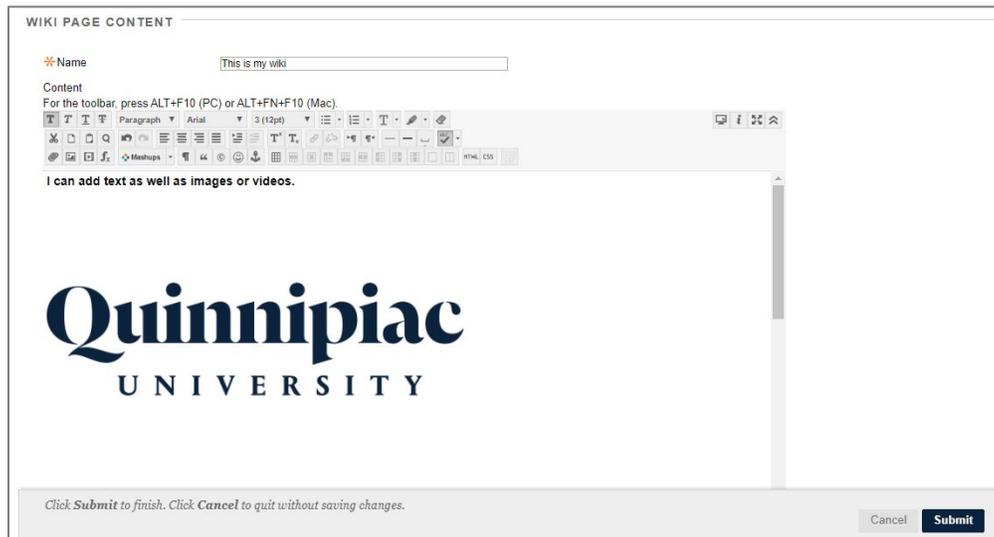


What is a Wiki?

A wiki is a collaborative tool that allows you to contribute and modify one or more pages of course-related materials. A wiki provides an area where you can collaborate on content. Course members can create and edit wiki pages that pertain to the course or a course group. Instructors and students can offer comments, and your instructor can grade individual work.

How Do I Create a Wiki?

1. On the wiki topic page, select **Create Wiki Page**.
2. Type a name and information in the Content text box. You can use the editor options to format the text and include files, images, web links, multimedia, and mashups.
3. Select **Submit**.



Working with Text

While you add text to your course, you can protect against loss of work if an internet connection loss or software error occurs. You can type in an offline text editor, such as Notepad or TextEdit, and then copy and paste your work into your course. Or, before you submit or save, you can copy all of the text you want to add. Select the text and right-click to copy it. You can also use key combinations to copy and paste:

- **Windows:** Ctrl + A to select all the text, Ctrl + C to copy, and Ctrl + V to paste.
- **Mac:** Command + A to select all the text, Command + C to copy, and Command + V to paste.

Pasting with Microsoft Word

You will have the best results if you type your text directly in the editor and format it with the available options. You may see issues when you copy and paste text from a Word document directly into the editor. Your original formatting may not appear as you want. You also may not be able to remove or add formatting after you paste the text into the editor. To avoid the formatting issues, you can remove the formatting and reformat it with the options in the editor.

- To remove formatting, select text then select the **Remove Formatting** icon on the content editor toolbar.
- Alternatively, select Control + A (PC) or Command + A (MAC) to select all text. Click the Remove Formatting button on the toolbar.
- Only use this option if you understand that all formatting will be removed. All bullets, numbered lists, indentations, line spacing, centered text, and font formatting and sizing will be removed.



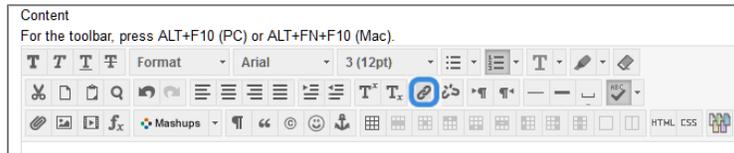
Blackboard Text Editor WYSIWYG

You can also use the options in the editor to attach files, embed multimedia, and insert equations, links, and tables. You have creative control over how your content appears and the flexibility to change the order and appearance. The default view is WYSIWYG (What You See Is What You Get). You can select the HTML Code View icon and edit or add code. You can also right-click text to access commonly used options. The menu changes based on the location of the cursor and whether or not you have selected text.

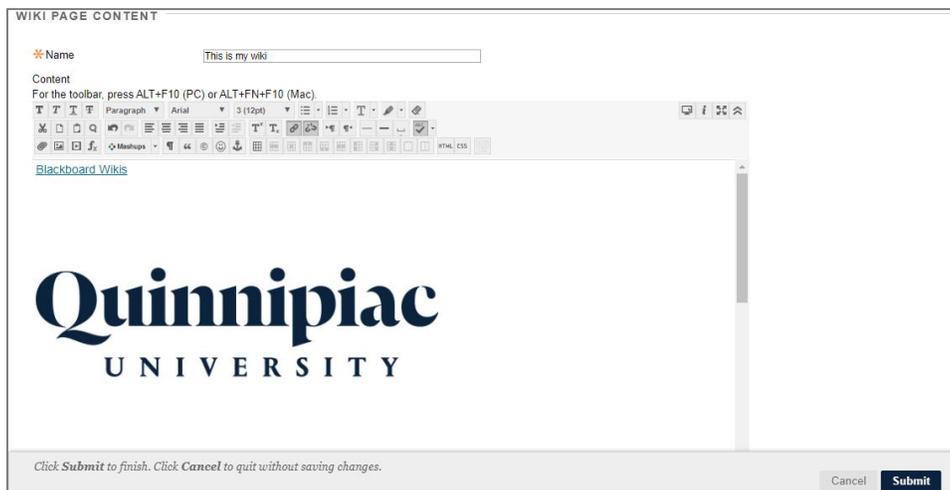
[View a list of Blackboard keyboard shortcuts here.](#)

Creating a Link

1. To create a link, select the link text by clicking and dragging over it to highlight it.
2. Select the chain link button in the WYSIWYG editor.



3. Enter the website's address in the "Link Path".
4. Select insert. If a warning appears, click OK.



Link to an Existing Wiki Page

1. To link to an existing Wiki page, focus your text cursor where you want the link to be in the wiki, and then click the  "Link to Wiki Page" button
2. Choose the Wiki Page from the dropdown menu, and optionally write what you want the link's text to contain if you want something other than the title of the wiki.

Insert Wiki Page Link

** Indicates a required field.*

SELECT WIKI PAGE LINK _____

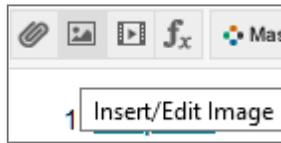
WIKI PAGE OPTIONS _____

Rename Wiki Page Link

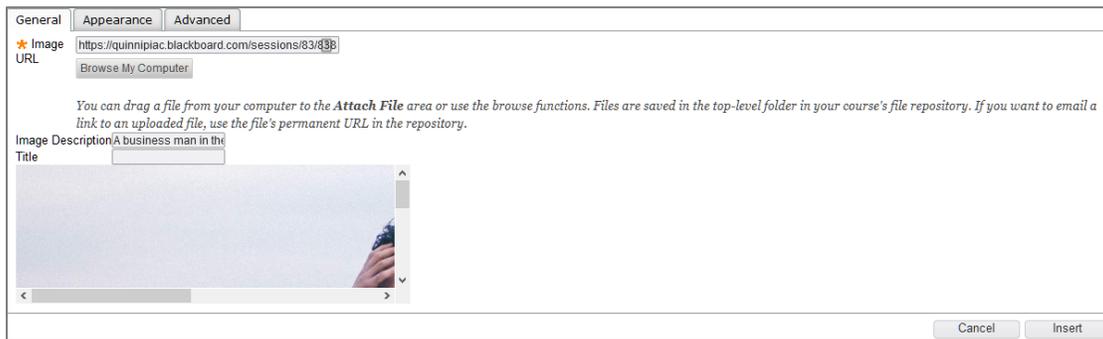
Click Submit to proceed.

Insert an Image

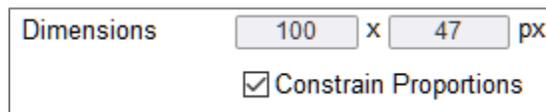
1. Click the "Insert/Edit Image" button.



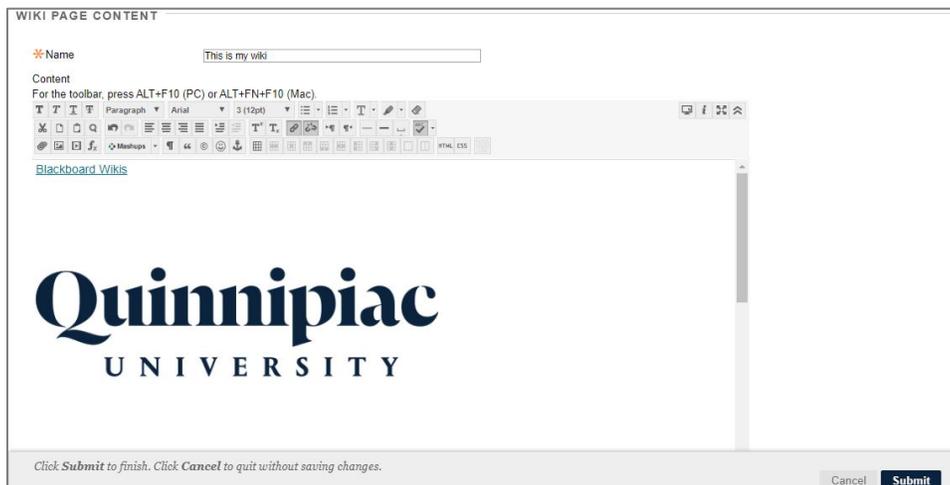
2. Click Browse My Computer, and select an image from your computer you wish to use.
3. Give the image a short description in the "Image Description" field so that students who use a screen reader can understand what the image is.



4. If the image is too large, click the Appearance tab, and edit the Dimensions (width field and height field) to something smaller. Editing width will automatically adjust the height without stretching the image as long as Constrain Proportions is checked. The image will then be resized once it is inserted.

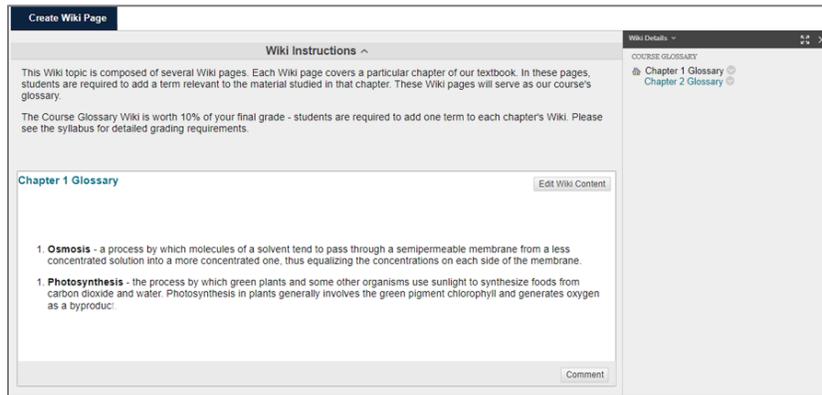


5. Click Insert on the right side of the pop-up window to insert the image.



Wikis Listing Page

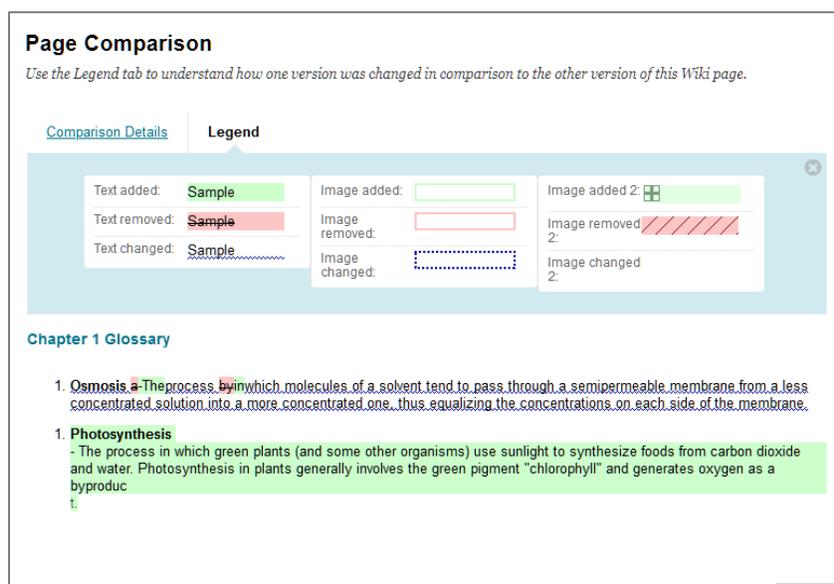
After you create a wiki, the wiki topics appear in alphabetical order or by numeric order on the Wikis listing page. You can click the button for "Edit Wiki Content" on the top right of a listed wiki to edit that page, "Comment" on the bottom right of a listed wiki to write a comment about that page, or click the dropdown menu next to a wiki page's name in the right sidebar to the right to "Edit" it, see the editing "History", or "Delete" it.



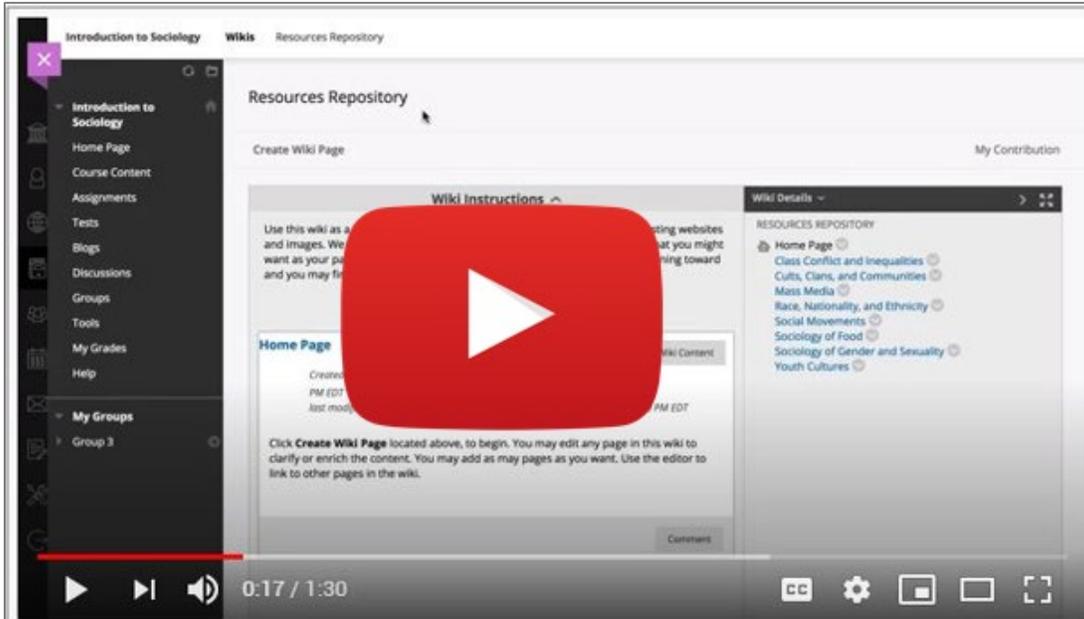
Please note that you cannot edit a page while another student is editing it.



When viewing the History of a wiki page, you can see every edit made to the page, as well as when it was edited and who edited it. You can check the box for two different versions and then click Compare Versions to see what was changed. Here is a Legend which describes what the formatting means:



Need more help? Watch this short video about [Wikis](#).



Content adapted from:

Blackboard Inc. (n.d.). *Wikis | Blackboard Help*. Blackboard Help. Retrieved May 21, 2020, from <https://help.blackboard.com/Learn/Instructor/Interact/Wikis>