

Using a Wiki

Quick Reference Guide

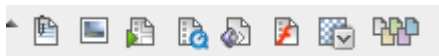
Overview

A wiki is a place where students can collaborate on creating a page or series of pages for a project. You can add pages, edit pages created by other students and work together to create the final product required by the instructor. Your instructor will provide instructions on where to find the link to the Wiki.

The screenshot shows a Blackboard Wiki interface. At the top, there is a 'Group Project' header with a 'Create Wiki Page' button. Below this, there are several callout boxes: 'Add a new page' points to the 'Create Wiki Page' button; 'Click here to view your contribution....' points to the 'My Contribution' link; 'Click here to Edit the current page.' points to the 'Edit Wiki Content' button; 'Click here to read comments.' points to the 'Comments: 0' link; and 'Click here to add comments.' points to the 'Comment' button. On the right side, there is a 'View pages' callout pointing to a list of pages including 'Getting Started', 'Introduction', and 'Who we are'. Below the main content area, there is a 'Getting Started' section with instructions and a 'Comments: 0' indicator.

Posting an Entry

1. Click on the link to the wiki.
2. Use **Create Wiki Page** to add a page.
3. Type a name for the page.
Note: The Home Page always appears first in the list of pages. After that the pages are in alphabetic order. Your group should plan how to name the pages to create a logical sequence in the wiki.
4. Use the tools at the top to format the entry and add files, graphics, audio, etc.



The icons in the visual editor allow you to:

- Attach a file
- Insert an image
- Insert a movie
- Insert Quicktime
- Add audio content
- Add flash content

Each of these icons opens a window to find a file on your computer to insert.

The icon is **Paste from Word**. This will paste text from Word and adjust for formatting.

The icon enables you to enter a link to another page in the Wiki.

Use the world icon to insert a link to a web page. (You can just enter a URL into your journal text, but the icon enables you to open the web page in a new window.)

5. Click **Submit** to save your page.

Commenting on an Entry

1. Click on the **Comment** button.
2. Type your comment (note there is no formatting available in comments).
3. Click **Add**.

Viewing Comments

The comments indicator shows if there are comments. Click on it to view the comments.