

# Campus Pack Wikis in Blackboard 9.1

## About Campus Pack Wikis

Xavier University uses Campus Pack, in conjunction with Blackboard, to provide a suite of social networking tools, including wikis, for your course. Wikis allow instructors and students to collaboratively organize and present their work. Multiple users can edit the same content, link to other pages in the wiki, and discuss the wiki through comments. Instructors can easily monitor wiki activity to see who is contributing and what they are contributing.

## Creating a Wiki for your Course

There are two types of wikis available to your course, the Course Wiki and Content-Area Wikis.

### Course Wiki

Every course automatically has a Course Wiki that is accessible through course Tools, unless the instructor chooses to disable the link. To access the Course Wiki:

1. Click on **Tools** in the course menu.
2. Click on **Campus Pack Wiki Tool**.
3. You may see a message that you are connecting to Campus Pack, which could take a minute to load.

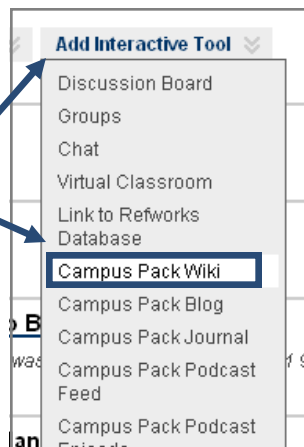


By default this wiki is visible to everyone in the course. Look in the next sections for instructions on adding pages to a wiki and changing wiki permissions.

### Content-Area Wikis

New wikis can be created within your course content for individual topics or students or for groups of students. To create a content-area wiki:

1. Click on Course Documents, Assignments, or another content area in your course menu where you would like the wiki link to appear.
2. Move your mouse over **Add Interactive Tool** and select **Campus Pack Wiki** from the drop-down menu that appears.
3. You may see a message that you are connecting to Campus Pack, which could take a minute to load.



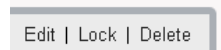
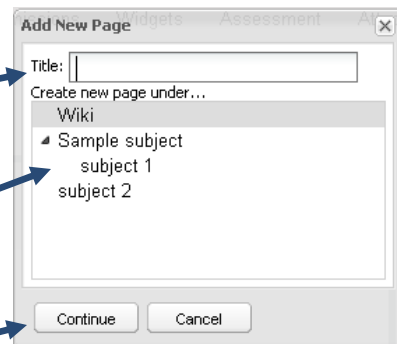
## Creating a Wiki for your Course (cont.)

3. To create a new wiki make sure **New** is selected on the next page and click **Submit**.
4. Complete the wiki creation form:
  - A. **Title:** Enter a Title for your wiki that will display on the course content page
  - B. **Description:** Enter an optional description or instructions that will display under the title
  - C. **Create Grade Book Entry:** If you would like the wiki to show up in the course's Grade Center, check the box and a column will be created.
  - D. **Entry Name:** Enter the heading that will appear in your grade center for the wiki.
  - E. **Points Possible:** Enter the number of points the wiki is worth.
  - F. **Display Grades to Students:** Check the box to display wiki grading to students.
5. Click **Add** to create the wiki. Continue this process for each wiki you would like to create.

## Adding Pages to a Wiki

To create a new wiki page:

1. Click **View** under the wiki name or enter your Course Wiki to begin.
2. Click **Add New Page** on the right side of the page.
3. In the window that opens, give your page a title. To make this page a sub-page, click on the name of the page you want this one to be under and click **Continue**.
3. Type content for the page in the text box. You'll be able to add to or edit this later.
4. Click **Save & Exit** when finished. The link to your new page will appear in the **Pages** area on the right side of the screen.
5. To edit or delete a page, click on the **Edit** or **Delete** links to the right of the page title. Instructors also have the option to **Lock** the page from further editing.

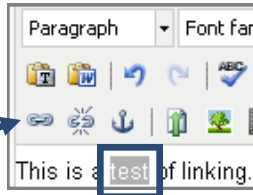


# Campus Pack Wikis in Blackboard 9.1

## Linking to Other Pages

To create links to another page within the current page:

1. Click Edit or start a new page.
2. Highlight the text you would like to make the link.
3. Click the **Link to a Page** button.
4. In the window that opens, you will have the option of linking to an external website, a new page, or an existing page. To link to another wiki page you've already created:
  - A. Select **Link to an existing page**.
  - B. Click on the name of the page you'd like to link to.
  - C. Click **Insert**.

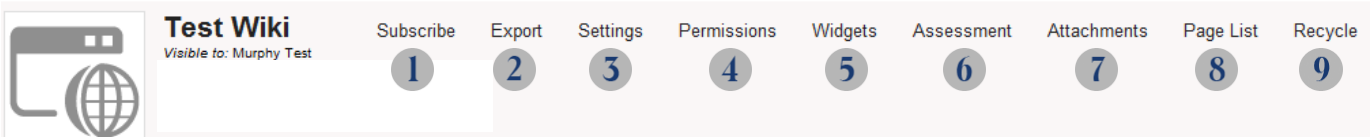


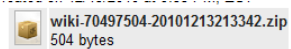

## Commenting on a Page

1. Open the page by clicking on the page name.
2. Click in the text box that says **Add a comment**.
3. Enter a Subject and your comment in the text boxes that appear.
4. When you've finished with your comment, click **Post**.

Add a comment...

## The Navigation Bar (for Instructors)



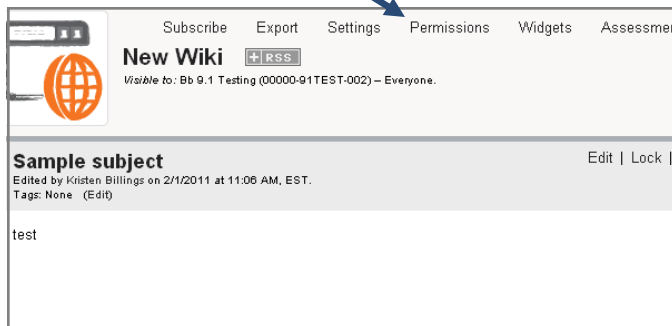
- |          |             |   |
|----------|-------------|---|
| <b>1</b> | Subscribe   | Change the subscription, or email notification settings of the wiki.  |
| <b>2</b> | Export      | Choose 'Export' to export your wiki to an HTML site compressed into a zip file.    |
| <b>3</b> | Settings    | Change the title, description, the thumbnail image  and design theme for your wiki.   |
| <b>4</b> | Permissions | Choose who you would like to have access to view, author (make new pages & edit content) and own (complete control) the wiki. See the next section for further instructions.  |
| <b>5</b> | Widgets     | Add widgets, or functional add-ons, to your wiki. By default keyword tagging and commenting are available widgets. Other widgets available for use include owner discussion (private notes), viewer feedback (private feedback), viewer voting and "AddThis", where users can share the wiki page on social networks. |
| <b>6</b> | Assessment  | View the wiki statistics including who has viewed, edited and made comments.  |
| <b>7</b> | Attachments | Manage attachments included in the whole wiki.  |
| <b>8</b> | Page List   | View a list of all the pages in the wiki, including deleted pages if you so choose.   |
| <b>9</b> | Recycle     | Retain the settings and structure of the wiki but delete the content, comments, etc.  |

# Campus Pack Wikis in Blackboard 9.1

## Modifying Wiki Permissions

Changing a wiki's Permissions allows you to limit who can see or add to the wiki or make the wiki open for others to view. Instructions for changing Permissions are below.

1. Click View under the wiki name or enter your Course Wiki to begin.
2. Click on the **Permissions** link at the top and to the right of the wiki name.



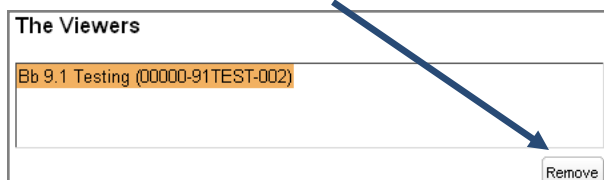
3. Complete the Permissions page:
  - A. Click on the tab for the type of permissions you want to change. There are three types of permissions: 

Viewers	Authors	Owners
---------	---------	--------

    - **Viewers** have reading privileges and can leave comments.
    - **Authors** can make new pages and edit old ones.
    - **Owners** control the blog and its settings.

By default, everyone in the class is a Viewer, all students are Authors, and all instructors and teaching assistants are Owners.

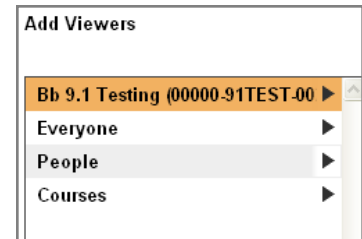
- B. **The Viewers/Authors/Owners** area displays the users or group of users who currently have that type of permission, depending on the tab you've selected. To limit permissions to certain individuals or groups, you must first remove the course itself, which appears by default. To remove permissions, click on the user or group to highlight it and then click **Remove**.



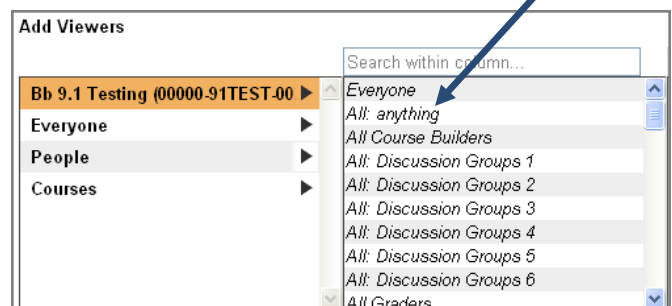
## Modifying Wiki Permissions (cont.)

- C. Add permissions in the **Add Viewers/Authors/Owners** area by clicking on the desired category filter on the far left. The categories include:

- **Course name:** allows you to select groups or individuals to add from those in the course.
- **Everyone:** allows you to select everyone in the world or just at Xavier.
- **People:** allows you to select groups or individuals at Xavier who are not in the course.
- **Courses:** allows you to select another course at Xavier you would like to give access.



- D. After clicking on the category, select from the list that appears to the right the individuals or groups you would like to assign permissions.



- E. With the individual or group highlighted, click the **Add** button on the lower right. Your selection will move to the box above. 

Add
-----
- F. If you would like to give permissions to someone not at Xavier, click **Invite a Person via Email**.
- G. If desired, set a time restriction on the permissions you are assigning.
- H. Click **Save** when you are finished setting permissions.