Instructor Guide to Creating Graded Wikis

When creating a new wiki in your course, you can set it to be a graded assessment for the whole class, groups of students, and individual students through this process.

Please Note - The option to make a wiki a gradable assessment only appears when initiating the creation of a new wiki.

Creating a Graded Wiki

Instructors can set-up a Campus Pack Wiki in any Content Area page in their course. Content Areas are pages where you can add your files, assignments, tests, and activities.

1. Within your Content Area page, scroll your mouse over the "Tools" menu button and select “Campus Pack Wiki” from the list of options.

2. An “Add Content” form to create a new, blank wiki will appear. Give your wiki a name and description.

3. Under the “Deployment” settings, indicate how you want to assign the wiki:
   a. Single Copy – Create a single wiki for the whole class to view and edit.
   b. One Per Group – If you have created Blackboard Groups of students, select this option. Use the group selection tools that appear to assign one wiki per group. Only the specific group members and instructor can view and edit each wiki.
   c. One Per Person – Creates an individual private wiki for each student. Just the individual student and the instructor can view and edit the wiki.

The settings you indicate here will automatically assign Viewing/Authoring Permissions to the instructor and your students.
4. Next, check the “Create Grade Book Entry” checkbox. Give the entry a name and point value. If you want to show students grades for this assessment, check off the “Display Grades to Students” checkbox.

When you have completed the form, click the “Add” button.

A New Campus Pack Wiki will be added to your Content Area page. A new column tied to this assessment will be added to your Grade Center.

Grading Wiki Participation

1. Go to the content area containing the link to your wiki and click its “View” link.

2. If this wiki is a class “Single Copy” wiki, you will immediately be taken to the wiki page. On this page click the “Assessment” link that appears at the head of the wiki page.

If you are viewing a group or individual wiki, you will be taken to a page that lists groups or students contributing to a wiki. Click on the name of a group or student to view the wiki. Then, click the “Assessment” link at the top of the wiki.
3. The “Activity Summary” page will appear. Here you can review and compare wiki participation statistics.

4. To review the participation statistics of a particular student in detail and assign a grade:
   a. Select a student from the list on this page.
   b. Then, click the “Evaluate Participant” button.

5. Review the “Activity Summary” for the selected student. To assign a grade, click the “Edit” button associated with the grading form on this page. Enter a grade, feedback and grading notes.
6. When you are done, click “Submit”. The Grade Center column associated with the wiki will be updated with this grading data.

**Known Issues**

At this time, we do not recommend copying or importing a graded wiki into another course.

Due to the way this tool was designed, copied graded wikis do not display the grading form or Grade Center button when viewing the Activity Summary page. However, a column associated with the wiki will still be present in the Full Grade center.

If a graded wiki was copied or imported into another course, wiki grades must be entered in manually through the Full Grade Center.