

Welcome To Wikis

A Quick Start Guide



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Read this first.

WELCOME TO WIKIS

This guide will introduce you to the wonderful world of wikis. It will teach you what a wiki is, how to create one, and how to get started using it.

WHAT IS A WIKI? Back to Contents

A **wiki** is a collaborative website that allows many users to add and edit content. It can consist of one or multiple **pages**, all of which can be edited by the users of the site. The most well-known example is the online encyclopedia Wikipedia.

HOW TO USE THIS GUIDE Back to Contents

We focus on two websites that allow you to create wikis: www.cmu.edu/blackboard and www.wikispaces.com. You'll get just enough information to choose one of these options and then start a basic wiki—quickly.

The table on Page 4 will help you choose either **BLACKBOARD** or **WIKISPACES** to create your wiki. Then go to **“How do I start if I choose...”** (page 5 for Blackboard or page 16 for Wikispaces) to begin.

Throughout the guide you will see colored boxes with additional notes. Read them now if you want to dig deeper or ignore them and come back later!

Let's get started.



What's the difference between **BLACKBOARD** and **WIKISPACES**?

BLACKBOARD and **WIKISPACES** are two of many sites you can use to create your first wiki. The table below highlights some major differences. After you choose, move on to either the Blackboard or Wikispaces section of this guide to begin!

	BLACKBOARD	WIKISPACES
Can the public see my wiki?	✗ No, only people enrolled in your course will be able to see your wiki.	✓ Yes, you can choose to make your wiki private or public.
Can I hide my wiki from my students?	✓ Yes, you can decide when to make your wiki visible or invisible to students.	✗ No, members of a wiki can always see it.
Can I keep students from editing the wiki?	✓ Yes.	✓ Yes.
Can I embed pictures, video, and PDFs?	✓ Yes.	✓ Yes.
Can I make comments on the wiki pages?	✓ Yes.	✓ Yes.
Can I grade student participation?	✓ Yes, with direct link to Blackboard course grading.	✗ No, but you are able to monitor participation.
Is it free?	✓ Yes.	✓ Yes.
Can I change the way my wiki looks?	✗ No.	✓ Yes, you can choose the theme and colors of your wiki.
How long will I have my wiki?	Wikis last until your course ends.	Wikis last indefinitely, until they are deleted by the wiki's creator.

How do I start if I choose Blackboard?

TO LOG IN TO YOUR ACCOUNT [Back to Contents](#)

1. Log in to **www.cmu.edu/blackboard** and find the **My Courses** menu in the middle of the screen.
2. Click the course for which you want to create a wiki. This will take you to that course's **Announcements** page.
3. Make sure **Edit Mode** in the top right corner is clicked to .
(This allows you to edit the course as an instructor. If it is clicked to , you will be able to see and edit only what your students can.)

How do I create a new Blackboard wiki?

TO CREATE A NEW BLACKBOARD WIKI [↑ Back to Contents](#)

1. After logging in to My Blackboard and going to your course, go to the course **Wikis** page, which lists all your class's wikis. To get there:
 - a. Find the **Course Tools** menu on the far left of the screen, under the Course Management Control Panel. Click to expand the menu if it is not already open.
 - b. Scroll to the bottom of the menu and click "Wikis."
2. On the course **Wikis** page, click **Create Wiki**.
3. On the **Create Wiki** page, enter the name of your wiki under section 1: Wiki Information. This will be easy to delete or rename later if you want.
4. (Optional) You can type a few brief sentences in the Instructions textbox and set restrictions now, or you can do this later.

NOTE: To learn about these settings and how to change them, see "How do I change settings and privacy?" on page 13.

5. Click **Submit**.

Congratulations—you've created a wiki! You can find it listed on your course **Wikis** page.

To get to this **Wikis** page, which lists all of your course wikis, click here.

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

Create Wiki

Name	Type	Student Access	Student Comment Access	Last Modified Date
NEW WIKI	Course	Open to Editing	Open to Commenting	10/6/13 6:31 PM

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

Your wikis will be listed here. You can always get to your wiki by clicking its name in this list.

How do I add students to my wiki?

TO ADD STUDENTS [Back to Contents](#)

In Blackboard, all course instructors and enrolled students will automatically have access to that course's wikis. Congratulations—you're done!

But...

- if you want only instructors to see a wiki, see **"To hide a wiki"** on page 13.
- if you want only certain students to see certain wikis, you will have to create groups.
 - To find this function, log in to My Blackboard and click the **Users and Groups** menu under the **Control Panel** on the left side of the screen, then click "Groups."
 - For more information about group wikis, go to Blackboard Support (<http://www.cmu.edu/blackboard>) or contact the Eberly Center (<http://www.eberly.cmu.edu>).



How do I create pages?

TO CREATE A PAGE [Back to Contents](#)

1. Go to your wiki by clicking its name on your course **Wikis** page. (To get to this page, go to your course and click "Wikis" under the **Course Tools** menu on the far left.)
2. If this is your first page, you will go straight to the **Create Wiki Page** page. If not, click **Create Wiki Page** under your wiki's name.

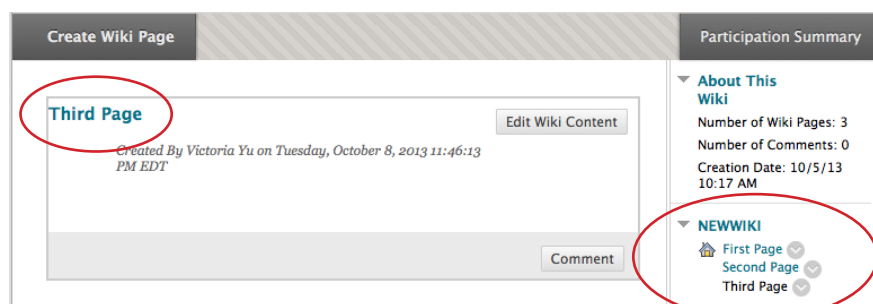
NOTE: What you typed in the Instructions textbox will show up on every page. To delete or change your instructions, see "To change general settings" on page 13.

3. Under section 1: Wiki Page Content, enter the name of your page.
4. Enter the content of your page in the Content box.
5. Use the toolbar to format text, insert pictures and files, and link to other webpages.


NOTE: In the top row, click  to expand the toolbar and  to see what each button does. To learn more, see "How do I add content to a page?" on page 9.

6. Click **Submit**.

Ta-da! You have created a page inside your wiki. You should now see your new page's title in the middle of the screen and a list of all pages in the menu to the far right.




TO DELETE A PAGE [Back to Contents](#)




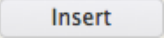
1. Go to your wiki by clicking its name on your course **Wikis** page. (To get to this page, go to your course and click "Wikis" under the **Course Tools** menu on the far left.)
2. Find the list of all your pages in the menu to the far right of the screen.
3. Next to the page you want to delete, click .
4. Click **Delete** in the dropdown menu.

How do I add content to a page?

TO EDIT A PAGE [Back to Contents](#)

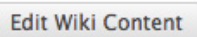


1. Go to your wiki by clicking its name on your course **Wikis** page. (To get to this page, go to your course and click “Wikis” under the **Course Tools** menu on the far left.)
2. Find the page you want to edit. You will see it in the list of pages in the far right menu.
3. Click the page to go to it. You will see the page title in the middle of the screen.
4. Click  to the right of your page title.
5. Edit your content and click **Submit**. You’re done!

TO INSERT PICTURES [Back to Contents](#)




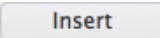
1. Go to your wiki by clicking its name on your course **Wikis** page. (To get to this page, go to your course and click “Wikis” under the **Course Tools** menu on the far left.)
2. Go to the page you want to edit. (Just click it in the list of pages in the far right menu.)
3. Click .
4. Expand the toolbar by clicking on the expand icon: . Click  on the bottom row.
5. A new window will pop up. Click **Browse My Computer** to find your picture. Click **Open** to upload it.
6. Click .
7. You will see the picture in your Content box. Click and drag the picture to resize.
8. Click **Submit** to save changes to your page.

How do I add content to a page? (cont.)

TO ATTACH FILES [Back to Contents](#)

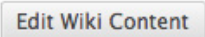


1. Go to your wiki by clicking its name on your course **Wikis** page. (To get to this page, go to your course and click “Wikis” under the **Course Tools** menu on the far left.)
2. Go to the page you want to edit. (Just click it in the list of pages in the far right menu.)
3. Click .
4. Expand the toolbar by clicking on the expand icon: . Click  on the bottom row.
5. A new window will pop up. Click **Browse My Computer**.
6. Find your file and double-click to open.
7. Enter a description of your file in the “Name of Link to File” textbox. This is what visitors will see on their screen. It will look like a hyperlink and will open the file in a new browser tab or window.
8. Click **Submit**. Your file is now linked to the content of your page.
9. Remember to click **Submit** in the top right corner to save changes to the whole page.

TO ADD HYPERLINKS [Back to Contents](#)

1. Go to your wiki by clicking its name on your course **Wikis** page. (To get to this page, go to your course and click “Wikis” under the **Course Tools** menu on the far left.)
2. Go to the page you want to edit by clicking it in the list of pages in the far right menu.
3. Click .
4. Highlight the text on your page that you would like to make into a link.
5. Expand the toolbar by clicking on the expand icon: . Click  in the middle row. (Text must be highlighted for this button to be visible.)
6. A new window will pop up. Enter the destination URL address in the “Link Path” textbox.
7. Click . Your text is now a hyperlink!
8. Click **Submit** to save changes to your page.

How do I add content to a page? (cont.)

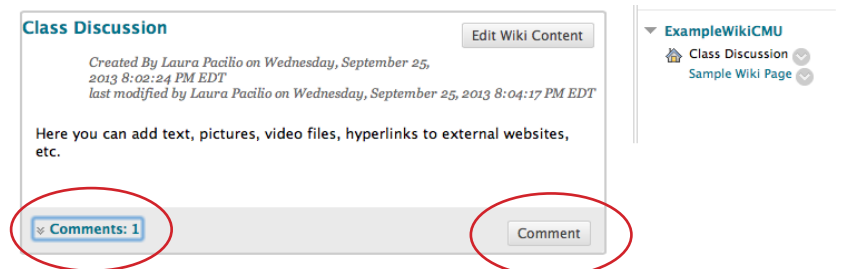
TO LINK TO ANOTHER PAGE IN YOUR WIKI [Back to Contents](#)

1. Go to your wiki by clicking its name on your course **Wikis** page. (To get to this page, go to your course and click “Wikis” under the **Course Tools** menu on the far left.)
2. Go to the page you want to edit by clicking it in the list of pages in the far right menu.
3. Click .
4. Expand the toolbar by clicking on the expand icon: . Click  in the bottom right corner. (This button will only appear if you have created multiple pages in your wiki.)
5. Click the dropdown menu to select the page you want to link to.
6. Rename the link. This is the hyperlink text that will appear on the page.
7. Click **Submit**.
8. Remember to click **Submit** in the top right corner to save changes to your page.

How do I make comments?

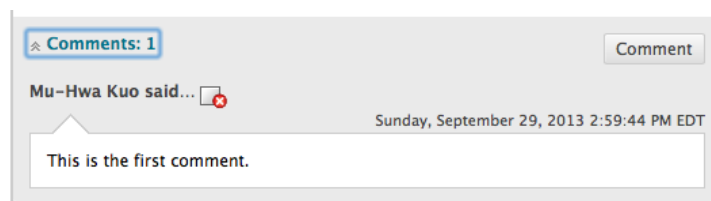
TO CREATE A DISCUSSION COMMENT [Back to Contents](#)

1. Go to your wiki by clicking its name on your course **Wikis** page. (To get to this page, go to your course and click "Wikis" under the **Course Tools** menu on the far left.)
2. Go to the page you want to edit by clicking it in the list of pages in the far right menu.
3. At the bottom right of the page content, you will see a **Comment** button.



The "1" means there is one comment on this page.


4. To view previous comments, click **Comments: 1**.



NOTE: You cannot reply to individual comments. All comments form one running discussion.


5. To post your own comment, click **Comment**. A textbox will roll down. Enter your comment in the box.
6. When you are finished with your comment, click **Add** to post or **Cancel** to start over.

TO DELETE A DISCUSSION COMMENT [Back to Contents](#)

1. Click the  icon above the discussion comment. A box will pop up asking you to confirm deletion.

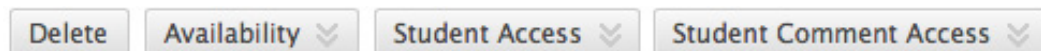
How do I change settings and privacy?

TO CHANGE GENERAL SETTINGS [Back to Contents](#)


1. Go to the course **Wikis** page by clicking “Wikis” under the **Course Tools** menu in the far left panel. You will see a list of the wikis created in your course.
2. Hover over your wiki’s name until the  icon appears. Click the icon.
3. Click **Edit Properties** in the dropdown menu.
4. Now you can edit your wiki’s name, instructions, restrictions, and grading status.
5. Click **Submit** to save changes.

TO HIDE A WIKI [Back to Contents](#)

1. Go to the course **Wikis** page by clicking “Wikis” under the **Course Tools** menu in the far left panel. You will see a list of the wikis created in your course.
2. Click the checkboxes beside the wiki(s) whose settings you want to change.
Above and below the list of wikis, you will see these four buttons:



3. In the menu shown above, click or hover over **Availability**. Click **Make Unavailable**.
4. A green banner will pop up at the top of the page to tell you you’ve been successful. Now your students cannot visit or edit this wiki, but instructors still can.

*NOTE: To see what your students see, click **Edit Mode** in the top right corner of the screen to  OFF. You should no longer see the wiki you have hidden.*

How do I change settings and privacy? (cont.)

TO CLOSE A WIKI TO EDITING [Back to Contents](#)

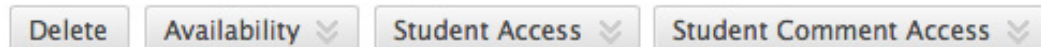
1. Go to the course **Wikis** page by clicking “Wikis” under the **Course Tools** menu in the far left panel. You will see a list of the wikis created in your course.
2. Click the checkboxes beside the wiki(s) whose settings you want to change. Above and below the list of wikis, you will see these four buttons:



3. In the menu shown above, click or hover over **Student Access**. Click **Close to Editing**. Your students can still visit this wiki and leave comments, but they cannot edit the pages. Instructors can still edit pages.

TO CLOSE A WIKI TO COMMENTING [Back to Contents](#)

1. Go to the course **Wikis** page by clicking “Wikis” under the **Course Tools** menu in the far left panel. You will see a list of the wikis created in your course.
2. Click the checkboxes beside the wiki(s) whose settings you want to change. Above and below the list of wikis, you will see these four buttons:



3. In the menu shown above, click or hover over **Student Comment Access**. Click **Close to Commenting**. Your students can now view previous comments but cannot add more. Instructors can still make and delete comments.

FOR MORE INFORMATION [Back to Contents](#)

For information about additional features of Blackboard, go to Blackboard Support at <http://www.cmu.edu/blackboard>.

For information about how to use wikis effectively in your classroom, please visit Carnegie Mellon University's Eberly Center for Teaching Excellence and Educational Innovation at <http://www.eberly.cmu.edu>.

How do I start if I choose Wikispaces?

TO CREATE A WIKISPACES ACCOUNT [Back to Contents](#)

- 1.** Go to **www.wikispaces.com**.
- 2.** On the left side of the screen, find the **Join Now** box.
- 3.** Click **I'm a Teacher**.
- 4.** Enter a username, password, and email address.
- 5.** Click **Join**. On the next page, a green banner will pop up saying you are logged in and ready to go.

NOTE: You will receive an email from Wikispaces containing several links, one of which will ask you confirm your email address. You can start creating your wiki without this step, so feel free to confirm your account if/when you wish.

How do I create a new Wikispaces wiki?

TO CREATE A NEW WIKISPACES WIKI [Back to Contents](#)

1. Go to your **My Account** page by:

- clicking the confirmation link in your email, **OR**
- logging into **www.wikispaces.com** and clicking your username in the top right corner of the screen.

*NOTE: Your **My Account** page is also called the **Dashboard**. This is where you will see the list of all your wikis.*

2. Click  at the top right of the screen.

3. Select “Higher Education” for Industry and click **Continue**. This will take you to the **Make a New Wiki** page.

4. Enter a name (without spaces or hyphens) for your wiki. Your wiki’s name must be unique since it will also be part of your URL address.

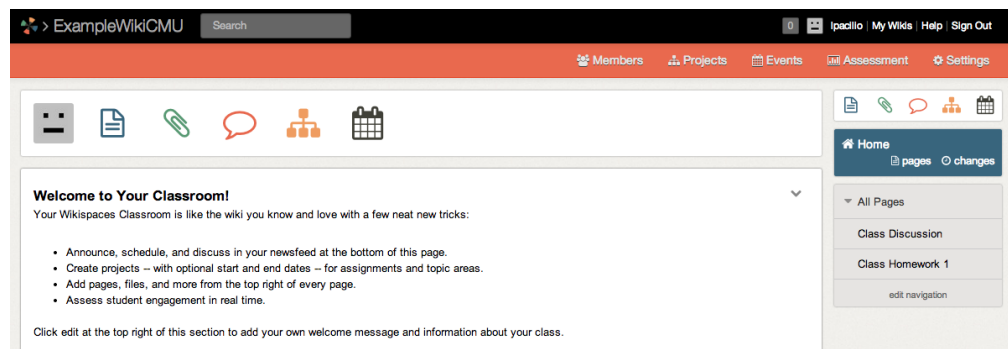
5. Begin typing “Carnegie Mellon University” in the School textbox. A dropdown list will appear. Select Carnegie Mellon University from the list.

6. (Optional) You may also enter your course name and students’ grade level.

7. Check “I certify this wiki will be used for education.”

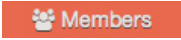

8. Click **Create**. This will take you to your new Wikispaces wiki!

Here is an example of what your new wiki will look like:




How do I add students to my wiki?

TO ADD STUDENTS VIA EMAIL [Back to Contents](#)

1. Go to your wiki by clicking the **My Wikis** dropdown menu in the top right toolbar and selecting your wiki.
2. In the bar on the top right of the screen, click .
3. At the top right of the page, click .
4. In the box that pops up, enter your students' email addresses or, if they have them, Wikispaces account names, separated by commas or line breaks.
5. Click **Send**. When students respond to your invitation, you must grant them membership to your wiki. (See below.)


*NOTE: On the **Members** page, you can see who hasn't yet responded to your email invitation under "Pending Email Invitations."*

TO GRANT STUDENTS MEMBERSHIP [Back to Contents](#)

1. Go to your wiki by clicking the **My Wikis** dropdown menu in the top right toolbar and selecting your wiki.
2. In the bar on the top right of the screen, click .
3. Under "Pending Membership Requests," check the boxes next to students' account names.
4. Click **Approve**.

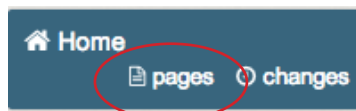
How do I create pages?

TO CREATE A PAGE [Back to Contents](#)

1. Go to your wiki by clicking the **My Wikis** dropdown menu in the top right toolbar and selecting your wiki.
2. Click  at the top of the screen.
3. Enter a name for your page (e.g. "Class Discussion").
4. *(Optional)* You can label your page with searchable topics by typing the topics into "tags."
5. Click **Create**. This will take you to a blank page with a toolbar at the top.
6. Add your content in the Content box.
7. When you are done adding content, click **Save** in the top right corner of the toolbar.

TO DELETE A PAGE [Back to Contents](#)

1. Go to your wiki by clicking the **My Wikis** dropdown menu in the top right toolbar and selecting your wiki.
2. On the right side of the page in the blue Home box, click **Pages**.



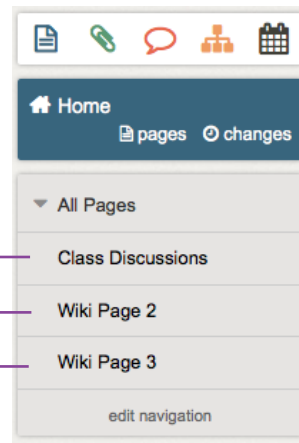
3. Under "Pages and Files," check the box next to the page you want to delete.
4. Click **Delete**.


How do I add content to a page?

TO EDIT A PAGE [Back to Contents](#)

1. Go to your wiki by clicking the **My Wikis** dropdown menu in the top right toolbar and selecting your wiki.
2. Go to the page you want to edit. To get there, click the **All Pages** dropdown menu on the far right of the screen and select your page.

The pages you created within your wiki will be listed here.



3. When you get to your page, click  **Edit** in the toolbar. When a page is in Edit Mode, you will see this expanded toolbar at the top:




Remember to hit this button when you're done editing!

4. Edit your content in the Content box below. You can use the toolbar to format your text, embed pictures, insert tables, and link files. When you are done, click **Save**.

How do I add content to a page? (cont.)


TO INSERT PICTURES AND ATTACH FILES [↑ Back to Contents](#)

Pictures, video, and audio are embedded directly into the page. Other files like PDFs, Word documents, and Powerpoints will appear as links that open in a new browser window or tab.

1. Go to your wiki by clicking the **My Wikis** dropdown menu in the top right toolbar and selecting your wiki.
2. Go to the page you want to edit. To get there, click the **All Pages** dropdown menu on the far right of the screen and select your page.
3. When you get to your page, click  **Edit** in the toolbar. When a page is in Edit Mode, you will see this expanded toolbar at the top:




*This button will
insert pictures and
attach files.*

4. Click **File** in the expanded toolbar. A dialog box titled "Images and Files" will pop up.
5. In the dialog box, click .
6. Select images or files from your computer and click **Open**.
7. When you see the selected image or file appear in the middle column of the dialog box, click it to insert it into your page.
8. When you are done with your page, click **Save** in the toolbar.

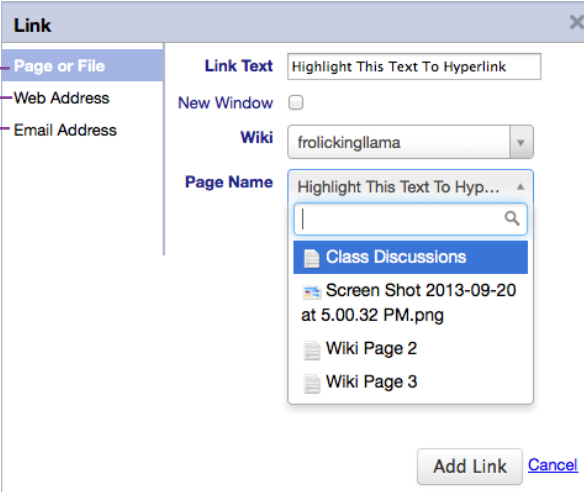
How do I add content to a page? (cont.)

TO ADD HYPERLINKS [Back to Contents](#)

1. Go to your wiki by clicking the **My Wikis** dropdown menu in the top right toolbar and selecting your wiki.
2. Go to the page you want to edit. To get there, click the **All Pages** dropdown menu on the far right of the screen and select your page.
3. When you get to your page, click  **Edit** in the toolbar.
4. Highlight the text on your page that you would like to make into a link.
5. Click **Link** in the expanded toolbar. A dialog box will pop up. You will see the text you highlighted in the "Link Text" textbox.
6. On the left side of the dialog box, click to select the type of link you'd like to make.
7. Click **Add Link**.
8. When you are done with your page, click **Save** in the toolbar.

Link to:

- *another page within your wiki, or another Wikispaces wiki*
- *an external website*
- *an email address*



How do I make comments?


Two Types of Wikispaces Comments

Discussion Posts are running threads at the bottom of a page about a topic related to that page.

Text Comments are notes inserted directly into the text of a page. They show up as notations in the margins.

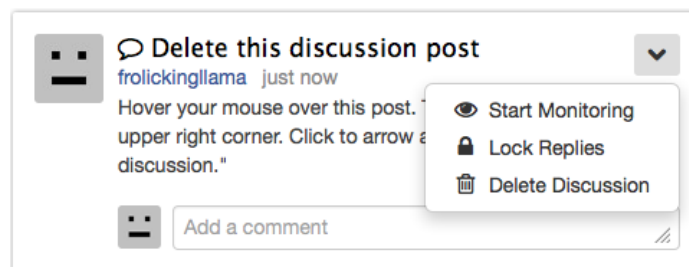
TO CREATE A DISCUSSION POST [Back to Contents](#)

Students can only make posts on pages that are unlocked for editing. For instructions about locking and unlocking pages, see **“To lock pages from editing”** on page 24.

1. Go to the page you want to edit. To get there, click the **All Pages** dropdown menu on the far right of the screen and select your page.
2. On the top right corner of the page you want to post on, click .
3. To create a new post, enter a discussion topic in the **Discuss** box.
4. Enter the text of your post in the **Body** box.
5. Click **Post**. Your post will appear at the bottom of the page.

TO DELETE A DISCUSSION POST [Back to Contents](#)

1. Hover over the discussion post you want to delete. An arrow icon will appear to the right. Click the icon and select **Delete Discussion** from the dropdown menu.






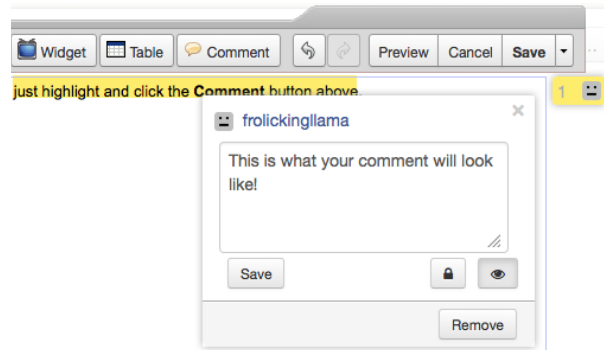
2. A box will appear asking you to confirm deletion. Click **Okay**.

NOTE: Only organizers of a wiki can delete discussion posts. Ordinary members cannot delete discussion posts after they have made them.

How do I make comments? (cont.)



TO INSERT A TEXT COMMENT [Back to Contents](#)

1. Go to the page you want to edit. To get there, click the **All Pages** dropdown menu on the far right of the screen and select your page.
2. Click  **Edit** in the toolbar.
3. While in Edit Mode, highlight the text you want to comment on.
4. Click  **Comment** and enter your comment in the box.
5. Click **Save** in the comment box. The comment will appear as this icon  to the right side of your page. Click on the icon to read the comment.
6. **Save** the entire page when you are finished adding comments.




TO DELETE A TEXT COMMENT [Back to Contents](#)

You must be in Edit Mode to delete comments from a page.

1. Go to the page you want to edit. To get there, click the **All Pages** dropdown menu on the far right of the screen and select your page.
2. Click  **Edit** in the toolbar.
3. Click the  icon for the comment you want to delete.
4. Click **Remove** at the bottom of the box.


How do I change settings and privacy?

TO CHANGE GENERAL SETTINGS [Back to Contents](#)

1. After logging in to Wikispaces, go to your **My Account** page by clicking your username at the top right corner of the screen.
2. Click  **Settings** next to the **New Wiki** button in the top right corner.
3. This is the **Settings** page. Here you have the option to:
 - a. change your username and password,
 - b. delete your Wikispaces account,
 - c. select your language and time zone.


TO MAKE YOUR WIKI PUBLIC [Back to Contents](#)

Your wiki is automatically set to Private, which means that only members of your wiki can view and edit its pages.

1. Go to your wiki by clicking the **My Wikis** dropdown menu in the top right toolbar and selecting your wiki.
2. Click  **Settings** on the top right of the screen.
3. On the left of the screen, click **Permissions**. Then click "Public."


NOTE: If you have not yet clicked the confirmation link in your email to verify your account, Wikispaces will ask you to do this before you can make your wiki public.


TO LOCK PAGES FROM EDITING [Back to Contents](#)

1. Go to your wiki by clicking the **My Wikis** dropdown menu in the top right toolbar and selecting your wiki.
2. Go to the page you want to lock. To get there, click the **All Pages** dropdown menu on the far right of the screen and select your page.
3. In the top right corner, click  .
4. Click **Lock** from the dropdown menu. A green banner will appear at the top of the page saying your page is now locked.

How do I change settings and privacy? (cont.)

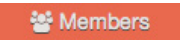
TO LOCK A DISCUSSION POST [Back to Contents](#)

1. Go to your wiki by clicking on the **My Wikis** dropdown menu in the top right toolbar and selecting your wiki.
2. Go to the page whose post you want to lock. To get there, click the **All Pages** dropdown menu on the far right of the screen and select your page.
3. Hover over the post you want to lock until this icon  appears in the top right corner of the discussion box.
4. Click the icon and select **Lock Replies** from the dropdown menu.

*NOTE: To reopen a discussion post to comments, click the  icon again and select **Unlock Replies** from the dropdown menu.*

TO PROMOTE MEMBERS TO ORGANIZERS [Back to Contents](#)

The two types of Wikispaces users are organizers and members. Organizers can change settings and manage members. Members can only see and edit wikis.

1. Go to your wiki by clicking on the **My Wikis** dropdown menu in the top right toolbar and selecting your wiki.
2. Click  at the top right of the page.
3. Check the boxes next to the members you want to make organizers.
4. Scroll to the top of the list and click **Make Organizer**.

FOR MORE INFORMATION [Back to Contents](#)

For information about additional features of Wikispaces, go to Wikispaces Help at <http://help.wikispaces.com/home>.

For information about how to use wikis effectively in your classroom, please visit Carnegie Mellon University's Eberly Center for Teaching Excellence and Educational Innovation at <http://www.eberly.cmu.edu>.