

GRADING WIKIS

When you enable grading, a column is created automatically in the Grade Center. You can 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. In the content frame, click a user's name to view their page modifications and access the grading sidebar. Alternatively, in the sidebar, click **All** to access the drop-down list with all members who have contributed to the wiki and select a user.
- On the **Needs Grading** page, access a wiki's contextual menu and select **Grade All Users**.
- In the Grade Center, locate the column for the wiki you want to grade and move the mouse pointer over a cell containing a needs grading icon—the exclamation mark—to access the contextual menu. Click **Grade User Activity**.

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

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

THE WIKI TOPIC PAGE

The screenshot displays the 'Course Glossary' wiki page. At the top, the 'Create Wiki Page' button is labeled 'A'. Below it, the 'Wiki Instructions' section is expanded, with 'Alignments' also visible, labeled 'B'. The 'Wiki Details' sidebar is expanded, showing 'COURSE GLOSSARY' and a list of letters for organization, labeled 'C' and 'E'. The 'Participation Summary' table is shown below, with the 'Wiki Instructions' dropdown and 'Wiki Details' sidebar visible, labeled 'F' and 'G' respectively. The table lists two users: Ashby Cooper and Bruce Lopez, with columns for Words Modified (Number Count), Words Modified (Percentage), Page Saves (Number Count), and Page Saves (Percentage).

Name	Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)
Ashby Cooper	113	17%	4	17%
Bruce Lopez	59	9%	8	34%

- A. On the action bar, click **Create Wiki Page** to add your contribution.
- B. Below the action bar, the **Wiki Instructions** are expanded by default. You can minimize them. Click **Alignments** to add alignments.
- C. In the sidebar, you can expand the **Wiki Details** section to display information such as the type, creation date, and number of pages and comments. Click the right-pointing arrow to collapse the

sidebar for more viewing room in the content frame. Use the four arrows to view the wiki in full screen.

- D. To view a summary of student activity, click **Participation and Grading** for graded wikis or **Participation Summary** for wikis with no grading. Both links open a **Participation Summary** page where you can view participation for the students who have contributed to the wiki.
- E. In the sidebar, the wiki pages appear in alphabetical order after the home page, appearing with the house icon. The home page always appears first in the list. Click a wiki page title to view it in the content frame. Access its contextual menu to view the page history. You can view the changes made to a single page in the wiki. All versions of the page appear on the **Page History** page with the most recent version appearing first. From this page, you can delete versions. You might delete pages because of offensive, inaccurate, or flawed content. If you delete the latest version, then the version next in line becomes the most current version and is the page viewed in the wiki. You can delete more than one version of a wiki page, but at least one version must remain. When you delete a version, all participation history for that version is deleted.
- F. To view all users who contributed to the wiki, click **All** to expand the drop-down list and select a member. Optionally, click **Show All Members** to also view users who have not contributed to the wiki.
- G. For graded wikis, icons designate the status of a user's activity. The needs grading icon—the exclamation mark—indicates that a user has met the minimum activity for grading you set for the wiki. 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.

GRADING STATUS ICONS

Users with wikis that need grading are indicated with the needs grading icon in the Grade Center and on a wiki's **Participation Summary** page in the **All** drop-down list in the sidebar. 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 page saves, the needs grading icon will not appear in the Grade Center, on the wiki's **Participation Summary** page, and items do not appear on the **Needs Grading** page.

The in progress icon shows in the Grade Center cell and in a wiki:

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

HOW TO VIEW THE PARTICIPATION SUMMARY

On the **Participation Summary** page, you can view a list of all student participation for the current wiki you are viewing. The information provided can help you understand how students contributed to the overall wiki content. This information can be especially useful when determining individual grades for gradable wikis.

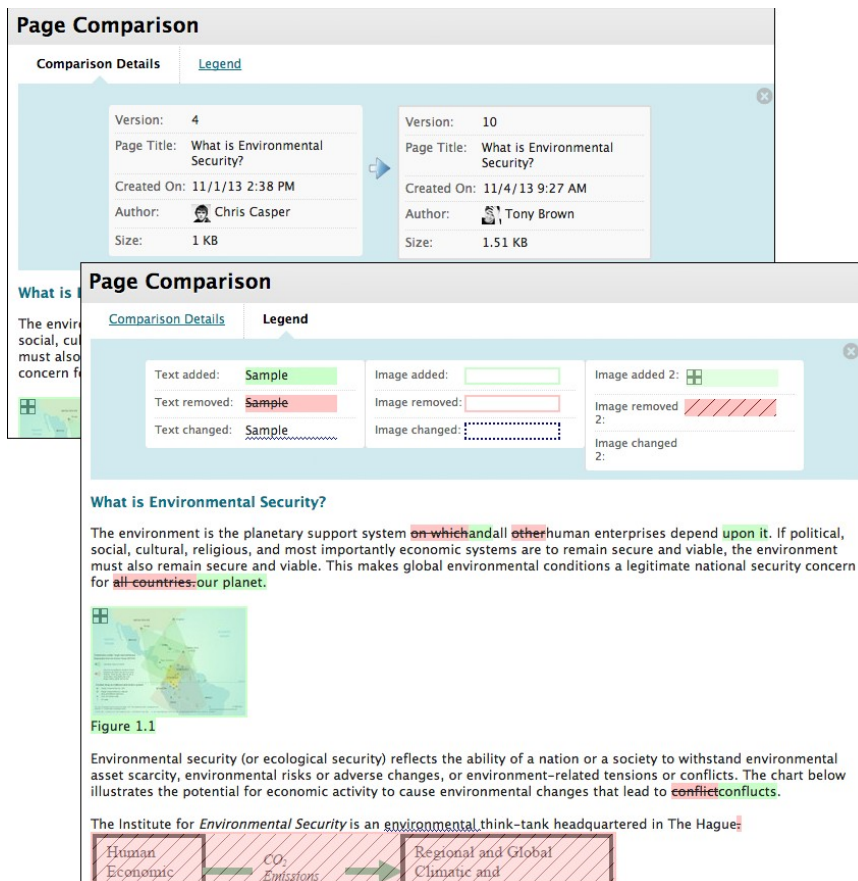
1. Access a wiki.
2. On the wiki topic page, click **Participation and Grading** for graded wikis or **Participation Summary** for wikis with no grading.
3. On the **Participation Summary** page, view participation for the students who have contributed to the wiki.

4. In the sidebar, view information about the wiki and select a user to view his or her **Participant's Contribution** page.
 - **Page Versions:** Displays all pages created and edited by a user. This allows you to see precisely how and what content a user contributed and edited. If many pages appear, narrow what is shown using the **Display Pages** drop-down list on the action bar. A new version is created each time a page is edited. When you compare versions, the difference between any version and its previous version are shown on the **Page Comparison** page. Click the **Legend** tab to understand the differences in how one version was changed in comparison to the other version.
 - **Words Modified:** Tally of any words added, deleted, or edited in all pages and each page's version of the wiki.
 - **Page Saves:** Tally of any time **Submit** is clicked on the **Edit Wiki Page** in the wiki, regardless whether or not content has been changed.

Example: Page Comparison Page

When you compare two versions, the **Page Comparison** page opens in a new window. The **Comparison Details** tab lists basic information about the two versions side by side.

Click the **Legend** tab to view the comparison with a legend or explanation of the formatting used to communicate version differences. Collapse either tab by clicking the **X** to allow for more room to view the page.



In the image at left, contributed text is highlighted green and removed text is red and uses a strike-through the words. An image is highlighted green with a plus sign in the corner to indicate it is new. The removed image is highlighted pink with a diagonal strike-through pattern.

HOW TO GRADE WIKI CONTRIBUTIONS

In our example, grading starts from the wikis tool.

1. Access a wiki.
2. On the wiki topic page, click **Participation and Grading** on the action bar.
3. On the **Participation Summary** page, click a student's name in the content frame or in the **All** drop-down list in the sidebar. In the drop-down list, students with contributions ready for grading appear with exclamation marks, the needs grading icon. Use the left- and right-pointing arrows to navigate to the previous or next student.
4. 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.

Page Version	User's Modifications	Created On	Words Modified
Let's organize by letters (1)	Compare to Version 6	6/16/11 9:51 AM	15
A to D (6)	Compare to Version 5	6/17/11 9:08 AM	22
A to D (1)	Compare to Version 3	6/16/11 9:51 AM	0
E, F, G, H (3)	Compare to Version 2	6/17/11 9:09 AM	22
E, F, G, H (1)	Compare to Version 5	6/16/11 9:53 AM	0
I, J, K, L, M (1)	Compare to Version 4	6/16/11 9:53 AM	0
N, O, P, Q, R (1)	Compare to Version 4	6/16/11 9:53 AM	0
S, T, U, V, W, X, Y, Z (1)		6/16/11 9:53 AM	0

Displaying 1 to 8 of 8 items Show All Edit Paging...

Grade
6/16/11 9:51 AM /20

FEEDBACK - SHOWN TO LEARNER

Add Notes Character count: 0

Submit

PARTICIPATION SUMMARY

Modified By: Bruce Lopez
Words Modified: 59 (9%)
Total Page Saves: 8 (34%)

5. In the grading sidebar, type a numeric grade in the **Grade** box. If you associated a rubric with this graded wiki, expand and complete the rubric. To learn more, see [Rubrics](#). To edit an existing grade, click in the **Grade** box and change the grade.
6. Optionally, type **Feedback** for the student. In the **Add Notes** section, make notes that appear only to you and the grader role. You can use the spell check function in the bottom of each box. The icon for **Click to open full content editor** gives you access to all the content editor functions.
7. Click **Submit** to add the grade, feedback, and grading notes to the Grade Center.

GROUP WIKI GRADING

On the **Participation Summary** page, the grading sidebar appears, listing all group members.

The screenshot shows the 'Participation Summary' page. On the left is a table with columns: Name, Words Modified (Number Count), Words Modified (Percentage), Page Saves (Number Count), and Page Saves (Percentage). The table lists two members: Bruce Lopez (138 words modified, 35%, 1 page save, 20%) and Chris Casper (255 words modified, 64%, 4 page saves, 80%). Below the table is a 'Wiki Details' sidebar. It has a dropdown menu set to 'All'. The sidebar shows a 'Grade' section with a date '6/16/11 12:48 PM' and a score of '45 /50'. Below this, there are three rows for individual members: Chris Casper (45 /50), Sarah Spooner (45 /50), and Bruce Lopez (45 /50). Each row has a pencil icon to the left of the score. At the bottom of the sidebar, it says 'FEEDBACK - SHOWN TO LEARNER'.

The needs grading icon appears in the **All** drop-down list for contributing group members. When you add a grade for a group wiki, the grade is automatically given to all the members of the group and is populated in the corresponding column in the Grade Center for each group member. All members are assigned a grade, regardless if a member did not contribute. Students can view their group wiki grades in **My Grades** and on their **My Contribution** pages.

CHANGE AN INDIVIDUAL MEMBER'S GRADE

You can assign an individual group member a different grade than the group by editing the grade for the member. If you change a group member's grade, and you assign a new group grade, the new group grade will not affect the individual's new grade. Individual members only see one grade, not what each member earned. The individual's new grade will not appear to the other group members.

On the **Participation Summary** page, in the grading sidebar, click the pencil icon to change the group grade for a member. Type a new grade and click the check mark icon to save it. This grade becomes an override grade.

The screenshot shows the 'Wiki Details' sidebar. It has a dropdown menu set to 'All'. The sidebar shows a 'Grade' section with a date '6/16/11 12:48 PM' and a score of '45 /50'. Below this, there are three rows for individual members: Chris Casper (49 /50), Sarah Spooner (45 /50), and Bruce Lopez (45 /50). Each row has a pencil icon to the left of the score. The Chris Casper row has a checkmark icon to the left of the score, indicating it is an override grade. The Sarah Spooner and Bruce Lopez rows have pencil icons to the left of the score.

The group grade and the individual group member's edited grade also appear in the Grade Center. Grayed out cells appear in the group wiki column for course members who are not part of the group. You can also edit the grade from the Grade Center.

REVERT A MEMBER'S EDITED GRADE

You can revert a member's edited grade to the original group grade, which all group members received.

On the group's **Participation Summary** page, click the pencil icon for the user with the edited grade. Click the left-pointing arrow to change the grade to the original group grade. The override icon is removed. The change also appears in the Grade Center.