

## Create a Wiki

### Overview

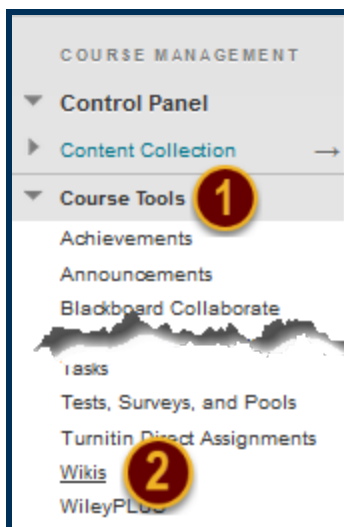
This tutorial will explain how to create a **Wiki**.

### Quick Steps

Control Panel > Course Tools > Blogs > Create Wiki > Set Options > Submit

### Step 1

To create a Wiki, you must first access the Wikis tool. The Wikis tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the “Wikis” option [2].



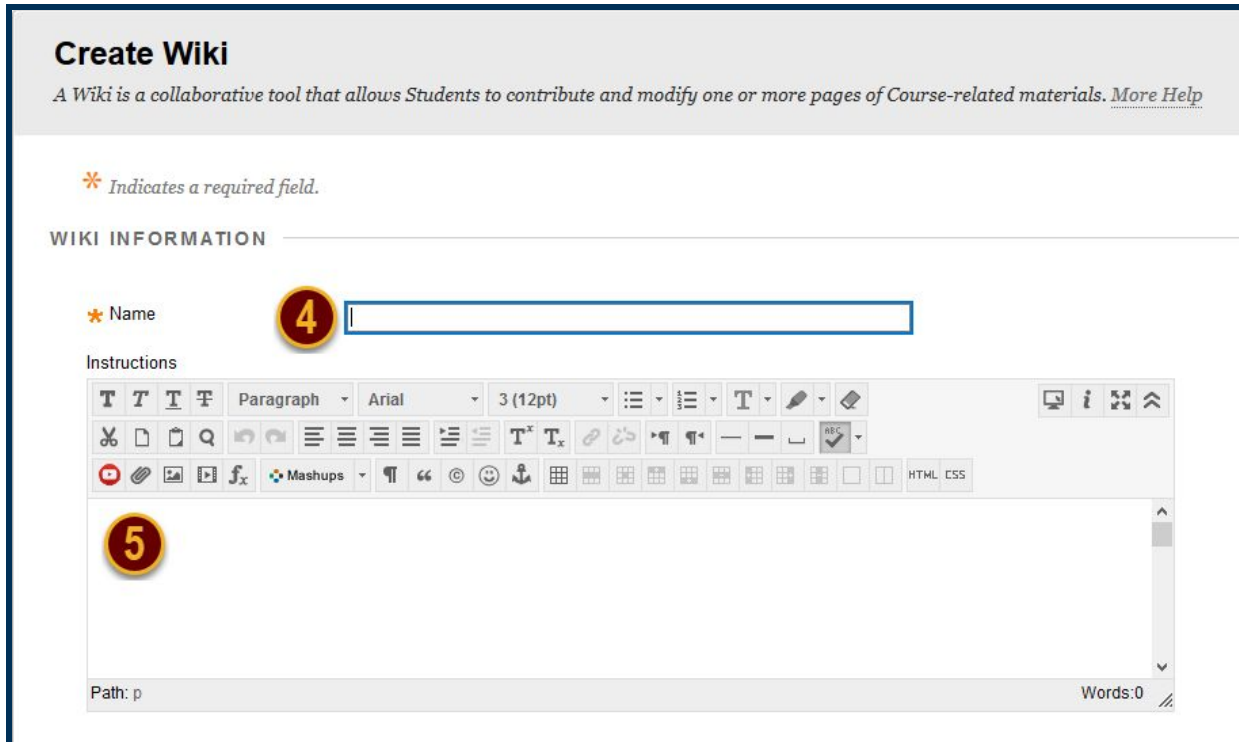
### Step 2

On the Wikis page, click *Create Wiki* [3] on the Action Bar.



### Step 3

On the Create Wiki page, in the Wiki Information section, type the name for your Wiki in the Name box [4]. You can also type instructions or a description in the Instructions editor [5].



**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.

**WIKI INFORMATION**

\* Name **4**

Instructions **5**

Path: p Words: 0

### Step 4

In the Wiki Date and Time Restrictions section, select “Yes” for the Wiki Availability option using the first radio button. This will make the Wiki available to students.



**WIKI DATE AND TIME RESTRICTIONS**

Wiki Availability  Yes  No



You can create Wikis ahead of time and set the availability to “No” until you are ready to deploy them.



## Step 5



Also in the Wiki Date and Time Restrictions section, use the Display After and Display Until checkboxes to enable date and time restrictions. Display restrictions do not affect the Wiki's availability, only when it appears.

### 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.*

## Step 6

In the Wiki Participation section, choose a Student Access and Student Comment Access option corresponding to your goals. You can change student and comment access options at any time.

### WIKI PARTICIPATION

Student Access  Closed to Editing  Open to Editing

Student Comment Access  Closed to Commenting  Open to Commenting

- **Closed to Editing:** Select this option when you are the only one contributing pages or want to disallow further page editing by users, e.g. when you are ready to start grading the Wikis contributions. All course members are still allowed to view Wikis that are closed.
- **Open to Editing:** Select this option to allow users to modify any Wiki page. In a group Wiki, a user must be a member of the group to edit a Wiki page.
- **Closed to Commenting:** Students cannot add comments on a Wiki page.
- **Open to Commenting:** Students can add comments on a Wiki page.

## Step 8



In the Wiki Settings section, select either “No grading” or the “Grade” option using the radio buttons in the *Grade Wiki* row. If you choose the “Grade” option, specify the number of Points possible. Points possible will apply to one or more page saves made by a user on the Wiki topic.

After you enable grading, a column is created automatically in the Grade Center. It is permanently gradable, and you cannot change the setting to “No grading” afterward.



**WIKI SETTINGS**

**Grade Wiki**


No grading  
 Grade : Points possible :

Show participants in "needs grading" status  after every   Page Saved

**Due Date**

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

**Associated Rubrics**



Name	Type	Date Last Edited
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## Step 9

Optionally, select the check box for “Show participants in ‘needs grading’ status.” You can then use the drop-down list to select the number of page saves required for a student to qualify for a Needs Grading status in the Grade Center.

**Example:** If you choose three page saves from the drop-down list and a user saves two pages, the In Progress icon appears in the Grade Center cell and the Wiki until the specified number of page saves (3) is met. Once met, the Needs Grading icon will appear, instead.



*If you check the Grade Wiki option and do NOT select the “Needs Grading” checkbox in this section, the Needs Grading icon will not appear in the Grade Center and page saves will not appear on the Needs Grading page.*

You can also add a Due Date or [Associate a Rubric](#) with the Wiki.

## Step 10

Click the *Submit* button.