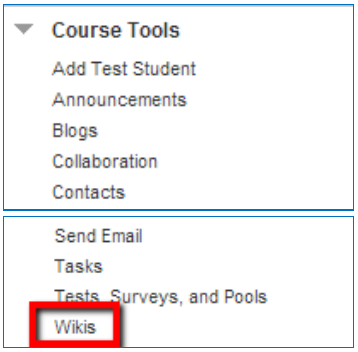
Editing and Managing a Wiki

Blackboard allows Instructors to edit the properties and content of Wikis, as well as to delete entire Wikis. There is no tool for deleting individual Wiki pages, however. If a Wiki contains pages and comments, it may be wiser to make the Wiki unavailable rather than deleting it completely.

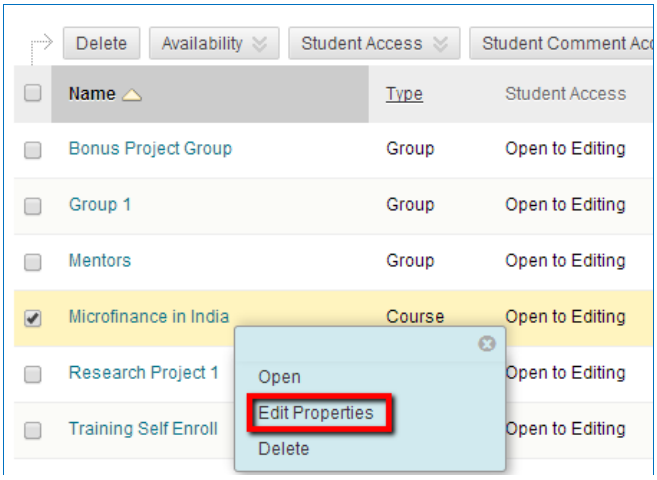
Editing a Wiki

To modify the properties of a Wiki:

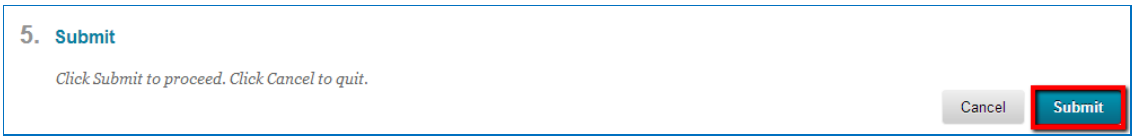
1. Log into Blackboard, and select your course.
2. On the Control Panel, click **Course Tools**, then **Wikis**.



3. Click on the contextual arrow next to the Wiki you wish to edit, and select **Edit Properties**.



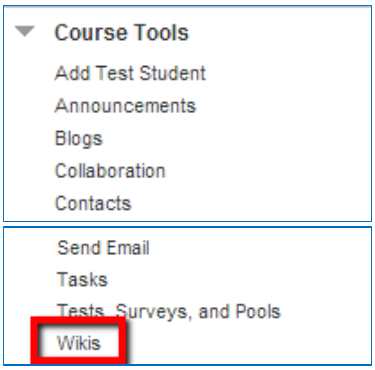
4. Make any necessary changes to the Wiki's information, availability, or other settings. Click **Submit** to save the changes.



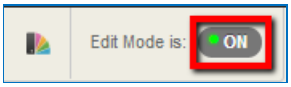
Deleting a Wiki

When you delete a Wiki, all pages and comments will be eliminated permanently and cannot be recovered. Individual Wiki pages cannot be deleted.

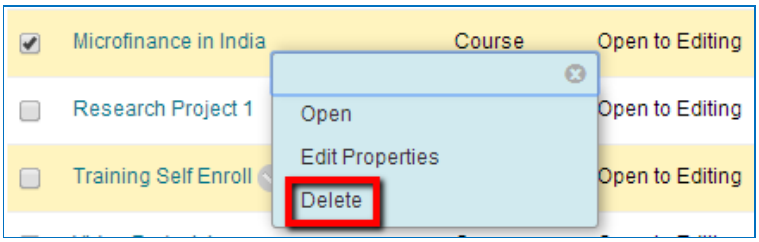
1. Log into Blackboard, and select your course.
2. On the Control Panel, click **Course Tools**, then **Wikis**.



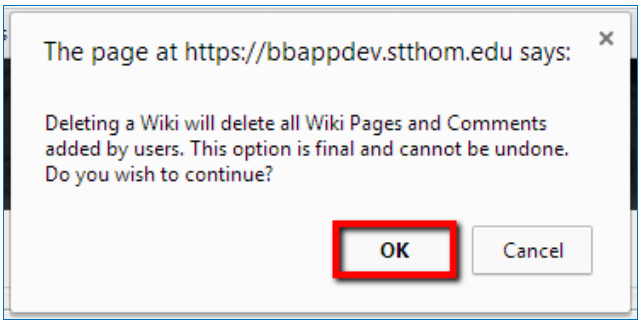
3. Make sure that Edit Mode is ON.



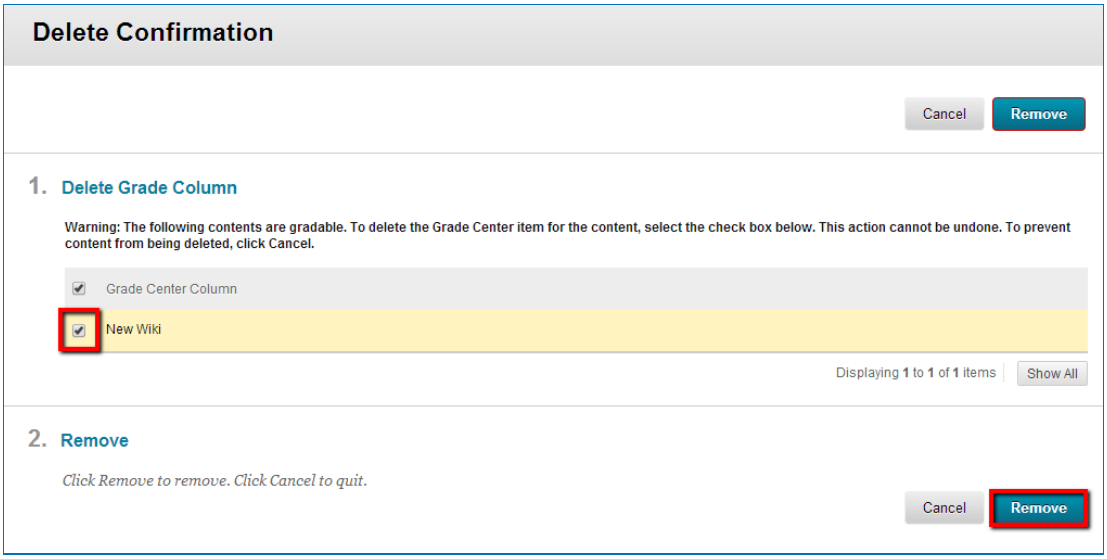
4. Click the contextual arrow for the Wiki, and select **Delete**.



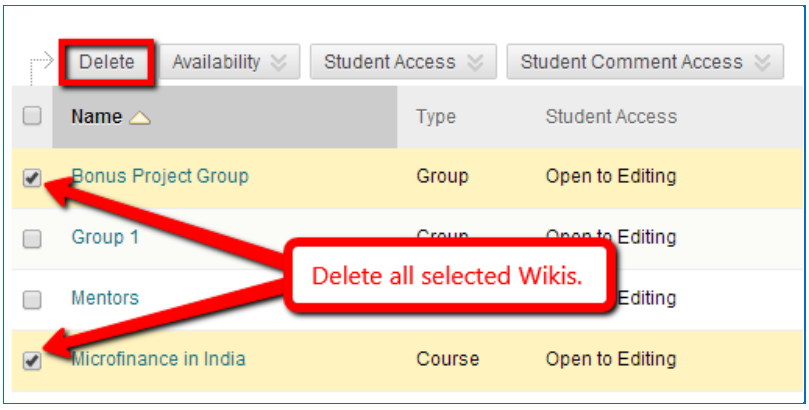
5. Confirm whether you would like to delete the Wiki along with all its entries and comments.



6. If the Wiki has an associated column in Grade Center, the Delete Confirmation page appears. Check the checkboxes for any Wikis whose columns you wish to delete, and click **Remove**.

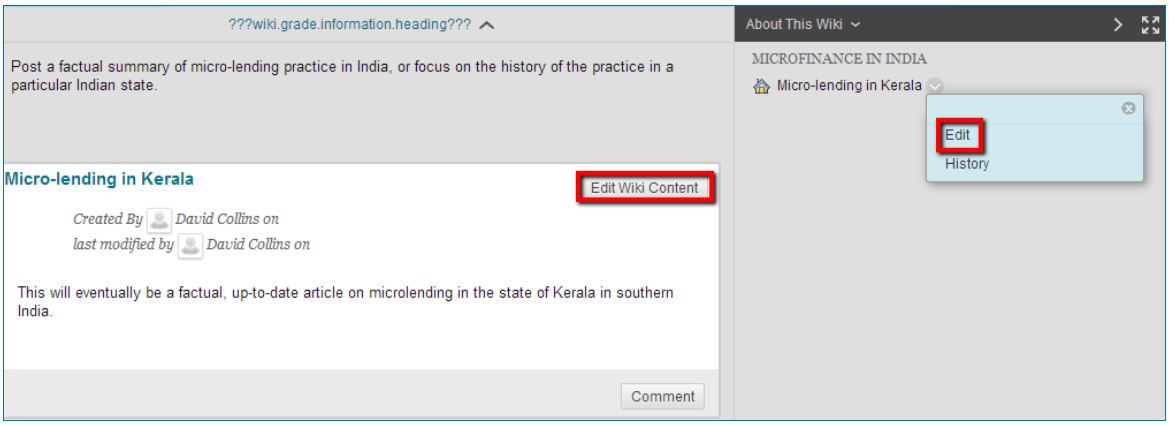


7. You can also delete multiple Wikis at once by checking their checkboxes on the Wikis page and clicking the **Delete** button above or below the list.

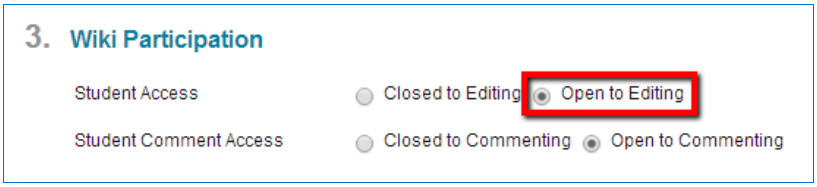


Editing Individual Wiki Entries

To edit a single Wiki entry, open the Wiki, use the index on the right pane to navigate to the correct page, and click the **Edit Wiki Content** button on that page. Alternatively, click the contextual arrow next to the page's title on the index pane, and select either **Edit**. There is no tool for deleting individual pages.



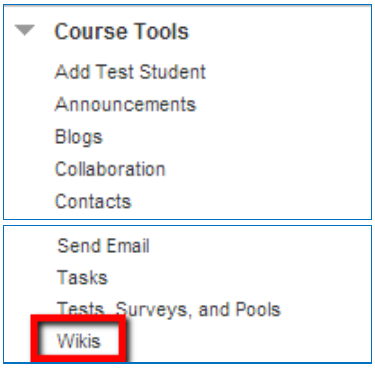
In order for student users to edit or delete Wiki pages, whether their own or posted by classmates, the Wiki must be set up as Open to Editing. Edit the Wiki properties, and make sure that the option button for **Open to Editing** is selected.



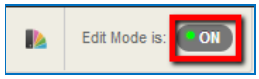
Changing the Availability and Accessibility of a Wiki

You can change the availability, access to editing, or access to commenting of one or more Wikis directly from the Wikis page.

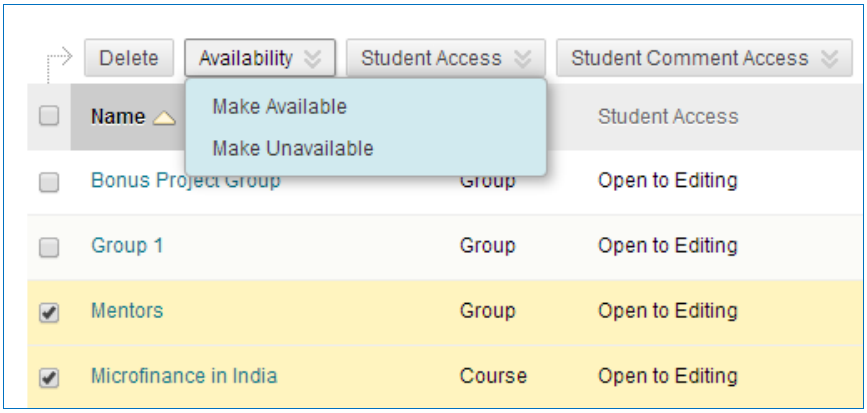
1. Log into Blackboard, and select your course.
2. On the Control Panel, click **Course Tools**, then **Wikis**.



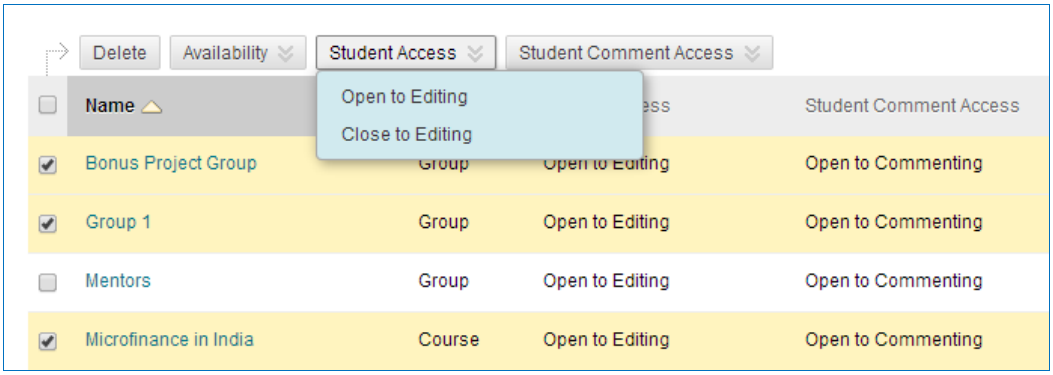
3. Make sure that Edit Mode is ON.



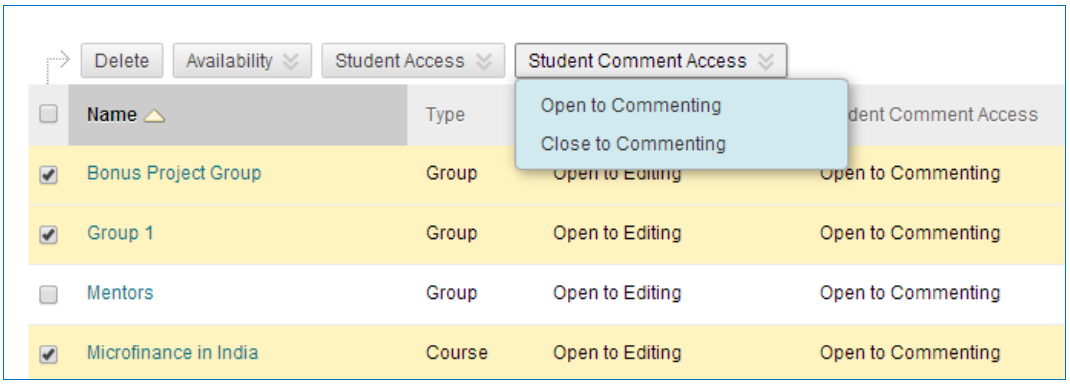
4. Click the checkbox next to each Wiki you wish to modify.
5. To change availability, point to the **Availability** button above or below the list, and select either **Make Available** or **Make Unavailable** from the menu.



6. To change whether students may edit the Wiki, point to one of the **Student Access** buttons, and select either **Open to Editing** or **Closed to Editing** from the menu.



7. To change whether students may comment on the Wiki, point to one of the **Student Comment Access** buttons, and select either **Open to Commenting** or **Closed to Commenting** from the menu.



When Wikis are made unavailable, the notation **(Wiki is not available)** appears below their names. The accessibility status appears in the Student Access and Student Comment Access columns of the Wikis page.