

Creating a Wiki Sign-Up Sheet in Blackboard

1. From the left navigation, expand the Course Tools menu and choose “Wiki.”
2. Click the “Create Wiki” button.
3. Name your Wiki and add instructions in the text box.
4. Set Wiki Availability to “Yes.” Set Student Access to “Open to Editing.” Set Student Comment Access to “Closed to Commenting.” Set Grading Wiki to “No grading.” Click Submit.

The screenshot shows the Blackboard 'Create Wiki' interface. The left navigation pane is expanded to 'Course Tools', where 'Wikis' is highlighted with a red box and a circled '1'. The main content area has a 'Create Wiki' button highlighted with a red box and a circled '2'. The form is divided into several sections:

- WIKI INFORMATION:** The 'Name' field contains 'Sign Up for Tutoring' and is circled with a '3'. The 'Instructions' text area contains 'Choose a time and enter your name to sign up.' and is also circled with a '3'. A rich text editor toolbar is visible above the text area.
- WIKI DATE AND TIME RESTRICTIONS:** The 'Wiki Availability' radio button for 'Yes' is circled.
- WIKI PARTICIPATION:** The 'Student Access' radio button for 'Open to Editing' is circled. The 'Student Comment Access' radio button for 'Closed to Commenting' is circled. A circled '4' is placed to the right of these options.
- WIKI SETTINGS:** The 'Grade Wiki' radio button for 'No grading' is circled.

At the bottom right, the 'Submit' button is highlighted with a red box.

5. Go Back to the left navigation, expand the Course Tools menu again, and choose “Wiki.” Locate the Wiki you just created and click it to open and edit.

Delete	Availability	Student Access	Student Comment Access
<input type="checkbox"/>	NAME	TYPE	STUDENT ACCESS
<input type="checkbox"/>	Sign Up Sheet	Course	Open to Editing
Delete	Availability	Student Access	Student Comment Access

6. You'll see the instructions you entered when creating the Wiki. Add the name of the wiki again. Click on the "Insert Table" icon, choose "Table" and select the number of cells needed. Add the necessary default information. When finished, click "Submit."

Instructions
Select a day and time for your final presentation. Add your name to the sign-up sheet. ←

* Indicates a required field.

WIKI PAGE CONTENT

Name: Sign Up Sheet ✓

Content
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Table toolbar: **Table** (circled 6)

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00					
10:30					
11:00					
11:30					

Table properties: 4x5

Buttons: Cancel, Submit (circled)

7. Instruct your students to go to the left navigation in Bb and click "Tools." Next click "Wikis."

8. To add to the Wiki, they will click the "Edit Wiki Content" button.

Tools

- Send Email
- Tasks
- Wikis** (circled 7)
- WileyPLUS
- Zoom Meeting

Wikis

A wiki is a collaborative tool that allows you to contribute and...

Sign Up Sheet (dropdown)

Type: Course
Last Modified Date: 2/10/21 1:12 PM

Sign Up Sheet (circled 8)

Edit Wiki Content (circled)

	Monday	Wednesday	Friday
10:00			
10:30			
11:00			
11:30			