Managing Wikis

Commenting, view participation, grading and deleting wikis.

Commenting

Step 1  Click on the **content area** by clicking on it in the course menu.

  Click on **Wikis**.

Step 2  Click on a **Wiki topic**.

Step 3  Click **Comment** following the student’s contribution. The Comment text box appears.

Step 4  
- Type a **comment** in the Comment text box.
- Click **Spell Check** at the bottom of the Comment text box to check the spelling of the content before continuing.
- Click **Add**.
Step 5
Click the **Comments link** below the contribution to view the comment.

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**Step 1**
From the Wiki topic page. Click on **Participation and Grading**.

**Step 2**
- On the **Participation Summary page**, view participation for the Students who have contributed to the Wiki.

- In the side panel, view information about the Wiki and **select a student** to view his or her Participant's Contribution page.

- **Page Versions**: The Page Version column displays all pages created and edited by the student. A new version is created each time a page is edited. When versions are compared, the difference between any version and its previous version are shown on the Page Comparison page.

- **Words Modified**: Tally of any words added, deleted, or edited in all pages and each page’s version of the Wiki.

- **Page Saves**: Tally of any time Submit is clicked on the Edit Wiki Page in the

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**Entry #1**
Created By April Edmond
This is entry #1 for student

**Comments: 2**
Click for comments

### Participation and Grading

<table>
<thead>
<tr>
<th>Name</th>
<th>Words Modified</th>
<th>Words Modified (Percentage)</th>
<th>Page Saves</th>
<th>Page Saves (Percentage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Edmond</td>
<td>16</td>
<td>100%</td>
<td>2</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Participant contribution page:**

<table>
<thead>
<tr>
<th>Page Version</th>
<th>User's Modifications</th>
<th>Created On</th>
<th>Words Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry #1</td>
<td>Compare to Version 1</td>
<td>3/21/11 11:04 AM</td>
<td>10</td>
</tr>
<tr>
<td>Entry #2</td>
<td></td>
<td>3/21/11 11:48 AM</td>
<td>6</td>
</tr>
</tbody>
</table>
Wiki, regardless of whether or not content has been changed.

**Grading**

Wiki is set to be graded, a column is automatically created in the Grade Center. A graded Wiki cannot be set to ungraded. Delete the graded Wiki from the Wikis listing page and the Grade Center, and create a new ungraded Wiki. Alternatively, do not include the graded Wiki column in Grade Center calculations, if the Wiki pages need to be retained.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>On the <strong>Wiki topic page</strong>, click <strong>Participation and Grading</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>- On the Participant’s Contribution page, a list of the student’s pages and page versions open in the content frame</td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>Step 3</td>
<td>- On the <strong>Participation Summary page</strong>, select a student’s name in the <strong>View Contributions</strong> section. Students with contributions ready for grading appear with the exclamation mark, the needs grading icon.</td>
</tr>
<tr>
<td></td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>Step 4</td>
<td>- Click <strong>Edit Grade</strong>. (right-hand column of page)</td>
</tr>
<tr>
<td></td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
</tbody>
</table>

**Step 2**

- On the Participant’s Contribution page, a list of the student’s pages and page versions open in the content frame.

**Step 3**

- On the Participation Summary page, select a student’s name in the View Contributions section. Students with contributions ready for grading appear with the exclamation mark, the needs grading icon.

**Step 4**

- Click Edit Grade. (right-hand column of page)
Step 5

- Type a numeric grade in the Current Grade Value text box.

- **Feedback**: Add feedback for the student.

- **Grading Notes**: Appear to the Instructor and Grader only.

- Optionally, use the Spell Check function in the bottom of each text box. Click Text Editor to access all the Text Editor functions for formatting text and adding URLs, attachments, images, Mashups, and multimedia.

- Click **Save Grade**.

- Click **OK** to return to wiki page.

Deleting

If a gradable Wiki is no longer needed, it can be deleted. It is permanently deleted and the action cannot be undone.

Step 1

Click on the **content area** by clicking on it in the course menu

Click on **Wikis**.

Step 2

- Click the **checkbox** next to the wiki title.

- Click **Delete**.
### Step 3

- Before deleting, a **graded wiki** will prompt for confirmation.
- Confirm by clicking **OK** or **Cancel**.
- If grade columns exist in the Grade Center for the Group, the columns can be retained. On the Delete Confirmation page, do not select the check boxes for any columns that need to be preserved.

**Reminder:** Deleting is permanent and the action cannot be undone.