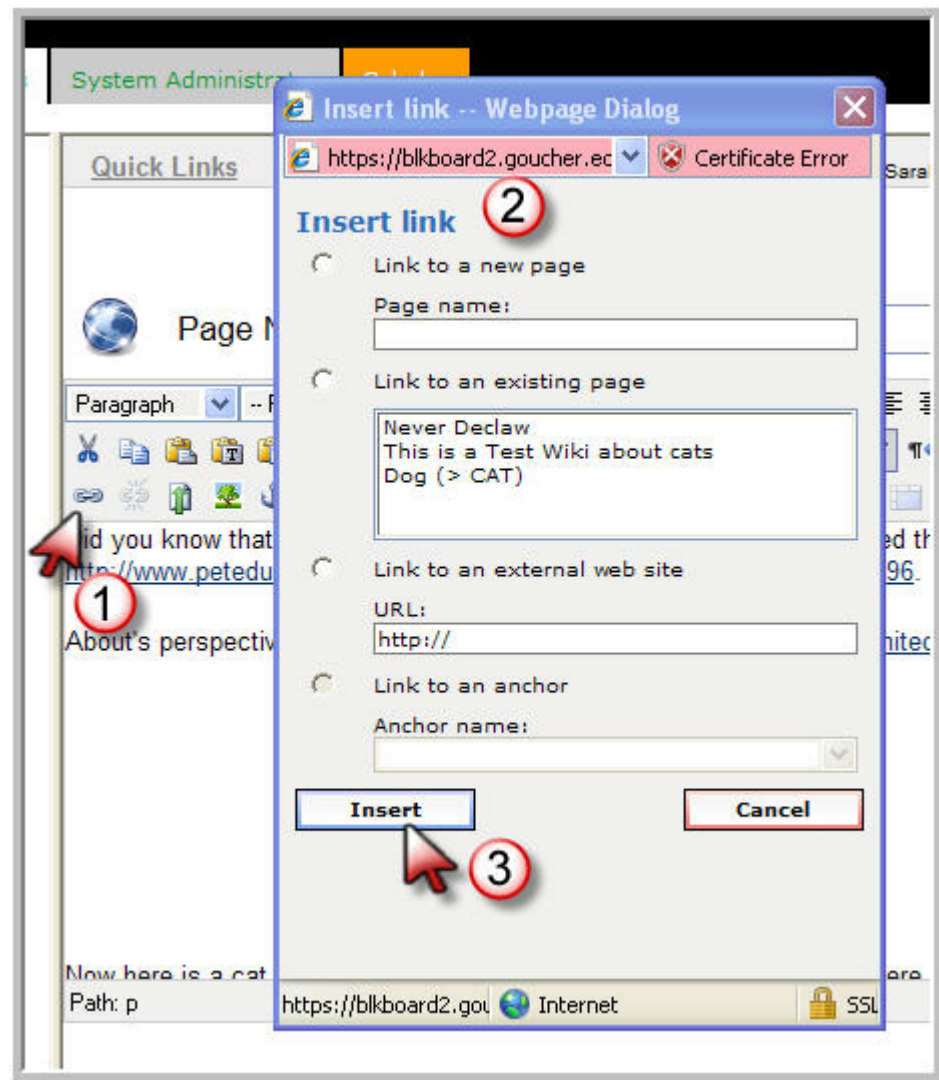


Insert a Link to Another Website

To insert a link to another website, click on the [Edit](#) link in the right column. When the Edit window opens:

- 1 Click on the [Insert Link](#) button. (It looks like three links of a metal chain.)
- 2 The [Insert Link](#) box appears. Click on the appropriate option button and enter the link name.
- 3 Click the [Insert](#) button.

The link appears in the wiki as a hyperlink. Clicking on the link opens that site.



Add a Comment to the Wiki

Occasionally, a visitor wants to add a comment without editing the wiki.

Comments can be added to the wiki that are separate from the body of the wiki text.

At the end of the wiki page, click on the [Comments](#) link. (The number of comments already posted is in parentheses.)

The [Comments](#) box appears.

① Comments are displayed with the date, time, and name of the author listed beneath it.

② Click on the [Delete](#) link to remove each comment.

③ To add a comment, enter text in the Add Comment box. A few formatting buttons are available.

④ Click the [Add Comment](#) button.

