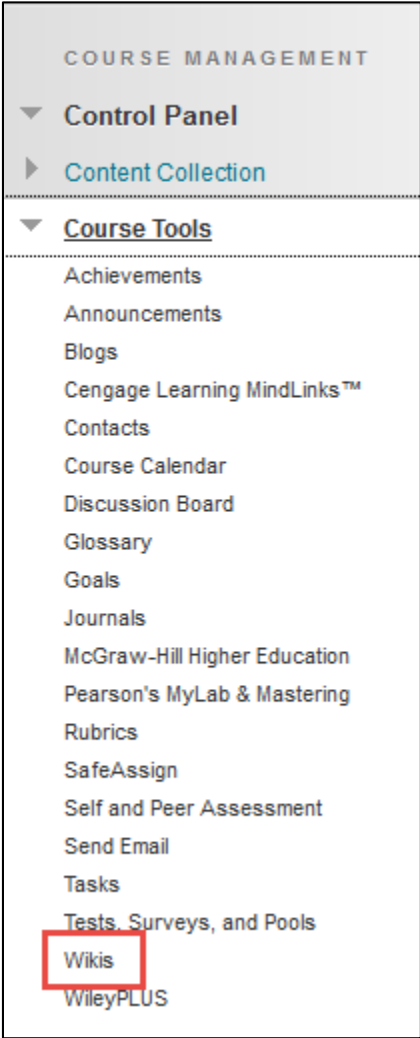




## Creating a Wiki

Wikis allow course members to contribute and modify one or more pages of course related materials, providing a way to share materials and collaborate on authorship. Users can create and edit pages quickly, while tracking the history of changes and additions, allowing for effective collaboration between multiple writers.

1. Log into the Blackboard system and click to enter the course where you wish to create a wiki.
2. Once you are in the course, click on the **Course Tools** button in the Control Panel and select **Wiki** from the list of options.



3. The Wikis page will load. Click on the **Create Wiki** button.



5. Enter a name and description for the wiki.

**Create Wiki**

*A Wiki is a collaborative tool that allows Students to contribute and modify one or more pages of Course-related materials. [More Help](#)*

\* Indicates a required field.

Cancel Submit

**1. Wiki Information**

\* Name



Instructions



Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and other editing tools.

6. Customize the availability by setting date and time restrictions, if desired. A **Display After** setting will prevent users from seeing the wiki before a certain date, while **Display Until** sets a final viewing date.

## 2. Wiki Date and Time Restrictions

Wiki Availability  Yes  No

Limit Availability  Display After      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

7. In the Wiki Participation section you have the option to open and close editing and commenting. Toggling these settings at different times is a good way to allow users to build a wiki and then lock down changes after a certain point.

## 3. Wiki Participation

Student Access  Closed to Editing  Open to Editing

Student Comment Access  Closed to Commenting  Open to Commenting

8. Complete the remainder of the customized settings based on the needs for the particular activity you are developing. Press the **Submit** button when done to finish making the wiki.

9. Students now have access to the wiki from the **Course Tools** button in the course menu > **Wikis**.

Note: You now may also add a direct link to the wiki in a content area or a folder. Click to enter the content area / folder and hover over Tools > Wikis. Check off the "Select a Wiki" option and select the wiki from the "Select a Wiki" box. Click Next and to complete the process.