

# **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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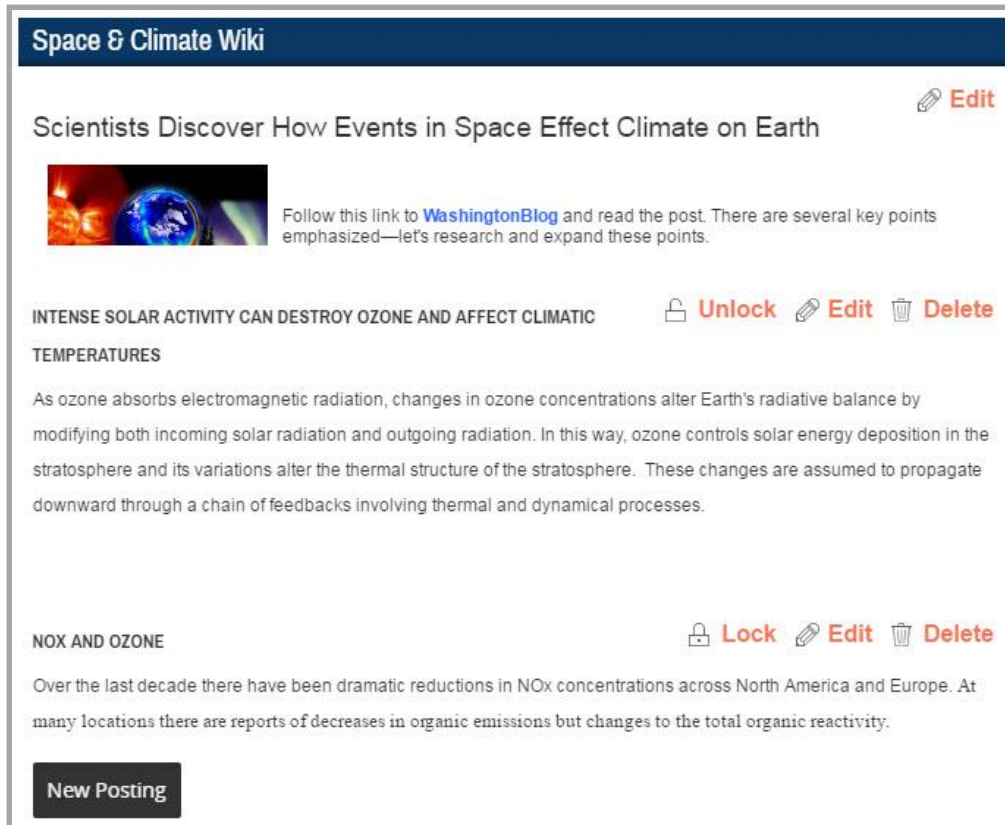
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## Introduction

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.



The screenshot shows a Blackboard Wiki App interface. At the top, there is a dark blue header with the text "Space & Climate Wiki" and an "Edit" button with a pencil icon. Below the header, the main content area features a title "Scientists Discover How Events in Space Effect Climate on Earth" with an "Edit" button. A small image of Earth is shown next to a paragraph of text: "Follow this link to [WashingtonBlog](#) and read the post. There are several key points emphasized—let's research and expand these points." Below this, there are two sections of text. The first section is titled "INTENSE SOLAR ACTIVITY CAN DESTROY OZONE AND AFFECT CLIMATIC TEMPERATURES" and has "Unlock", "Edit", and "Delete" buttons. The second section is titled "NOX AND OZONE" and has "Lock", "Edit", and "Delete" buttons. At the bottom left, there is a "New Posting" button.

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.

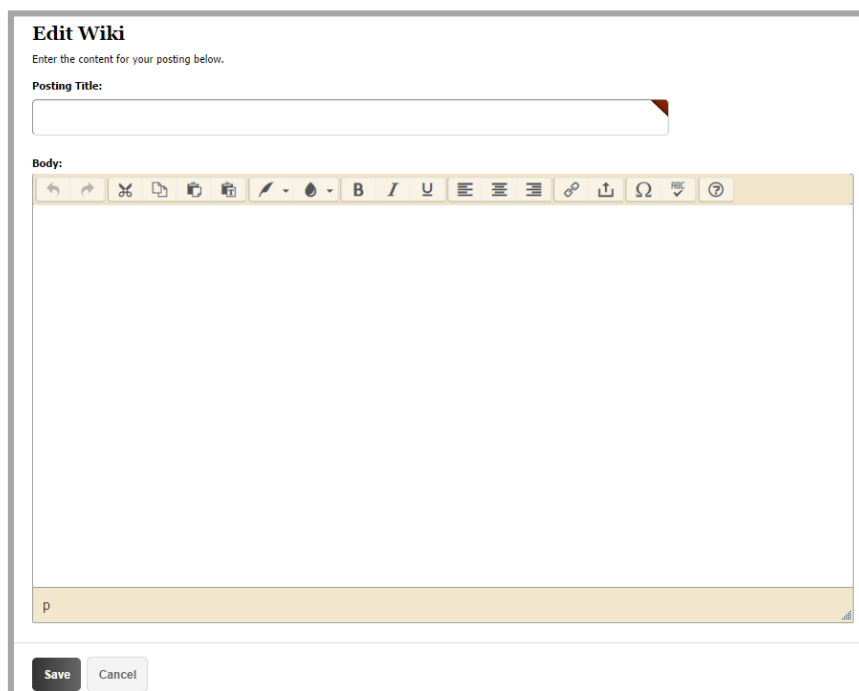
### Add a Posting

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.

A screenshot of the "Edit Wiki" form. The form has a title "Edit Wiki" and a subtitle "Enter the content for your posting below." Below the subtitle is a text input field labeled "Posting Title:". Below the title field is a rich text editor area labeled "Body:". The rich text editor has a toolbar with various icons for text formatting (bold, italic, underline, list, link, unlink, undo, redo) and a text area with a small "p" at the bottom. At the bottom of the form are two buttons: "Save" and "Cancel".

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

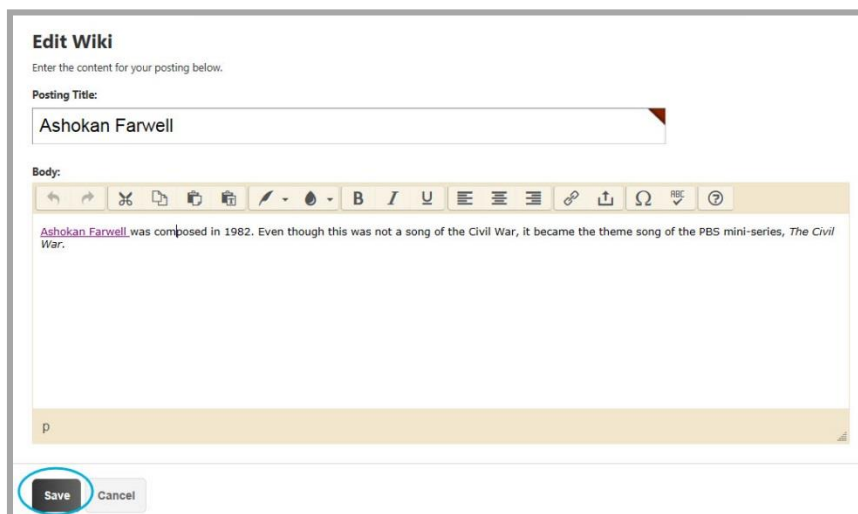
## Edit a Posting

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.

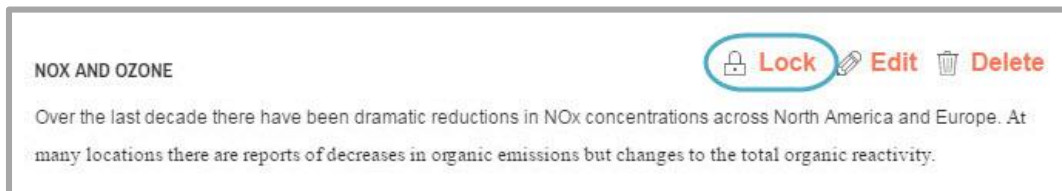


If you have editing rights in the workspace where a Wiki App is placed, you can lock and unlock postings.

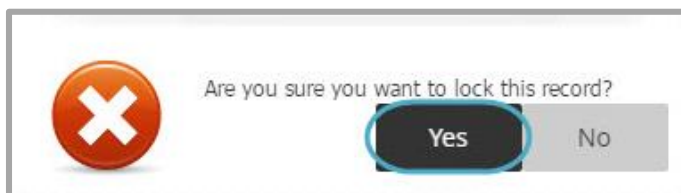
### Lock a Post

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.



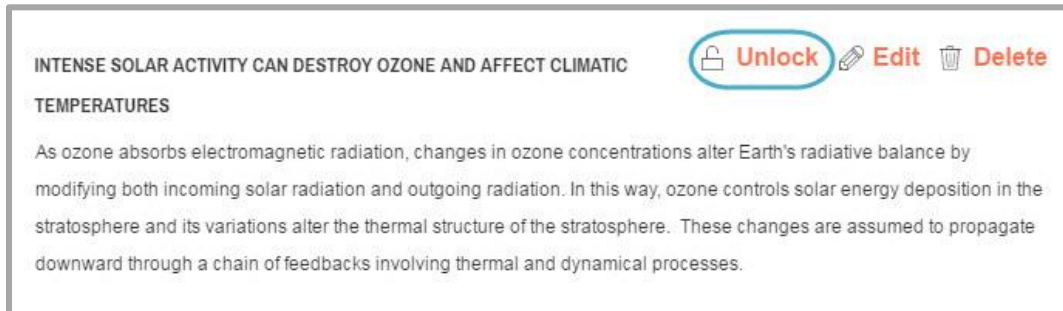
3. Click **Yes** to lock the posting.



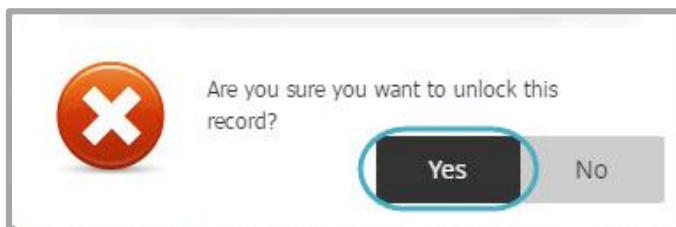
## Unlock a Post

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.

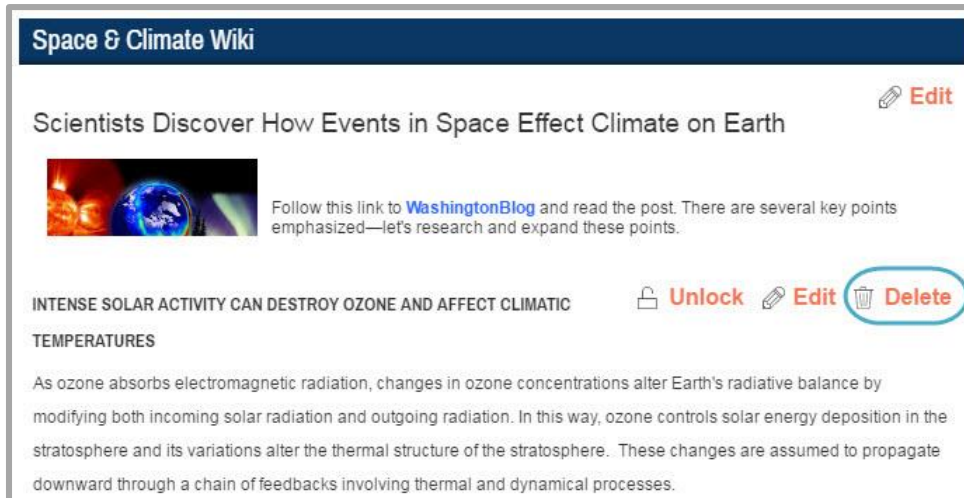


3. Click **Yes** to lock the posting.

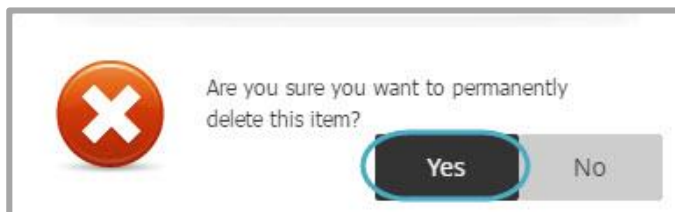
## Delete a Posting

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.

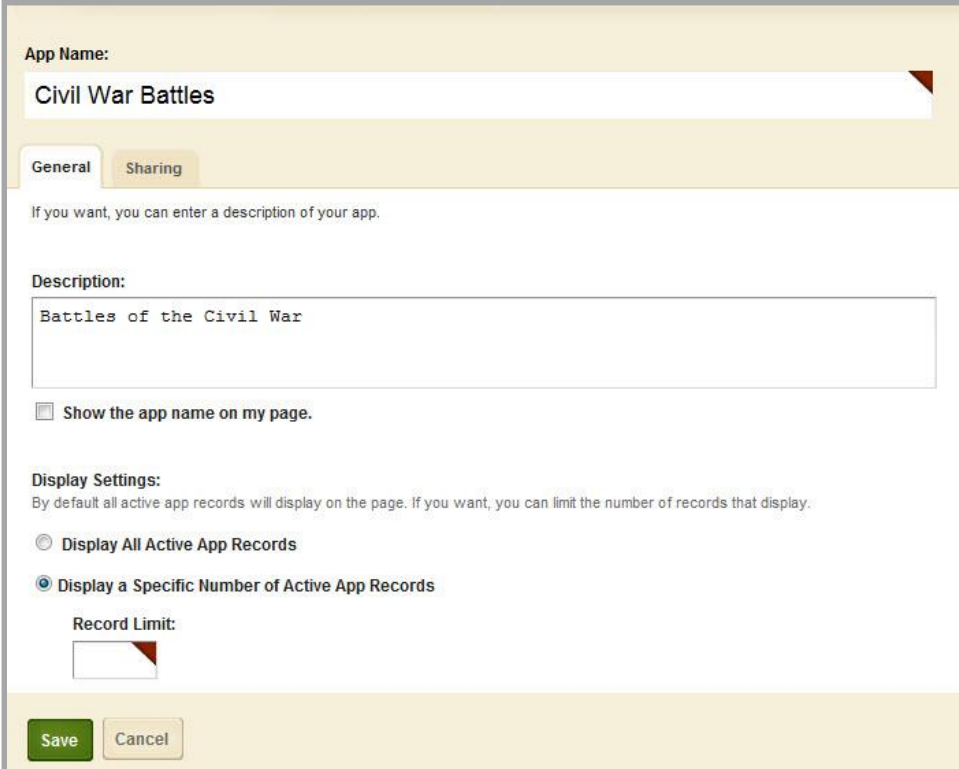
## Set Wiki App Options

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.



The screenshot shows the 'Options' dialog box for a Wiki App, specifically the 'General' tab. The 'App Name' field is filled with 'Civil War Battles'. Below it are two tabs: 'General' (selected) and 'Sharing'. A note says 'If you want, you can enter a description of your app.' The 'Description' field contains 'Battles of the Civil War'. There is a checkbox for 'Show the app name on my page.' Under 'Display Settings', there are two radio buttons: 'Display All Active App Records' (unselected) and 'Display a Specific Number of Active App Records' (selected). Below this is a 'Record Limit' field. At the bottom are 'Save' and 'Cancel' buttons.

App Name:  
Civil War Battles

General Sharing

If you want, you can enter a description of your app.

Description:  
Battles of the Civil War

Show the app name on my page.

Display Settings:  
By default all active app records will display on the page. If you want, you can limit the number of records that display.

Display All Active App Records  
 Display a Specific Number of Active App Records

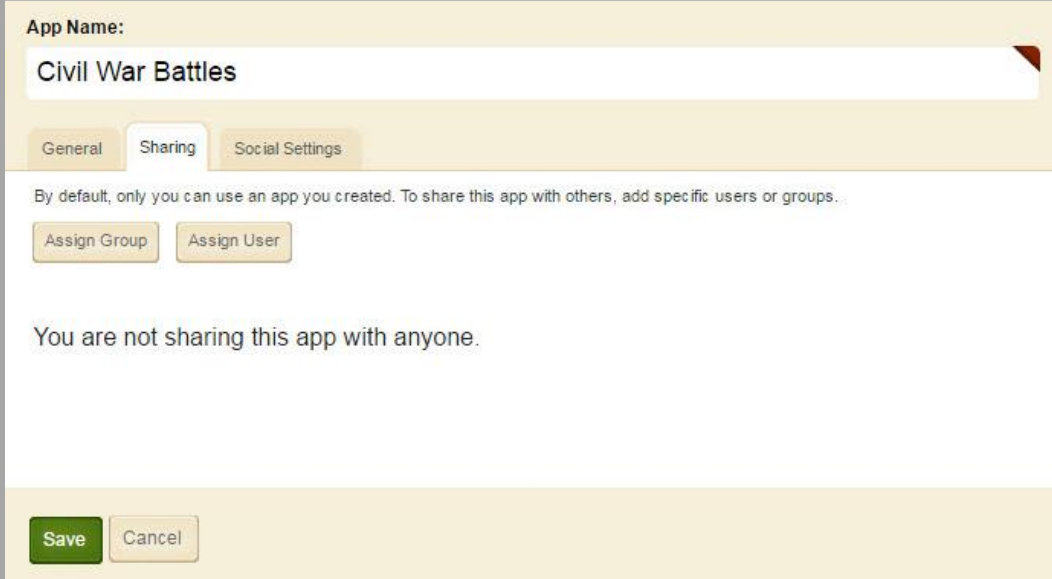
Record Limit:  
[ ]

Save Cancel

## 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.



The screenshot shows the 'Sharing' tab of the Wiki App configuration interface. At the top, the 'App Name' is 'Civil War Battles'. Below the name are three tabs: 'General', 'Sharing' (which is selected), and 'Social Settings'. A message states: 'By default, only you can use an app you created. To share this app with others, add specific users or groups.' Below this message are two buttons: 'Assign Group' and 'Assign User'. The main content area displays the text: 'You are not sharing this app with anyone.' At the bottom of the form are two buttons: 'Save' and 'Cancel'.

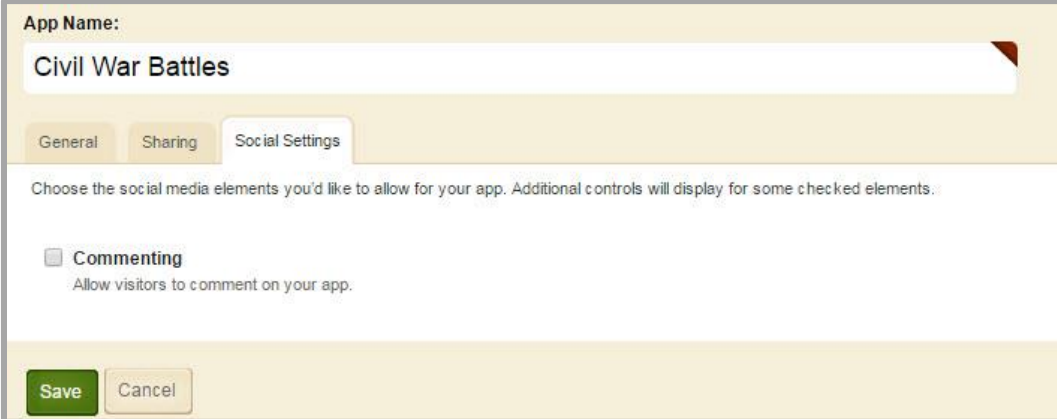
When a shared Wiki App is placed at multiple page locations, registered users who are signed in can edit the shared app at any of those locations. Changes made to a shared wiki, at any location, display on the wiki in all locations.

## 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.



The screenshot shows the 'Social Settings' tab for an app named 'Civil War Battles'. The app name is displayed in a text box at the top. Below the name are three tabs: 'General', 'Sharing', and 'Social Settings', with 'Social Settings' being the active tab. A descriptive text reads: 'Choose the social media elements you'd like to allow for your app. Additional controls will display for some checked elements.' There is a single checkbox labeled 'Commenting' which is currently unchecked. Below the checkbox is the text 'Allow visitors to comment on your app.' At the bottom of the form are two buttons: a green 'Save' button and a light-colored 'Cancel' button.