The information below pertains only to the wikis available in Blackboard. Other wikis (such as Wikipedia) have different instructions for creating, modifying, and deleting content.

**NOTE:** Wikis are somewhat complicated, so it WILL take some practice and patience when working with wikis for the first time. Contact EdTech for some hands-on assistance if needed:

http://edtech.mst.edu/generalinfo/about/

**CREATE A WIKI IN A CONTENT AREA**

1. Choose the Content area where you would like to create your wiki.

   ![Content Area Diagram]

2. Click the **Tools** option under the name of the content area.

   ![Tools Option Diagram]
3. Click **Wikis**.

4. Click **Create New Wiki**.
5. (Required) Type in a name for your wiki. (Optional) Type any instructions for the wiki in the box provided.

6. Choose whether you would like to make your wiki available now, as well as any limits you might like to impose upon the availability.

7. Select whether you would like for students to be able to edit and/or comment on the wiki.

8. Choose whether or not you would like this wiki to be graded. If you do choose to have it graded, type in a number for the points possible. This will produce a short list of other options regarding grading.

9. Click Submit.
10. To link the wiki you have just created to the wikis page, click **Next**.

<table>
<thead>
<tr>
<th>1. Link Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Link Name</strong></td>
</tr>
<tr>
<td><strong>Color of Name</strong></td>
</tr>
<tr>
<td><strong>Link</strong></td>
</tr>
</tbody>
</table>

11. Make sure that the **Link Name**, **Color of Name**, and **Text** suit your needs.

12. Make sure the wiki is available for student use, and decide whether you would like to track the number of views or restrict the date availability.

<table>
<thead>
<tr>
<th>2. Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Available</strong></td>
</tr>
<tr>
<td><strong>Track Number of Views</strong></td>
</tr>
<tr>
<td><strong>Date Restrictions</strong></td>
</tr>
<tr>
<td>Display After</td>
</tr>
<tr>
<td>Display Until</td>
</tr>
</tbody>
</table>

13. Click **Submit**.
CREATE A WIKI PAGE

1. Scroll down the Content page until you can see the wiki you just created. Click on the title to open the screen that will allow you to create a page within the wiki.

![Discuss Chapter 5](image)

**NOTE:** When creating the first wiki page, step 2 will be skipped after clicking the title in step 1.

2. Select Create Wiki Page.

![Create Wiki Page](image)

3. (Required) Type in a name for the page. (Optional) Type any content information you may wish to add in the box provided.

4. When you have finished adding content, click Submit.

![Submit](image)
EDIT A WIKI PAGE

1. Scroll down the page until you can see the wiki you wish to edit and click on it.

2. Click **Edit Wiki Content** on the page that you wish to edit.

3. Make any necessary changes to the Name or Content fields.

4. Click **Submit**.
COMMENT ON A WIKI PAGE

1. Scroll down the page until you can see the wiki you just created and click on the title.

2. Then locate the wiki page you wish to comment on. Click **Comment** located in the lower right corner of that page’s box.

3. Type in your comment text in the box provided. Then click **Add**.
DELETE A WIKI

1. Scroll down the page until you can see the wiki you wish to delete. Click on the double drop-down arrow (action link) to the right of the title.

2. Click Delete.

3. You will be given one last opportunity to confirm whether you would like to delete or cancel. If you are sure, click OK.
**EVALUATE PARTICIPATION**

1. Scroll down the page until you can see the wiki on which you wish to evaluate participation. Click on the title of that wiki. Then click **Participation Summary** located in the upper right-hand corner of the screen.

2. The screen should now show a list of the names of each wiki participant. Next to each name should be a value for the number of words they have added to the wiki, the percentage of words they have added in comparison to the whole, the number of page saves, as well as the percentage of page saves they have done in comparison to the whole.

<table>
<thead>
<tr>
<th>Name</th>
<th>Words Modified (Number Count)</th>
<th>Words Modified (Percentage)</th>
<th>Page Saves (Number Count)</th>
<th>Page Saves (Percentage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB</td>
<td>8</td>
<td>25%</td>
<td>1</td>
<td>25%</td>
</tr>
<tr>
<td>DS</td>
<td>17</td>
<td>54%</td>
<td>2</td>
<td>50%</td>
</tr>
<tr>
<td>SR</td>
<td>6</td>
<td>19%</td>
<td>1</td>
<td>25%</td>
</tr>
</tbody>
</table>

*Displaying 1 to 3 of 3 items*
RESTORE A PREVIOUS VERSION OF A PAGE

1. Scroll down the page until you can see the wiki whose page you wish to restore. Click on the title of the wiki, and then choose from the list on the right, which page you wish to restore by clicking the double drop-down arrow to the right of that page title.

2. Then, click History.

3. To restore the previous version you must delete all other versions. To do this select the checkbox next to all versions other than the one you wish to restore.

4. Then, click Delete.
5. You will receive a prompt informing you that the action you are about to commit is final and cannot be undone. If you are sure you want to continue with the delete click **OK**. If not, click **Cancel**.

![Image of OK and Cancel buttons](image.png)

6. You should see a message at the top of the page that says “Success: Page Version(s) deleted.” If you see that message, scroll to the bottom of the page and click **OK** in the lower right-hand corner.

![Image of OK button](image.png)

7. The screen should now show the version of the page you were attempting to restore. That is how you will know it has been completed successfully.