Campus Pack Wikis

A Wiki is a website of one or more pages that allows people to add and edit content collectively. A Wiki starts with one page, the home page, and new pages can be added and linked together. Wikis allow multiple students to share and collaborate while an instructor can track changes and additions. Each course comes with a Course Wiki on the Tools page, but instructors can create additional Wikis to which all course members contribute (single copy deployment) and/or Wikis on which groups can collaborate privately (one per group deployment—please note Group Wikis are NOT visible to non-group members). Wikis can be used to record information and serve as a repository for course information and knowledge.

In Ohio University's Blackboard courses, both “Wikis” and “Campus Pack Wikis” are listed in the menus. These instructions refer to Campus Pack Wikis.

Creating a New Wiki Page:

After creating a Wiki, the designated authors can contribute by publishing content, including text, hyperlinks, attached files, audio, images, video, embedded media, etc., to the pages of a Wiki. Once the instructor makes the Wikis available, users are able to contribute to them as needed.

1. Login to Blackboard.
2. Select the course containing the Wiki to be edited.
3. Navigate to the Wiki and click the View link to open it.
4. Click the New Page button. The first time a Wiki is opened, the New Page button is in the center of the screen. Creating subsequent pages will use the below New Page button:

5. Add a page name and then enter desired content into the text editor. It is recommended that you type directly into the text editor, but if you do copy text from another source, use the Clipboard icons provided or keyboard shortcut Ctrl + V (PC) or Command + V (Mac) to paste into the editor.
   a. You can insert images and anchors, embed media, link to other Wiki pages, and attach document or pdf files using the text editor's icons as well. Mouse over the icons to see which function each performs.

6. Click the Save button to save changes.

NOTE: Only those users who are members of a particular group will be able to access their respective Wiki tools, except for the instructor, who can access all Wikis in their course.
Editing a Wiki Page:

1. Click the **Pages button** to display a list of the pages constituting the Wiki and select the page you wish to edit:

   ![Wiki Page List]

   - ![Edit Button]

   ![Page Text Editor]

2. On the selected page, click the blue **Edit button** (circled above).

3. Change the current page title if you wish, then enter desired content into the text editor. It is recommended that you type directly into the text editor, but if you do copy text from another source, use the Clipboard Icons provided or keyboard shortcut Ctrl + V (PC) or Command + V (Mac) to paste into the editor.
   a. You can insert images and anchors, embed media, link to other Wiki pages, and attach document or pdf files using the text editor's icons as well. Mouse over the icons to see which function each performs.

4. Click the **Save button** to save changes.