Wiki App Guide

Blackboard Web Community Manager

Blackboard

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This guide covers all available features and functionality. Features included in your contract may vary.

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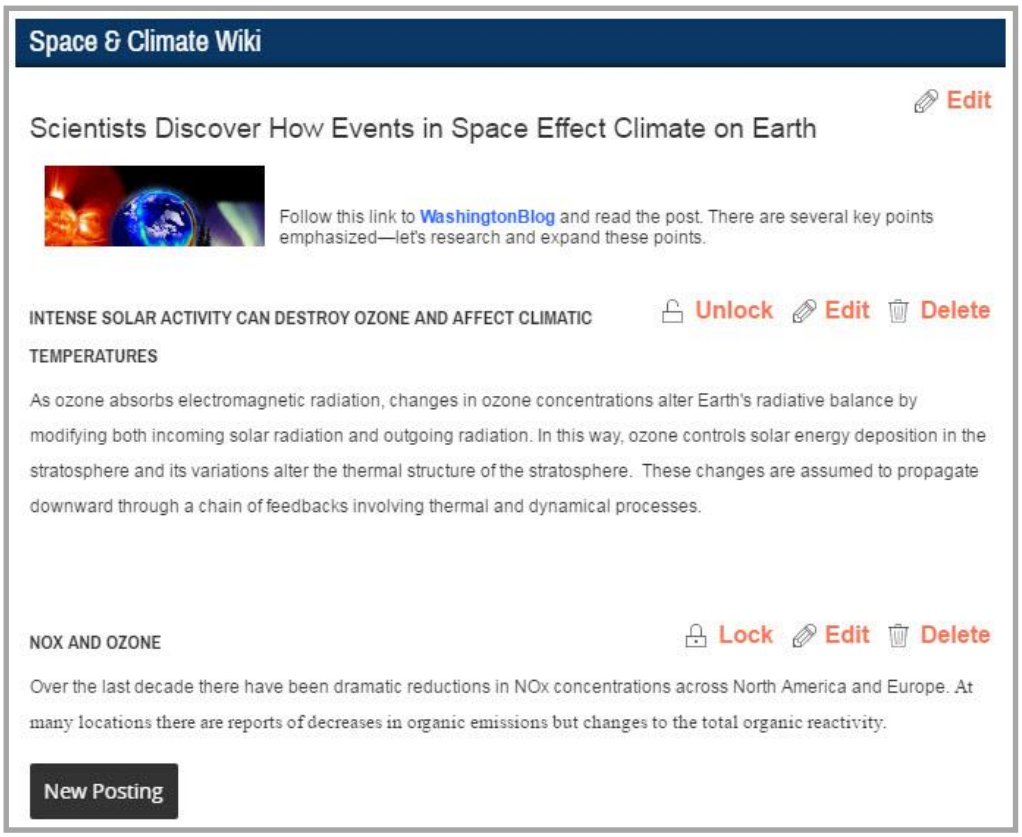
Introduction

Generally, a *wiki* is a collaborative website where anyone can contribute content. A good example of a wiki is *Wikipedia - The Free Encyclopedia*.

The Wiki App in Blackboard Web Community Manager is used to allow registered users to collaboratively add, edit and delete content on the end-user website. Any visitor can view it however, only users who sign in can edit it.



You create a Wiki App by creating a new page and selecting the Wiki App Page Type. This creates a page containing two apps in a one column layout. The first app is a Flex App named Wiki Introduction, which you can use to discuss the wiki and your expectations for its use. The second app is the Wiki app.

Alternatively, you can add a Wiki App to a page in Design mode.

Manage Wiki Posts

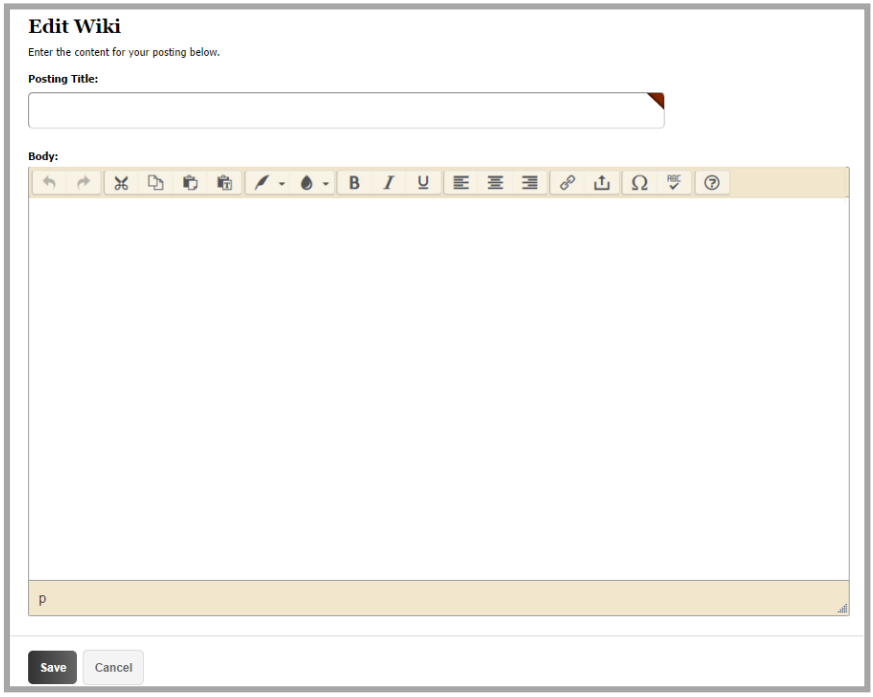
You can add, edit, lock, unlock and delete posts on the End-User website.

Add a Posting

Here's how you add a posting.

1. On the End-User website, sign in and navigate to the page containing the Wiki App to which you wish to add a posting.

2. Click **New Posting**. The Edit Wiki window displays.
3. Enter a title and content for the posting.



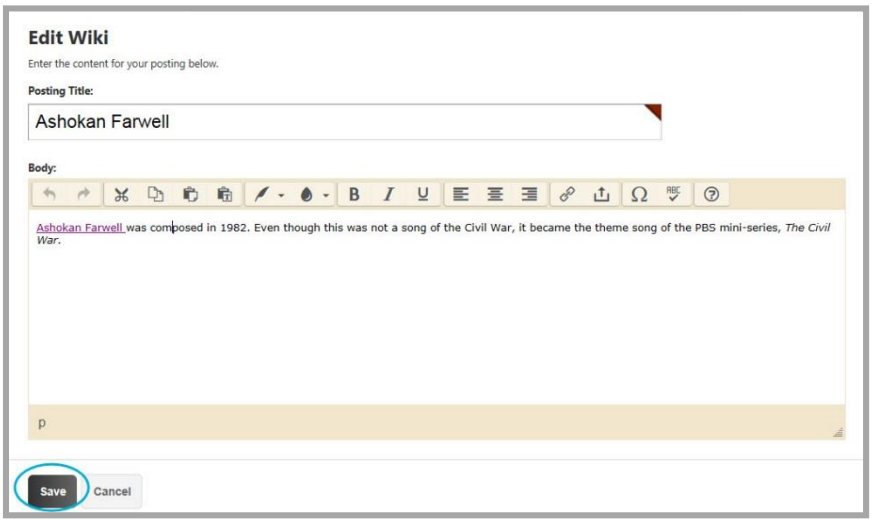
4. Click **Save**. The newest Wiki App posting displays at the top of the list at the end-user website.

Edit a Posting

Here's how you edit a posting.

1. On the End-User website, sign in and navigate to the posting you wish to edit.
2. Click **Edit** to the right of the posting you wish to edit. The Edit Wiki window displays.

3. Edit the posting as desired.



4. Click **Save**.

Locking and Unlocking Posts

When you edit a posting, it is locked. No one else can edit it. The lock remains in place until you click **Save** or **Cancel**.

Note that if you close the posting by clicking the *x*, the posting remains locked.

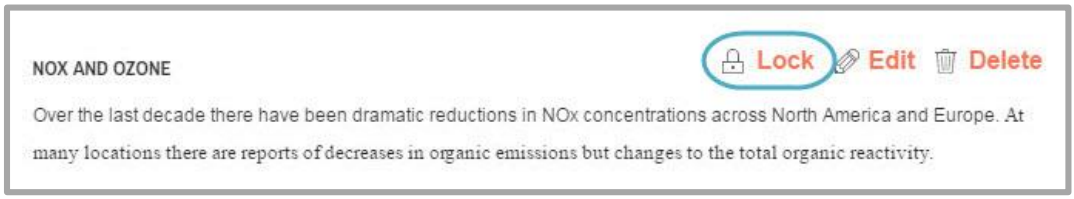
If you attempt to edit a locked posting, you will receive a pop-up message.

If you have editing rights in the workspace where a Wiki App is placed, you can lock and unlock postings.

Lock a Post

Here's how you lock a posting.

1. On the End-User website, sign in and navigate to the posting you wish to lock.



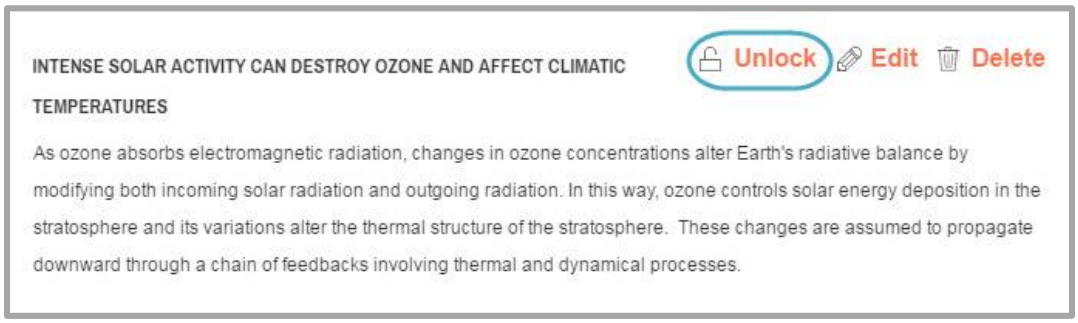
2. Click **Lock** above the posting. A confirmation dialog displays.

3. Click **Yes** to lock the posting.

Unlock a Post

Here's how you unlock a posting.

1. On the End-User website, sign in and navigate to the posting you wish to unlock.



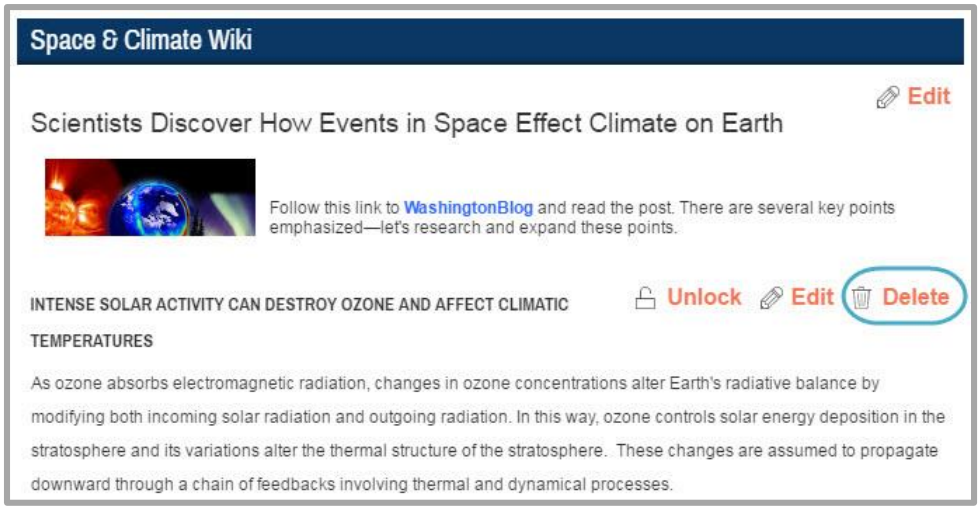
2. Click **Unlock** above the posting. A confirmation dialog displays.

3. Click **Yes** to lock the posting.

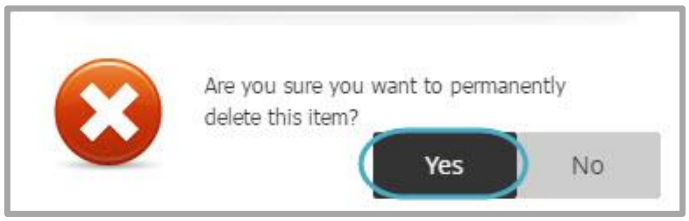
Delete a Posting

Here's how you delete a posting.

1. On the End-User website, sign in and navigate to the posting you wish to delete.



2. Click **Delete** above the posting.



3. Click **Yes** to delete the posting. Be certain this is what you want to do since you cannot recover a posting once you delete it.

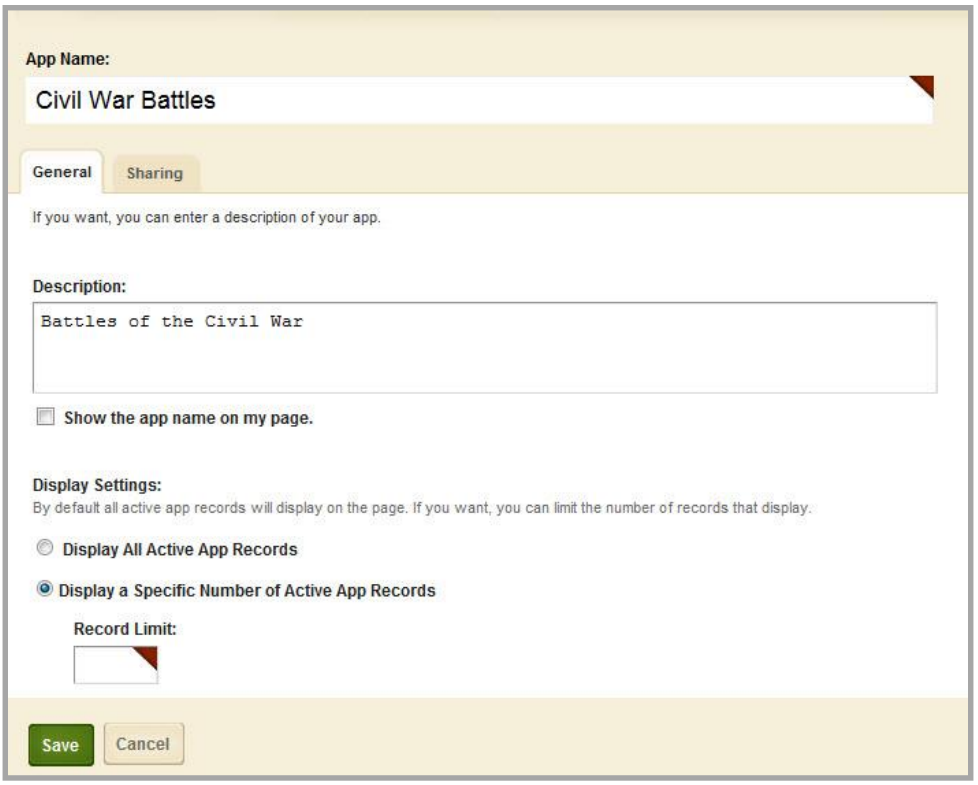
Set Wiki App Options

Web Community Manager allows you to modify the default options set for an app that you create. Options for a Wiki App are grouped into three tabs, **General**, **Sharing** and **Social Settings**. To make app option modifications, edit the app and click **Options**. Click **Save** to retain your changes.

General Tab Options

On the **General** tab you can change the name of your app, show the app name on your page and add or modify a description for your app. The App Name is required. If you click the **Display Limited Record** radio button, a **Record Limit** field displays where you indicate the number of posts you want to display on the page before a **More** link appears.

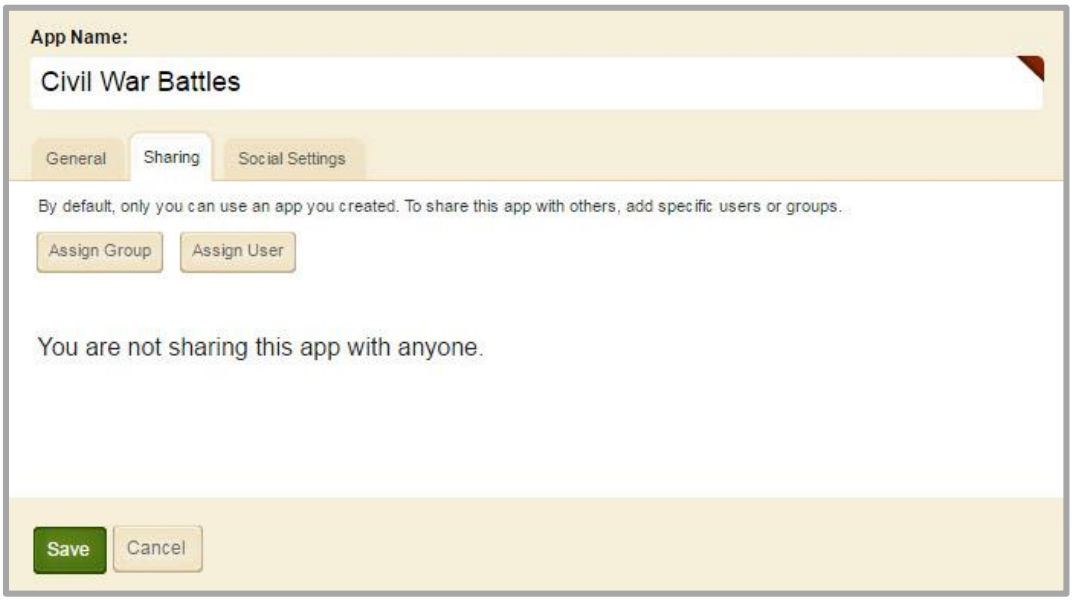
If you click the **Show the app name on my page** checkbox, the name of the app displays on the page on your website.



Sharing Tab Options

On the **Sharing** tab, click the **Assign Group** or **Assign User** buttons to search for and select specific users and groups with whom you would like to share the app.

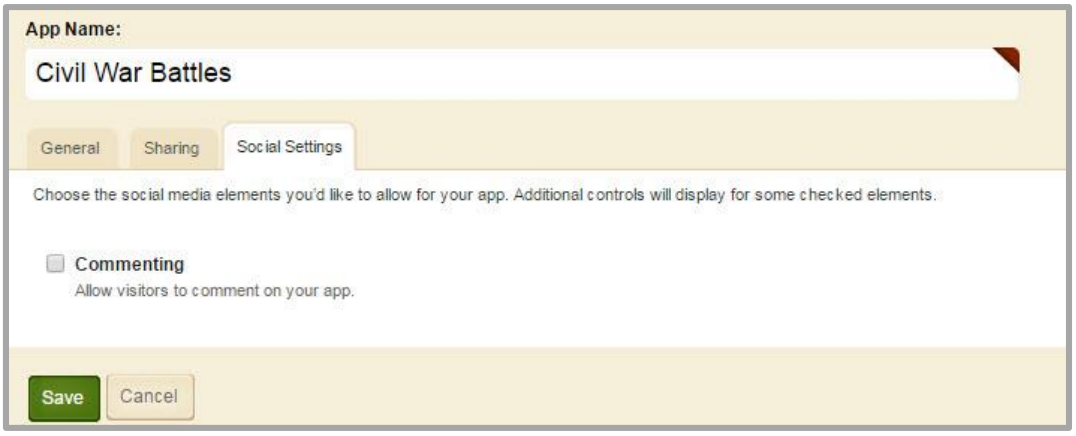
By default, only you have access to an app that you create. If you would like other editors to be able to place your app on their pages, you must share it with them.



When a shared Wiki App is placed at multiple page locations, registered users who are signed in can edit the shared app at any of those locations. Changes made to a shared wiki, at any location, display on the wiki in all locations.

Social Settings Tab Options

On the **Social Settings** tab, you can activate commenting for your Wiki App.

If your district has Social Media Framework, you may be able to add one or all of these Social Media elements to your apps. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled. Site Administrators may enable RSS feeds regardless of whether your district has Social Media Framework.

You enable social media elements on the **App Options** for each app.