

# How to Assess and Grade Wiki Contributions in Blackboard 9

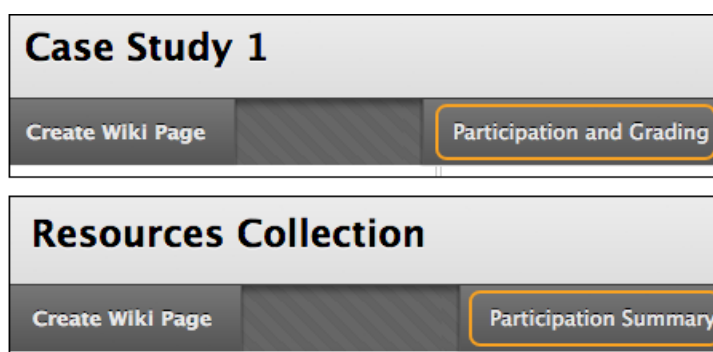
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## Viewing Wiki Participation

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**.

## Participation Summary

Name 	Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)
 <a href="#">Andy Farrell</a>	138	7%	1	3%
<a href="#">Bruce Lopez</a>	91	5%	2	6%
 <a href="#">Cathy Chu</a>	70	4%	5	17%
 <a href="#">Chris Casper</a>	299	17%	4	13%
 <a href="#">Dwight Paul</a>	118	6%	2	6%
 <a href="#">Mark Tsai</a>	316	18%	1	3%
 <a href="#">Mei Wong</a>	274	15%	3	10%
 <a href="#">Monica Gonzales</a>	194	11%	4	13%
 <a href="#">Sarah Spooner</a>	34	1%	2	6%
 <a href="#">Tony Brown</a>	210	12%	5	17%

### About This Wiki

Wiki Name: Case Study 1

Type: Course

Creation Date: 9/7/12 3:43 PM

Pages: 9


Comments: 3

### View Contributions By:

Show All Members

All

 [Andy Farrell](#) 

[Bruce Lopez](#) 

 [Cathy Chu](#)


 [Chris Casper](#) 

 [Dwight Paul](#) 

 [Mark Tsai](#) 

 [Mei Wong](#) 

 [Monica Gonzales](#) 


 [Sarah Spooner](#) 

 [Tony Brown](#) 

 Indicates New Entries

 Indicates New Comments

 Indicates activity that Needs Grading

 Indicates activity that is In Progress

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.

## 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.

### Participant's Contribution: Chris Casper

Display Pages All Go


Page Version	User's Modifications	Created On	Words Modified
<a href="#">Accountability vs. Law (2)</a>	<a href="#">Compare to Version 1</a>	9/2/12 6:48 PM	79
<a href="#">Military Resources (3)</a>	<a href="#">Compare to Version 2</a>	9/3/12 4:38 PM	0
<a href="#">Military Resources (1)</a>	<a href="#">Compare to Version 2</a>	9/2/12 6:39 PM	197
<a href="#">What is Environmental Security? (4)</a>	<a href="#">Compare to Version 3</a>	9/1/12 2:38 PM	23

Displaying 1 to 4 of 4 items Show All Edit Paging...


#### About This Wiki

Wiki Name: Case Study 1  
Type: Course  
Creation Date: 9/7/12 3:43 PM  
Pages: 3  
Comments: 0








#### Participation Summary



Modified By:  Chris Casper  
Words Modified: 299 (17%)  
Total Page Saves: 4 (13%)

#### Grade

Edit Grade  
Grade for:  Chris Casper  
Grade: -- out of 100  
Grade Date: --  
Feedback: --  
Grading Notes: --

#### View Contributions By:

Show All Members  
All  
 Andy Farrell   
 Bruce Lopez   
 Cathy Chu  
 Chris Casper 


- 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.

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.

## 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.

### Participant's Contribution: Chris Casper

Display Pages

Page Version	User's Modifications	Created On	Words Modified
<a href="#">Accountability vs. Law (2)</a>	<a href="#">Compare to Version 1</a>	9/2/12 6:48 PM	79
<a href="#">Military Resources (3)</a>	<a href="#">Compare to Version 2</a>	9/3/12 4:38 PM	0
<a href="#">Military Resources (1)</a>	<a href="#">Compare to Version 2</a>	9/2/12 6:39 PM	197
<a href="#">What is Environmental Security? (4)</a>	<a href="#">Compare to Version 3</a>	9/1/12 2:38 PM	23

Displaying 1 to 4 of 4 items

#### About This Wiki

Wiki Name: Case Study 1  
Type: Course  
Creation Date: 9/7/12 3:43 PM  
Pages: 3  
Comments: 0

#### Participation Summary

Modified By: Chris Casper  
Words Modified: 299 (17%)  
Total Page Saves: 4 (13%)

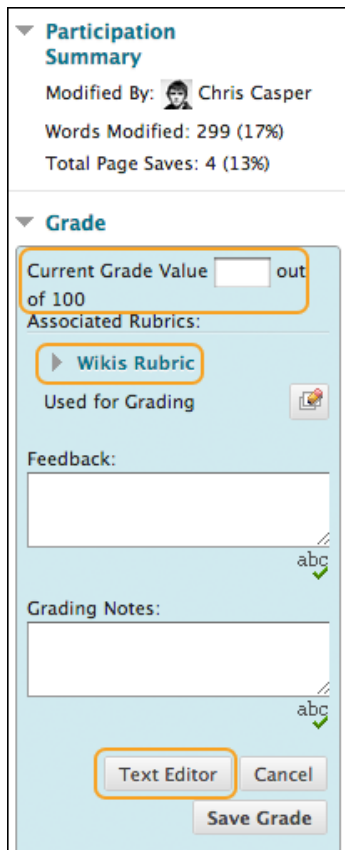
#### Grade

Grade for: Chris Casper  
Grade: -- out of 100

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.

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.



The screenshot shows the 'Participation Summary' section of a Blackboard interface. It includes a 'Grade' section with a 'Current Grade Value' box (highlighted with an orange rectangle) and a 'Save Grade' button. Below the grade box is a 'Feedback' box and a 'Grading Notes' box, both with 'abc' and a green checkmark icon at the bottom right. A 'Text Editor' button is also highlighted with an orange rectangle. The 'Associated Rubrics' section shows a 'Wikis Rubric' button and a 'Used for Grading' checkbox.


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-

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.

**Participation Summary**  
Modified By:  Chris Casper  
Words Modified: 299 (17%)  
Total Page Saves: 4 (13%)


**Grade**  
[Edit Grade](#)  
Grade for:  Chris Casper  
**Grade: 95 out of 100**  
[View Rubric](#)  
Grade Date: 10/3/12 11:16 AM  
Feedback:  
Great contributions and edits to other pages. Your collaborative attitude is apparent here and in our chat sessions. Only lost points on spelling.

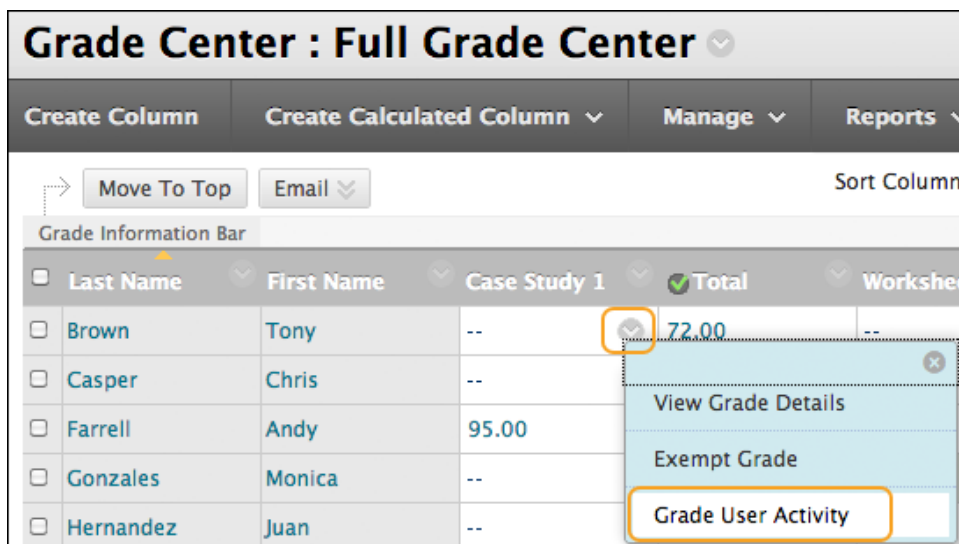


## Grading Wiki Contributions in the Grade Centre

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**.



**Grade Center : Full Grade Center**

Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Column

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Case Study 1	Total	Worksheet
<input type="checkbox"/>	Brown	Tony	--	72.00	--
<input type="checkbox"/>	Casper	Chris	--		
<input type="checkbox"/>	Farrell	Andy	95.00		
<input type="checkbox"/>	Gonzales	Monica	--		
<input type="checkbox"/>	Hernandez	Juan	--		

View Grade Details


Exempt Grade

Grade User Activity

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

# 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

### My Contribution

Display Pages


Page Version	User's Modifications	Created On	Words Modified
<a href="#">Military Resources (2)</a>	<a href="#">Compare to Version 1</a>	11/2/12 6:44 PM	79
<a href="#">Plausible Solution (2)</a>	<a href="#">Compare to Version 1</a>	11/2/12 6:49 PM	79
<a href="#">Environmental Security: A Case Study of Climate Change (1)</a>	<a href="#">Compare to Version 10</a>	11/1/12 9:01 AM	116

Displaying 1 to 3 of 3 items


#### About This Wiki

Wiki Name: Case Study 1  
Type: Course  
Creation Date: 11/1/12 12:44 PM  
Pages: 3  
Comments: 1

#### Participation Summary

Modified By:  Mei Wong  
Words Modified: 274 (15%)  
Total Page Saves: 3 (10%)

#### Grade

Grade for:  Mei Wong  
**Grade: 92 out of 100**  
Grade Date: 11/6/12 3:46 PM  
Feedback:  
You did a great job editing pages to make the information clear. Be sure to cite sources. Each is worth 8 points and you missed one.

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.

## 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.

### My Grades

**Total**  
**92.00**/100  
Description Grading Criteria

**Case Study 1**  
**92.00**/100  
Comments Description

**Case Study 1**  
You did a great job editing pages to make the information clear. Be sure to cite sources. Each is worth 8 points and you missed one.  
2 3:46 PM

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

