



Definition: A **wiki** allows course members to contribute and modify one or more pages of course-related materials, providing a means of sharing and collaboration. Users can create and edit pages quickly, while tracking changes and additions, allowing for effective collaboration between multiple writers.

Job Aid Objective: This job aid will provide **faculty** with the step-by-step instructions on how to:

- 1) access student wiki posts *p. 1-2*
- 2) comment on posts *p. 3*
- 3) edit wiki posts *p. 3*
- 4) view the entire Participation Summary before grading *p. 4*
- 5) view specific Participant Contributions *p. 5*
- 6) grade wiki assignment *p. 6*

Please note that there are various ways to access a wiki assignment to grade it. In this job aid, we will explore the most thorough way. *To grade a wiki assignment, you should have already made grading arrangements when you first created the wiki. For grade column set-up instructions, read the "Setting Up Wiki Assignments" job aid, p. 3.*

How to Access Student Wiki Posts

Step 1: There are 3 ways to access an existing wiki assignment that students have contributed to, but this method will show you how to view all student contributions:

- A) Go to the weekly content area where the wiki is deployed.



- B) Find the assignment, and then click on the **black** wiki assignment link to open it.

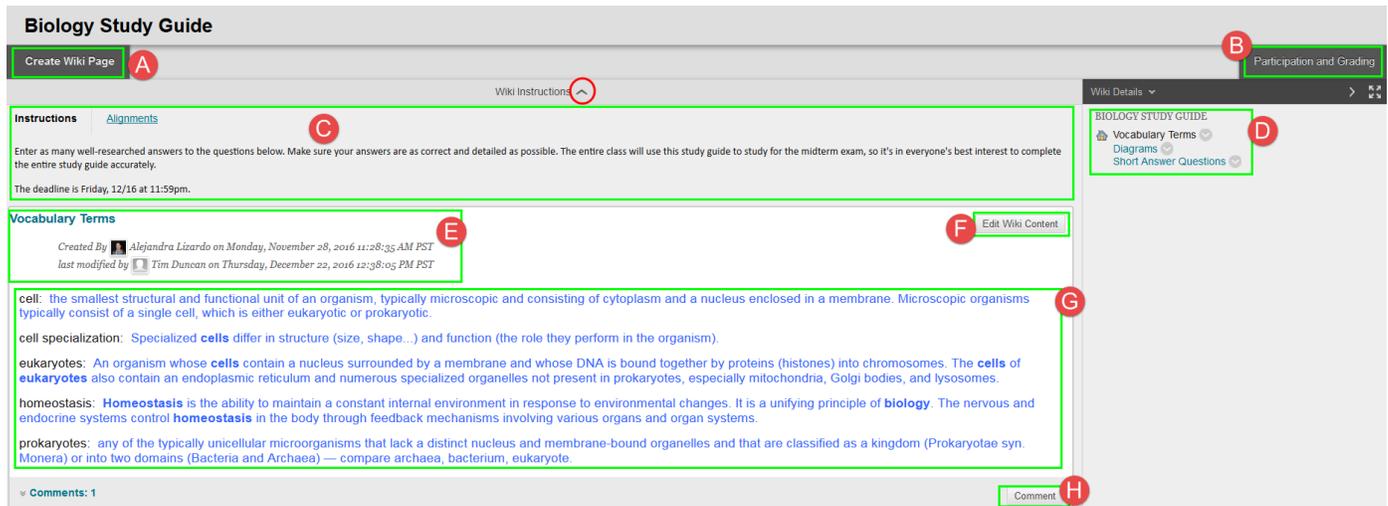
Biology Study Guide

Enabled: Statistics Tracking

Enter as many well-researched answers to the questions below. Make sure your answers are as correct and detailed as possible. The entire class will use this study guide to study for the midterm exam, so it's in everyone's best interest to complete the entire study guide accurately.

The deadline is Friday, 12/16 at 11:59pm.

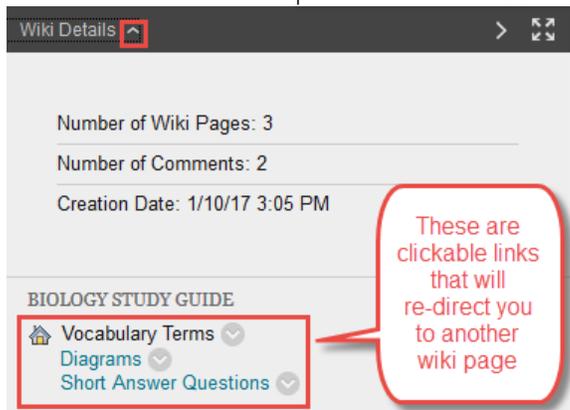
C) In this view, you'll get the same view as your students. This view is preferable because it provides you a birds-eye view of the assignment and shows how many wiki pages have been created. See below for further details on how this page is set up.



- A. Click on **Create Wiki Page** to create a new wiki page for this assignment.
- B. Access the **Participation and Grading** page to view all users' participation on this assignment. You can also get started on grading via this link. More details to follow on pages 4-6.
- C. View the assignment **Instructions** here. This item can be collapsed and hidden from view by clicking on the arrow next to "Wiki Instructions."
- D. **Index links**: this is a list of all the wiki pages for this assignment. Blue links are clickable and you will be re-directed to that wiki page after clicking the title.
- E. The **wiki page title and information**: provides you with the current wiki page title, along with information of the page creator (along with date and time) along with the name of the last user who modified that page (including date and time).
- F. Click on **Edit Wiki Content** to modify the current wiki page.
- G. Body of wiki page: this shows the wiki content users submitted.
- H. Click on **Comment** to enter any public comments. These comments will appear separately from the main wiki post. Other course users have access to these comments and also may choose to post their own comments and view others' comments.

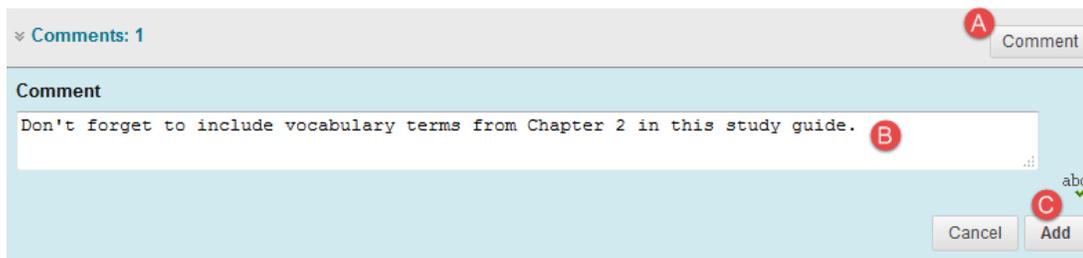
Accessing Another Wiki Post

Access another wiki post via the **index of posts** by clicking on the blue wiki page title links.



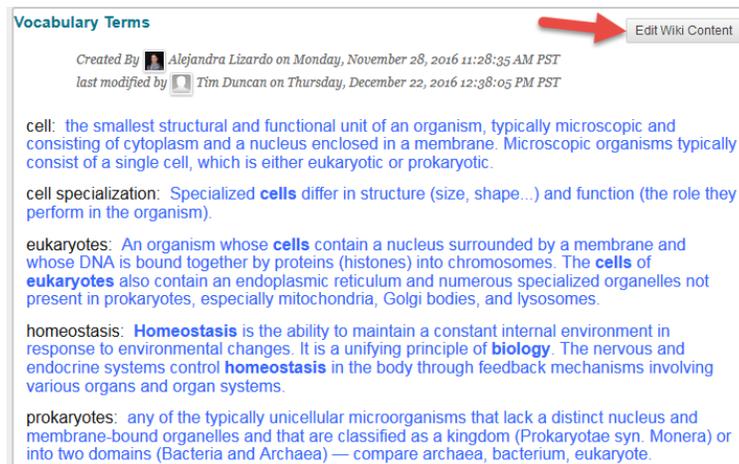
Commenting on a Wiki Post

To comment on a *specific* wiki post, click on A) **Comment**. After you enter your comments (B), click on C) **Add**. You will see that your comments have automatically been minimized. The student will have to click on that blue comment link to read your comments.

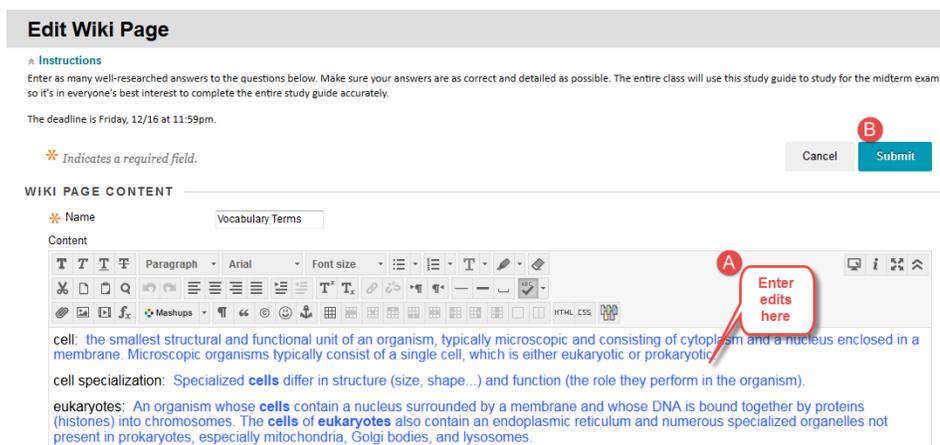


Edit an Existing Wiki Page

Step 1: Click on **Edit Wiki Content**.

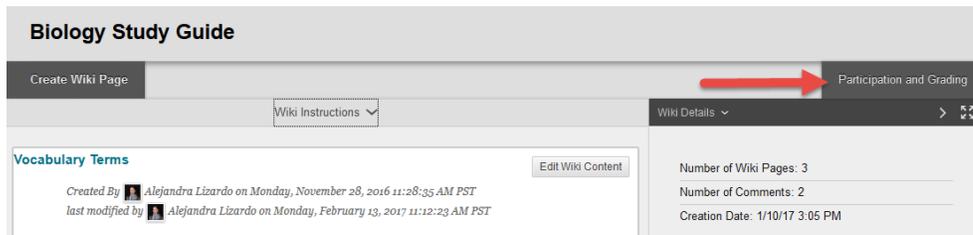


Step 2: In the Edit Wiki Page, A) make appropriate modifications, then B) click **Submit**.



How to View All Participant Contributions Before Grading

To access the participation summary view, click on the gray **Participation and Grading** button. The participant summary is a bird's eye point of view of all your participants' contributions to this assignment.

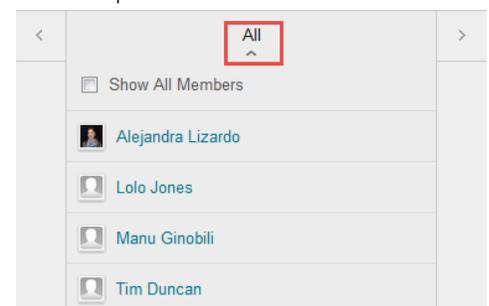


In the **Participation Summary** page, you can quickly view each participant's level of involvement in the wiki assignment. See below for details on how this page is divided.

The screenshot displays the "Participation Summary" page for the "Biology Study Guide" wiki. It features a table with columns for "Name", "Words Modified (Number Count)", "Words Modified (Percentage)", "Page Saves (Number Count)", and "Page Saves (Percentage)". The table lists four participants: Alejandra Lizaro, Lolo Jones, Manu Ginobili, and Tim Duncan. Navigation arrows and a dropdown menu are visible on the right side of the table.

Name	Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)
Alejandra Lizaro	40	12%	6	60%
Lolo Jones	2	0%	1	10%
Manu Ginobili	71	21%	1	10%
Tim Duncan	217	65%	2	20%

- The **names** in blue are links and you can click on them to navigate from one user's page to another.
- This **grid** provides you with metrics regarding each users' involvement in the entire wiki assignment. The number of **words modified** and **page saves** are indicated in *number count* and *percentage*.
- Use the arrows to navigate from one user's participant contribution page to the next participant on the list.
- Click on the arrow to also select a specific user name from the drop down menu.



Participant Contributions: How to Compare Student Posts

In this view, you can see all of Tim's involvement throughout the entire wiki assignment. You can click on one of the *User Modifications* links to view the difference between the two versions of a wiki page.

Participant's Contribution: Tim Duncan

Display Pages: All

Wiki Instructions

Instructions | [Alignments](#)

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Page Version	User's Modifications	Created On	Words Modified
Vocabulary Terms (2)	Compare to Version 1	12/22/16 12:38 PM	217
Short Answer Questions (3)	Compare to Version 2	12/22/16 12:41 PM	0

A new window will pop up that will show you

- Comparison Details between versions
- Legend view describing what was changed (see next image)
- The text of that specific wiki page. In this example, the text has blue underlining to reflect a change.
- OK button to close window.

The legend view is like this:

