Creating a Wiki

1. Login to the Bb Learn system and go to your course.

2. Locate the **Course Management Control Panel** under the left hand menu and click on **Course Tools** to expand the drop-down list and click on **Wikis**. Please note that when creating an interactive tool, you must create a link to the **Tools** content area in the **Course Menu**.
   Option 2: Click on the **Content Area** where the **Wiki** is located in the **Course Menu**. See the *Adding Interactive Tools in a Content Area* quick tip sheet for instructions on creating a link on the **Course Menu.**

3. On the **Wiki's** listing page, click the **Create Wiki** button.

4. On the **Create Wiki** page, type a Wiki **Name** and **Instructions** for the Wiki.

5. In the **Wiki Date and Time Restrictions** section, choose the **Yes** option to make the Wiki available to users.

6. Click the **Display After** and **Display Until** check boxes in order to enable date and time restrictions. Please note that display restrictions do not affect the content in the Wiki, only the appearance of the Wiki.

7. In the **Wiki Participation** section, choose the **Student Access** option. Student Access can be changed at any time. The **Closed to Editing** option allows the Instructor to be the only one contributing pages or to disallow further page editing by users, such as when the Wiki pages are set to be graded. Wikis can still be viewed when **Closed to Editing** is selected. The **Open to Editing** option allows users to modify any Wiki page. In a Group Wiki, a user must be a member of the Group to edit a Wiki page.

8. In the **Wiki Settings** section, choose **No grading** or the **Grade** option and type the number of **Points possible**. Points possible will apply to one or more pages added and all edits by the user. Once a Wiki is set to be graded, a column is created for it in the **Grade Center**. Please note that if the Wiki is set to be graded, it is permanently gradable and cannot be set to **No grading**.

9. Click **Submit**. The Wiki topics appear in alphabetical order on the **Wikis** listing page. Columns can be sorted by clicking the column title or caret.