Create and Grade Wikis, Blogs, Journals

Wiki, blog, and journal are interactive tools to enable and foster students’ active learning. This document will introduce how to create and grade blogs, journals, and wikis on Blackboard.

Create and Grade Wikis

Wikis are a tool used to create a collaborative space within the course where all students can view, contribute, and edit content. Course Wikis are created by the instructor and any course member can add pages.

Follow these step-by-step instructions to create a Wiki:

1. Wikis can be created from the Tools area but it is recommended that you create wikis directly within your content area to streamline navigation. Go to a content area, such as Assignments, and click the menu for Add Interactive Tool. Select Wiki from the drop down list. If Wiki doesn’t appear under the Add Interactive Tool menu, turn it on through Control Panel > Customization > Tool Availability.

2. On the Create Link: Wiki page, select Link to the Wikis Page and click Create New Wiki.
3. On the **Create Wiki** page, enter a name for the Wiki and provide instructions.

![Wiki Information Screen](image1.png)

4. In the section **Wiki Date and Time Restriction**, make the Wiki available by selecting **Yes** and set any date/time restrictions.

![Wiki Date and Time Restrictions](image2.png)

5. Select **Wiki Participation** and **Wiki Grading Settings**. Wikis are usually used for students to be able to create and edit pages so the default setting is **Open to Editing**. Choose **Closed to Editing** if you only want your students to be able to view the Wiki content and not edit it. Select **Grade** and enter the number of **Points possible**. Once a Wiki is set to be graded, a column will be created for it in the Grade Center. It is permanently gradable and cannot be set to **No grading**.

![Wiki Participation and Settings](image3.png)

6. Optionally, select the box and the number of **Page Saves** required to show participants in **Needs Grading** status. Applying this setting will show the **Needs Grading** icon in the **Grade Center** and place the **Pages** in the queue on the **Needs Grading** page after the specified number of **Page Saves** have been completed. Associated rubrics are visible under the **Wiki Settings** section when
the Grade Wiki option has been enabled. To associate a rubric, point to Add Rubric and choose one of the options:

- **Select Rubric** associates a rubric that has already been created in the Rubrics area of Course Tools.
- **Create New Rubric** opens a pop-up window to allow immediate creation of a new associated rubric.
- **Create From Existing** uses a previously created rubric as a template to create a new associated rubric. When associating a points-based rubric, the option to use the rubric's point value as the Points Possible will be available after clicking Submit on the rubric creation or selection page.

7. Click the Submit button when you have finished creating your Wiki.
8. Select the Wiki you just created to link from the content area and click Next.

9. Type the Link Name and description of the “link” to the Wiki which will become your Wiki assignment prompt.
10. Under the **Options**, select **Yes** to make it available to students. Click **Submit**. You have successfully added a Wiki to the Assignments area. Students can go directly to the Wiki by clicking on the link of the Wiki.

Grade a Wiki
Once you have created a Wiki and students have participated, you can grade a Wiki if you've set up the grading options when you created the Wiki.

Follow these step-by-step instructions to access and grade a Wiki in your course:

1. Click **Course Tools** in the **Control Panel** and select **Wikis**.
2. Click the name of the Wiki you want to grade.
3. Click **Participation and Grading**.

4. View the **Participation Summary**.

<table>
<thead>
<tr>
<th>Name</th>
<th>Words Modified (Number Count)</th>
<th>Words Modified (Percentage)</th>
<th>Page Saves (Number Count)</th>
<th>Page Saves (Percentage)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>25%</td>
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</tr>
<tr>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
5. A green ! [exclamation point] near a student’s name indicates entries which need grading. Click the student’s name.

6. Click **Edit Grade** in the sidebar to grade the student’s contribution.

7. Enter the student’s grade in the **Current Grade Value** box and provide any feedback you have. **Grading Notes** will only be visible to the Instructor. When you have finished grading, click **Save Grade**.
8. The updated grade now appears in the **Grade** section of the sidebar and the **Full Grade Center**.

![Grade section screenshot]

**Create and Grade Blog**
A blog is an online communication space within the course where all students can share, comment, and write content. Blogs in Blackboard are best used as “public journals” for students to share and reflect to the entire group. The interesting thing about blogs is that they can be created for the entire course or individually for each student.

Follow these step-by-step instructions to create Blogs:

1. Blogs can be created from the **Tools** area, but it is recommended that you create a blog directly within your content area to streamline navigation. Go to a content area, such as Assignments and click on the menu **Add Interactive Tool**. Select **Blog** from the drop down list. If **Blog** doesn’t appear under the **Add Interactive Tool** menu, activate it using **Control Panel >Customization > Tool Availability**.

![Assignments screenshot]
2. On the Create Link: Blog page, select Link to a Blog and click on the button Create New Blog.

3. Enter a name for the Blog in the Name field and enter instructions in the Instruction textbox.

4. Select Yes to make the Blog visible to students. Select Date and Time Restrictions if desired.

5. Select Individual to All Students to have every student create their own blog. For individual blogs, only the owner of the Blog is allowed to post blog entries. Other students can view and add comments. Select Course to create a single blog for all students in the course to post blog entries and comments. By default, students are able to post anonymous comments which can lead to netiquette problems. It is recommended to leave Allow Anonymous Comments.
4. BLOG PARTICIPATION

<table>
<thead>
<tr>
<th>Blog Type</th>
<th>Individual to All Students</th>
<th>Course</th>
<th>Allow Anonymous Comments</th>
</tr>
</thead>
</table>

6. Select **Weekly** or **Monthly** to determine blog entries display options.

5. BLOG SETTINGS

- **Index Entries**
  - **Monthly** will organize entries by the chosen time-frame.
  - **Weekly**

7. Instructors have the option to allow students to edit and delete their entries and comments. Leaving these checkboxes unchecked allows instructors to view an unaltered history of student comments.

- **Allow Users to Edit and Delete Entries**
- **Allow Users to Delete Comments**

8. Optionally, an instructor can select the box and the number of **Page Saves** required to show a participants listing in **Needs Grading** status. Applying this setting will show the **Needs Grading** icon in the **Grade Center** and place the **Pages** in the queue on the **Needs Grading** page after the specified number of **Page Saves** has been completed. Associated rubrics are visible under the **Grade Settings** section when the **Grade Blog** option has been enabled. To associate a rubric, point to **Add Rubric** and choose one of the options:
  - **Select Rubric** associates a rubric that has already been created in the **Rubrics** area of **Course Tools**.
  - **Create New Rubric** opens a pop-up window to allow immediate creation of a new associated rubric.
  - **Create From Existing** uses a previously created rubric as a template to create a new associated rubric. When associating a points-based rubric, the option to use the rubric's point value as the **Points Possible** will be available after clicking
Submit on the rubric creation or selection page.

9. Click the Submit button when you have finished creating your Blog.
10. On Create Link: Blog page, select the blog you just created to link from the content area and click Next.

11. Type the Link Name and enter a description of the “link” to the Blog. This link description is often your Blog assignment prompt or description of the link.
12. Select Yes under the Options section to make the blog available to students. Click Submit. The new blog now displays within the Assignment content area.

Grade a Blog
Once you have created a blog and students have participated, you can grade blogs if you set up the grading options when you created the blog.

Follow these step-by-step instructions to access and grade blogs in your course:
1. Click Course Tools in the Control Panel and select Blogs.

![Course Tools in Control Panel]

2. Click the name of the blog you want to grade.
3. A green ! [exclamation point] indicates that the entry requires grading. Click the student’s name to grade their entry.

![About this Blog]

4. In the Blog Grade section, click Edit Grade in the sidebar to grade the student’s contributions.

![Blog Grade]

5. Enter the student’s grade in the Current Grade Value box and provide any feedback you have. Grading Notes will only be visible to the instructor. When you have finished grading, click Save.
6. The updated grade now appears in the Grade section of the sidebar and the Full Grade Center.

Create and Grade Journals
A Journal is a self-reflective tool for students to engage in critical-thinking. Journals are best implemented as a private communications between individual students and the instructor.

Follow these step-by-step instructions to create a Journal:

1. Journal can be created from the Tools area but it is recommended that you create journals directly within your content area to streamline navigation. Go to a content area, such as Assignments, click on the menu Add Interactive Tool and select Journal from the drop down list. If Journal doesn’t appear under the Add Interactive Tool menu, activate it through Control
Panel > Customization > Tool Availability.

2. Select **Link to a Journal** and click **Create New Journal**.

3. On the **Create Journal** page, enter a name in the **Name** field for the Journal and enter the **Instructions**.
4. Make the Journal available by selecting Yes and set any date/time restrictions.
5. In **Journal Settings**, select that Journal Entries will be displayed as either Weekly or Monthly.
   You can allow students to edit and delete their entries or delete their comments. For most assignments, it is recommended to keep the defaults and keep the journal private. If you wanted to create a public journal, it is recommended that you use the blog tool.

6. Select the box and the number of **Page Saves** required to show participants in **Needs Grading** status. Applying this setting will show the **Needs Grading** icon in the **Grade Center** and place the Pages in the queue on the **Needs Grading** page after the specified number of **Page Saves** has been made. Associated rubrics are visible under the **Grade Settings** section when the **Grade Journal** option has been enabled. To associate a rubric, point to **Add Rubric** and choose one of the options:
   - **Select Rubric** associates a rubric that has already been created in the **Rubrics** area of **Course Tools**.
   - **Create New Rubric** opens a pop-up window to allow immediate creation of a new associated rubric.
   - **Create From Existing** uses a previously created rubric as a template to create a new associated rubric. When associating a points-based rubric, the option to use the rubric's point value as the **Points Possible** will be available after clicking...
Submit on the rubric creation or selection page.

7. Click the Submit button when you have finished setting up your journal.
8. Select the journal you just created to link from the Content area and click Next.

9. On the Create Link: Journal page, type the name and description of the “link” to the Journal which would become your journal assignment prompt.

10. Under Options, select Yes to make the journal available to students. Click Submit. The journal is available in the content area and students can go directly to the journal by clicking on the
Grade a Journal
Once you have created a journal and students have participated, you can grade journals if you've set up the grading options when you created the journal.

Follow these step-by-step instructions to access and grade a journal in your course:

1. Click **Course Tools** in the **Control Panel** and select **Journals**.
2. Click the name of the journal you want to grade.
3. A green ! [exclamation point] near a student’s name indicates entries which need grading. Click the student’s name.
4. Click **Edit Grade** in the sidebar to grade the student’s contribution.
5. Enter the student’s grade in the **Current Grade Value** box and provide any feedback you have. **Grading Notes** will only be visible to the Instructor. When you have finished grading, click **Save**.
6. The updated grade now appears in the Grade section of the sidebar and the Full Grade Center.