How to Assess and Grade Wiki Contributions in Blackboard 9

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Viewing Wiki Participation

On the **Participation Summary** page, you see a list of all student participation for the wiki you are viewing. The information shows how students contributed to the overall wiki content and helps you determine individual grades for gradable wikis.

QUICK STEPS: Viewing Wiki Participation

1. Access the wiki.
2. On the wiki topic page's action bar, click **Participation and Grading** for graded wikis or **Participation Summary** for wikis with no grading.

3. On the **Participation Summary** page in the content frame, view participation for the students who have contributed to the wiki.
4. In the side panel, view information about the wiki and select a user to view individual participation information. To see a list of all course members regardless of participation, click **Show All Members**.

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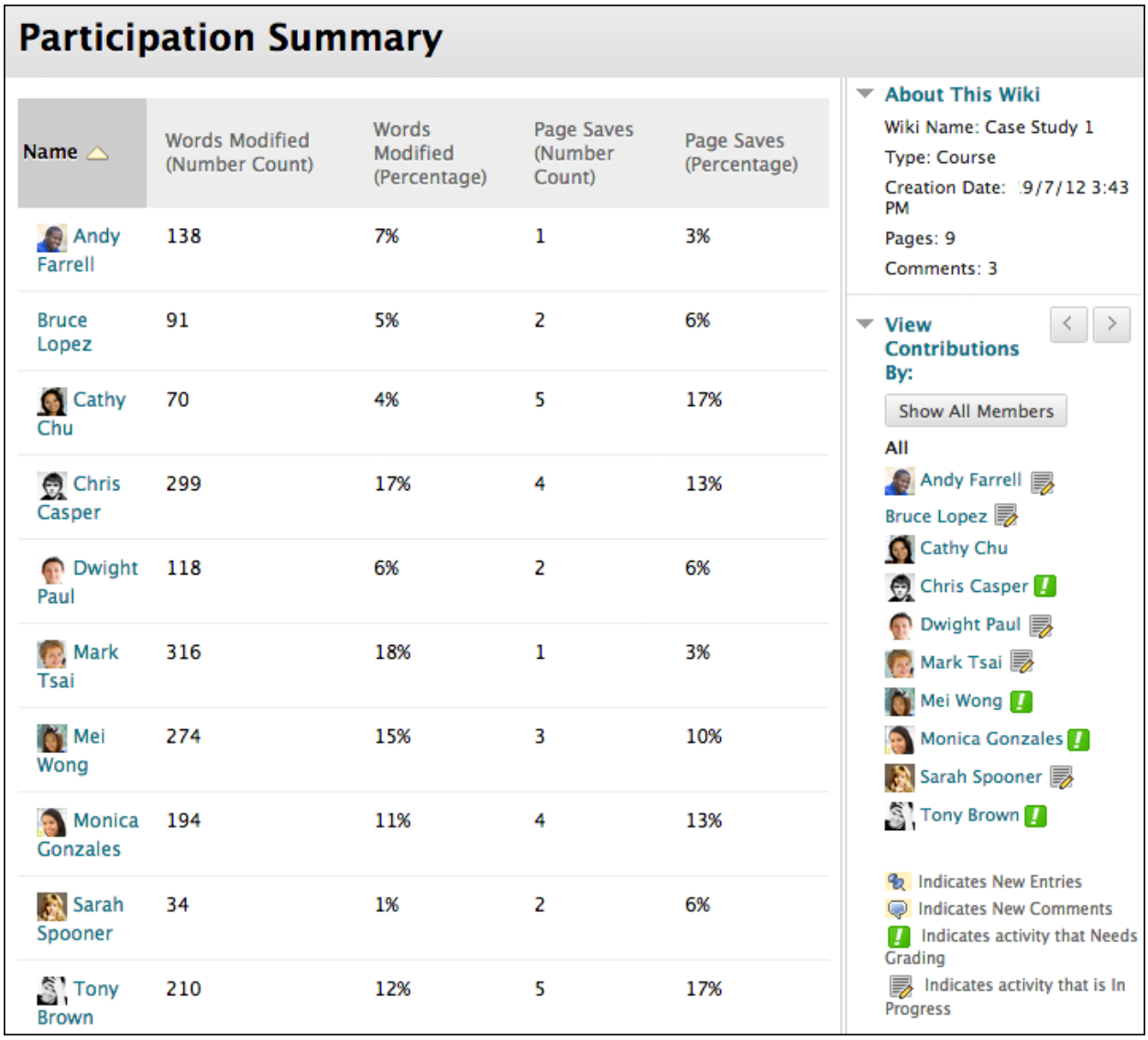

The **Words Modified** columns tally any word contributed, deleted, or edited in all pages and each page's version of the wiki.

The **Page Saves** columns tally any time **Submit** is clicked on any **Edit Wiki Page** in the wiki, regardless of content being changed.

Select a user's name to view his or her contribution information on the **Participant's Contribution** page.

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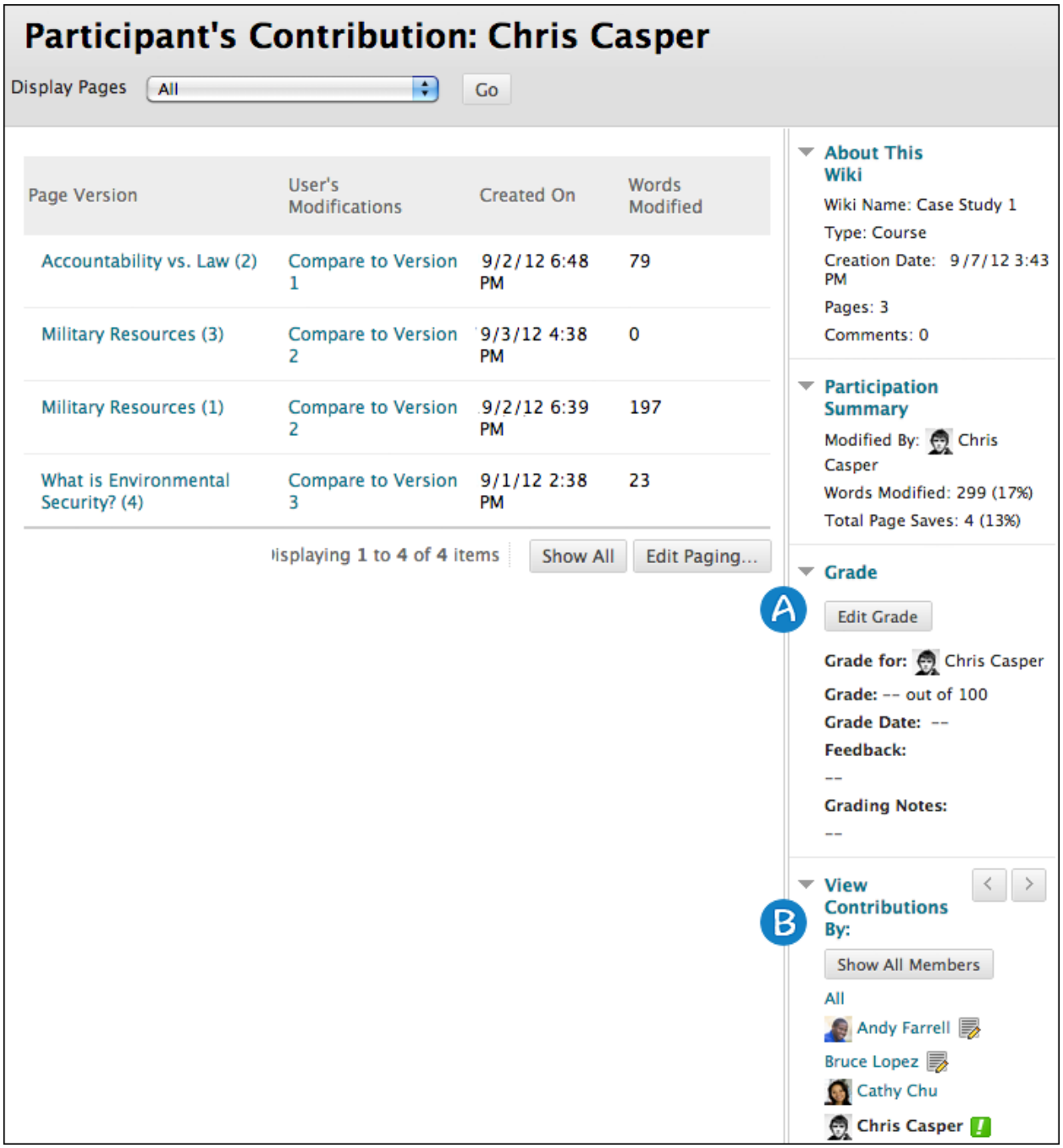
The Participant's Contribution Page

After selecting a user's name, his or her contribution information appears in the content frame and side panel on the **Participant's Contribution** page. All pages and versions that the user contributed and modified are listed. This allows you to see precisely how and what content users have contributed and edited. If many pages appear, narrow what is shown using the **Display Pages** drop-down list on the action bar.



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A. The **Grade** section appears if you enabled grading. Grading is discussed in the next section.

B. In the **View Contributions By** section, select another user. Alternatively, use the **Previous User** and **Next User** arrows to navigate through the list of contributors.

   Icons designate the status of the user's activity. The **Needs Grading** icon ( ) indicates that the user has met the minimum activity for grading that you set in the wiki's settings. The **In Progress** icon ( ) appears when a user has some activity, but has not yet met the minimum number required to trigger **Needs Grading** status.

In the **Page Version** column, page titles appear with their corresponding version numbers. Select a title to view the page without annotated changes. The most recent page version is listed first.

In the **User's Modifications** column, click a link to compare a page to its previous version. The **Page Comparison** page opens and provides a **Comparison Details** tab for comparing the versions and a **Legend** tab that explains the formatting used to communicate version differences.

Grading Wikis

After you enable grading, a column is created automatically in the Grade Centre. View all the pages a student authored and edited as you determine the grade on the **Participant's Contribution** page. The grade applies to the wiki, not an individual wiki page. You access the **Participant's Contribution** page in the following ways:

- In the wikis tool, access a wiki and click **Participation and Grading** on the action bar. Click a user's name to view their page modifications.
- On the **Needs Grading** page, access a wiki's contextual menu and select **Grade All Users**.
- In the Grade Centre, locate the column for the wiki you want to grade and move the mouse pointer over a cell containing a **Needs Grading** icon ( ) to access the contextual menu. Select **Grade User Activity**.

You can edit previously assigned grades on the wiki's **Participant's Contribution** page or in a Grade Centre cell.

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You cannot change a graded wiki to ungraded. You need to delete the graded wiki from the **Wikis** listing page and the Grade Centre, and create a new ungraded wiki.

Grading Status Indicator Icons

Users with wikis that need grading are indicated with the **Needs Grading** icon ( ) in the Grade Centre and on a wiki's **Participation Summary** page under **View Contributions By**. In addition, they are listed on the **Needs Grading** page.

If during wiki creation you did NOT select the **Show participants in needs grading status** check box and select a minimum number of entries, the **Needs Grading** icon will not appear in the Grade Centre or the wiki's **Participation Summary** page nor do items appear on the **Needs Grading** page.

The **In Progress** icon ( ) shows in the Grade Centre cell and in a wiki:

- For student activity that does not meet the minimum number you set.
- If you did not select the **Show participants in needs grading status** check box.

NOTE: The **Needs Grading** page is discussed in detail in the *Needs Grading* manual.

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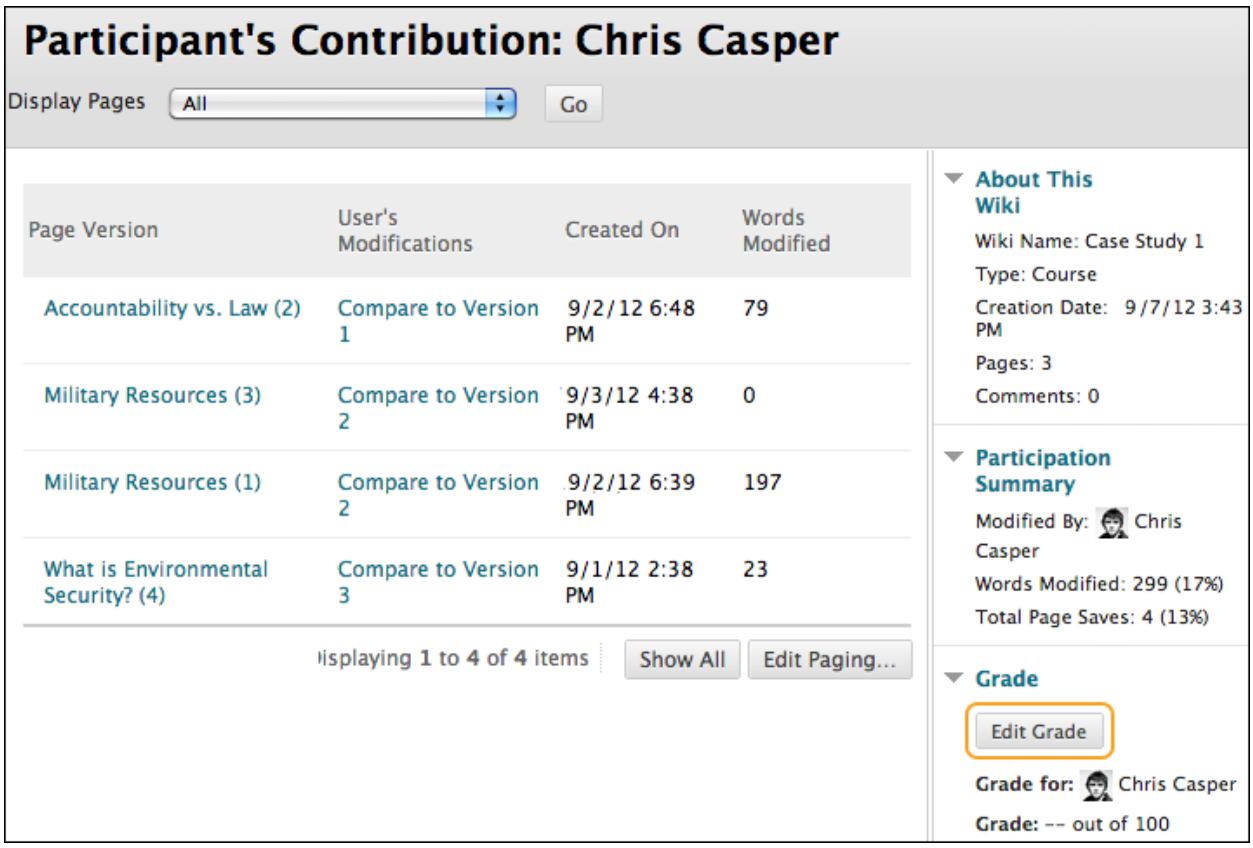
QUICK STEPS: Grading Wikis From the Wikis Tool or Needs Grading Page

1. Access the wikis tool and select the wiki to grade. Click **Participation and Grading** on the action bar. On the **Participation Summary** page, select a student's name in the **View Contributions By** section.

   -OR-

   Expand **Grade Centre** in the **Control Panel** and select **Needs Grading**. For the wiki you want to grade, access its contextual menu and select **Grade All Users**.

2. On the **Participant's Contribution** page, a list of the student's pages and page versions open in the content frame. You can also view information about the contributions. In the **Page Version** column, click a page's title to review it.



3. When you finish reviewing pages and are ready to grade, in the **Grade** section in the side panel, click **Edit Grade**. The grading field appears in the side panel.

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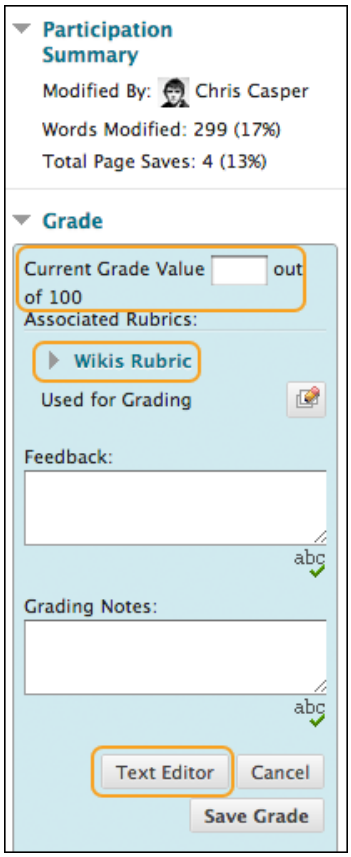
4. Type a numeric grade in the **Current Grade Value** box.

   NOTE: If you created a rubric for this graded wiki, you can refer to it by clicking the title under **Associated Rubrics**. Your school determines if the rubrics tool is available. The rubrics tool is discussed in detail in the *Using Rubrics* manual.



5. Type feedback for the student in the **Feedback** box. Optionally, use the spell check function at the bottom of the box.
6. Type notes in the **Grading Notes** box. These notes are private and do not appear to the student.
7. Click **Text Editor** to format the text and include files, images, external links, multimedia, and mashups. Attachments you upload using the editor can be launched in a new window and can include alternate text to describe the attachment.
8. Click **Save Grade**.
9. Use the **Previous User** and **Next User** arrows in **View Contributions By** section to access more contributions to grade.

   -OR-

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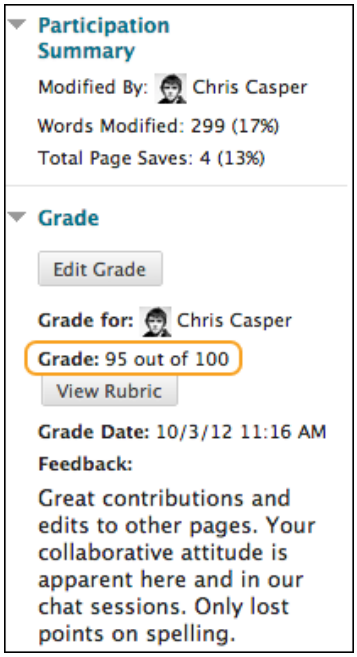
If you accessed the wiki to grade from the **Needs Grading** page, use the **View Previous** and **View Next** arrows on the action bar to proceed to another user's wiki contributions.

Result

The new grade appears in the **Grade** section and in the Grade Centre column that was created automatically when you created the gradable wiki. You can also view the date the student's wiki contributions were graded and the **Feedback** and **Grading Notes**. At any time, you can change the grade by clicking **Edit Grade**. Changes are reflected in the Grade Centre.



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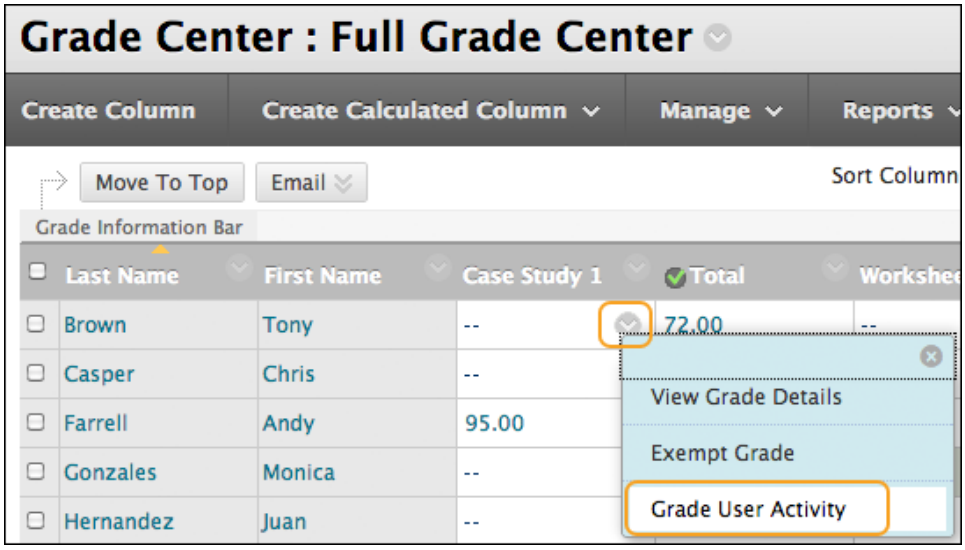
Grading Wiki Contributions in the Grade Centre

In addition to grading within the wikis tool or using the **Needs Grading** page, you can grade wiki contributions in the Grade Centre.

QUICK STEPS: Grading Wikis in the Grade Centre

1. In the **Control Panel**, expand the **Grade Centre** section.
2. Select **Full Grade Centre**.
3. Locate the column for the wiki you want to grade and move the mouse pointer over a cell containing a **Needs Grading** icon ( ) to access the contextual menu.
4. Select **Grade User Activity**.



5. Follow steps 3–8 in the previous section.

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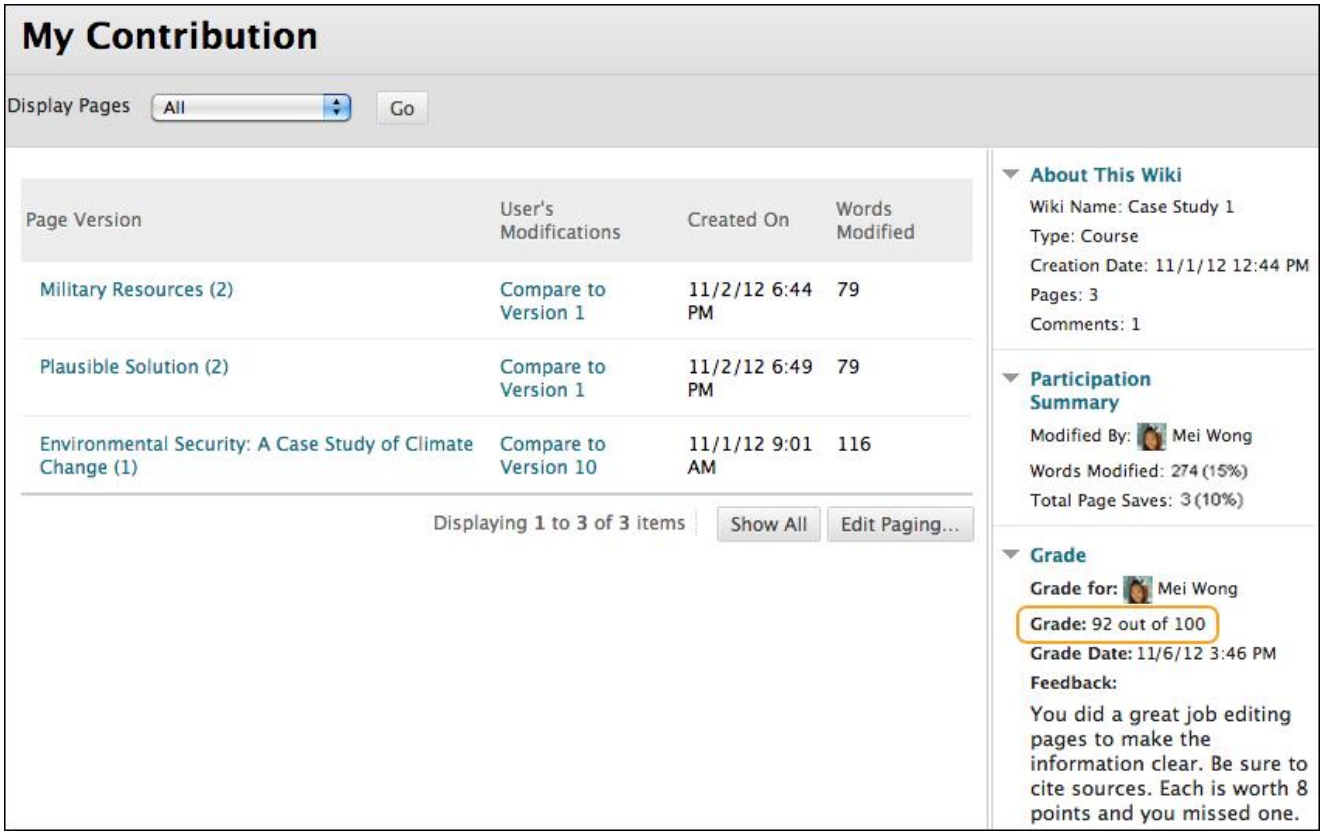
Viewing Grades for Wiki Contributions

After you grade wiki contributions, students can view their grades in two places. The grading information appears on the **My Contribution** page and in **My Grades**.

You determine how much activity is required before grading a wiki. For example, if you choose three page saves as the minimum number before grading, and a student has two page saves, the **In Progress** icon ( ) appears in **My Grades** until the specified number is met and you grade the wiki contributions.

View an Individual Wiki Grade on the My Contribution Page



In the **Grade** section in the side panel, view the assigned grade for the contributions listed in the content frame. Any feedback and the date the grade was assigned also appear. The grade is available to the student and instructor only.

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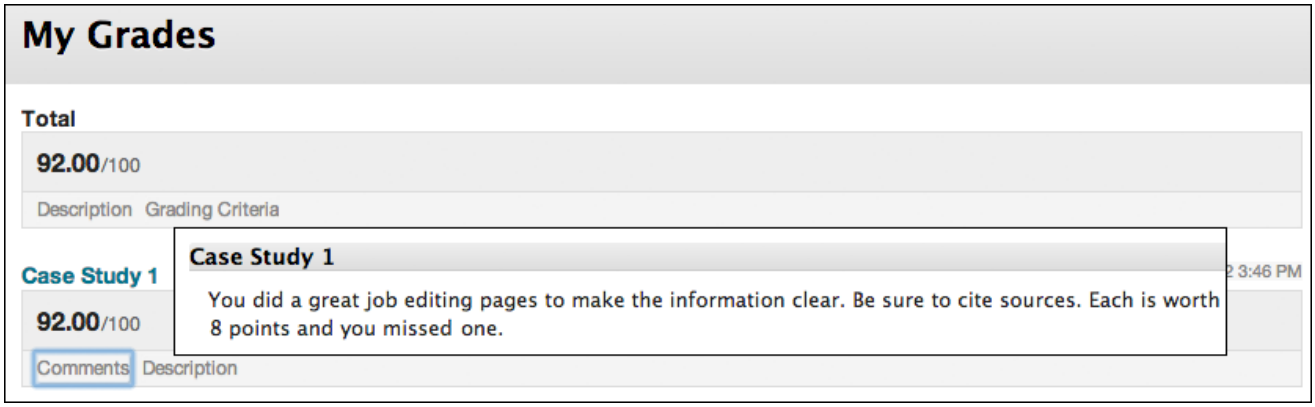
View Wiki Grades in the My Grades Tool

Students can access **My Grades** from:

- The **Tools** link on the course menu.
- A **My Grades** link on the course menu (that you add).
- The **My Grades** link on the **Tools** panel on the **My Institution** tab.



Click the grade's title to go to the **My Contribution** page to review the graded pages.

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