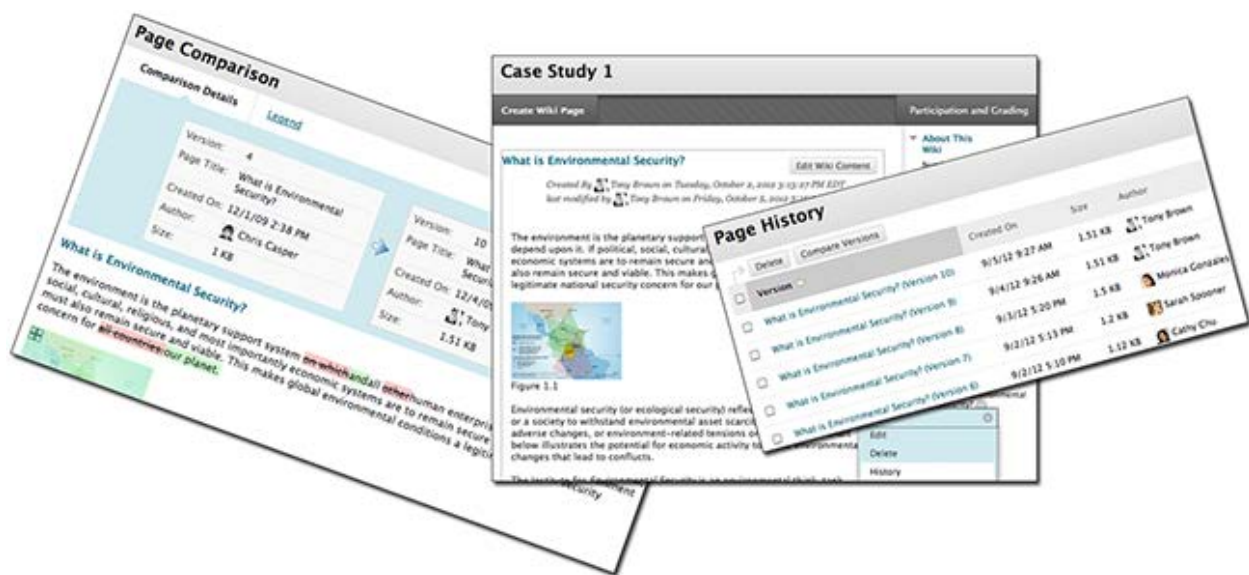


WIKIS

Wikis allow course members to contribute and modify one or more pages of course related materials, providing a means of sharing and collaboration. Users can create and edit pages quickly, while tracking changes and additions, allowing for effective collaboration between multiple writers. You can create one or more wikis for all course members to contribute to and wikis for specific groups to use to collaborate.

All course members can use the wikis tool to record information and serve as a repository for course information and knowledge. A course wiki is a vast source of information compiled by course members. Wikis can help build a community of collaboration and learning by increasing social interaction during the exchange of information.



Students use a wiki to collaborate on shared content from different times and locations. They can view previous changes, comment on content or changes, include new content, and revise existing content. Similar to the discussion board, you act as a facilitator instead of the provider of all course content. Unlike a blog, which can be quite personal, wikis require intense collaboration, where information is linked to and built upon.

USE WIKIS TO ASSESS STUDENT ENGAGEMENT

You can grade student contributions to a wiki or use it solely for course content review. In either instance, a student can contribute multiple pages to a single wiki and make unlimited revisions to pages submitted by any course member. You can also enable the group wiki tool to help groups share and interact.

You can view all changes to all pages in a wiki. You can view the changes at a high level, and you can drill down to see information about contributions by any individual.

WIKIS IN ACTION

A primary goal of using a wiki is to build a shared repository of knowledge. As the knowledge base grows over time, you can expect the wiki to have some degree of seriousness and permanence.

With dedicated use, you can use wikis to:

- Provide an easy to use environment for communication.
- Promote collaboration rather than competition.
- Foster a social and interactive approach to learning.
- Build partnerships where you can benefit from the strengths of others.
- Increase network building, trust, and negotiation skills.
- Provide support and prompt feedback.
- Provide a one-stop area where information is searched, updated, and accessed easily and quickly.
- Increase and enhance the possibility of creativity, spontaneity, and innovation through the application of reflective thinking.

You can use wikis as course content or graded assignments, such as:

- A glossary.
- A white paper.
- Class summaries and outlines.
- Connecting student writing to form a book.
- A resources repository.
- Lab experiments.
- Student solutions for scenarios and case studies.
- A research notebook.
- Group project presentations.

CREATING WIKI TOPICS

Instructors create course wikis. Any course member can create pages, unless you intend to be the sole author and use the wiki as course content. Groups can also use wikis.

HOW TO CREATE A WIKI TOPIC

1. Change **Edit Mode** to **ON**.
2. On the **Control Panel**, expand the **Course Tools** section and select **Wikis**.
3. On the **Wikis** listing page, click **Create Wiki** on the action bar.
4. On the **Create Wiki** page, type a name.
5. Type optional **Instructions**. Optionally, format the text and add images, links, multimedia, mashups, and attachments using the functions in the content editor. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.
6. Select the **Yes** option to make the wiki available to users.
7. For **Wiki Date and Time Restrictions**, you can set a wiki to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times or type dates and times in the boxes. Display restrictions do not affect the wiki availability, only when it appears.
8. Select the **Student Access** option. You can change the student access at any time.
 - a. **Closed to Editing**: Select this option when you are the only one contributing pages or to disallow further page editing by users when you are ready to start grading the wikis contributions. All course members are allowed to view wikis that are closed to editing.
 - b. **Open to Editing**: Allows users to modify any wiki page. In a group wiki, a user must be a member of the group to edit a wiki page.
9. In the **Wiki Settings** section, make a grading selection. If you select **Grade: Points possible**, type a grade to make the wiki a graded item. After you enable grading, a column is created automatically for it in the Grade Center. It is permanently gradable, and you cannot change it to **No grading**.

4. Wiki Settings

Grade Wiki

☐ No grading

☒ Grade : Points possible :

☒ Show participants in "needs grading" status after every Page Saves

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
Wiki Rubric	Used for Grading	Oct 2, 2012 12:48:54 PM	<input checked="" type="checkbox"/> No

10. Optionally, select the check box and the number of page saves required to show participants in needs grading status. Applying this setting will show the needs grading icon—the exclamation mark—in the Grade Center and place the entries in the queue on the **Needs Grading** page after the specified number of page saves have been made.

NOTE: If you choose three page saves from the drop-down list and a user submits two, the in progress icon appears in the Grade Center cell and within the tool until the specified number is met.

11. Optionally, associate a rubric by pointing to **Add Rubric**.
12. Click **Submit**.

ABOUT THE WIKIS LISTING PAGE

The wiki topics appear in alphabetical order on the **Wikis** listing page. You can sort columns by clicking the column title or caret.

The screenshot shows the 'Wikis' listing page. At the top, there is a 'Create Wiki' button. Below it is an action bar with a 'Delete' button, an 'Availability' dropdown menu, a 'Student Access' dropdown menu, and a 'Student Comment Access' dropdown menu. A blue circle 'B' is placed over the 'Availability' dropdown. Below the action bar is a table with the following columns: 'Name', 'Type', 'Student Access', 'Student Comment Access', and 'Last Modified Date'. The table contains five rows of wiki entries. A blue circle 'A' is placed over the title 'Case Study 1' in the first row. A blue circle 'C' is placed over the 'Type' column header. The 'Resources Collection' row is highlighted in yellow. A contextual menu is open over the 'Resources Collection' row, showing options: 'Open', 'Edit Properties', and 'Delete'. A blue circle 'D' is placed over the 'Edit Properties' option. At the bottom of the table, there is a 'Displaying 1 to 5 of 5 items' message and 'Show All' and 'Edit Paging...' buttons.

Name	Type	Student Access	Student Comment Access	Last Modified Date
Case Study 1	Course	Open to Editing	Open to Commenting	9/27/12 1:02 PM
Glossary	Course	Open to Editing	Open to Commenting	9/12/12 1:27 PM
Group Geo	Group	Open to Editing	Open to Commenting	9/29/12 9:09 PM
Group Lava	Group	Open to Editing	Open to Commenting	9/09/12 2:09 PM
Resources Collection	Course	Open to Editing	Open to Commenting	9/27/12 1:09 PM

- A. On the **Wikis** listing page, click the title to access a wiki -OR- access a wiki's contextual menu and select **Open**.
- B. To change a wiki's availability or student access, select one or more check boxes and use the **Availability** and **Student Access** drop-down lists on the action bar.
- C. The **Type** column lists whether a wiki is for the course or for a group.
- D. Access a wiki's contextual menu and select **Edit Properties** to change a wiki's name, instructions, and settings.

CREATING WIKI PAGES

Each newly created course or group wiki requires a first page, which is the home page. When you access a new wiki for the first time, a message appears at the top of the page prompting you to create a home page. The home page always appears first in the wiki page list, making it an ideal page for instructions.

You or any course or group member can create the home page. No one can delete the home page, but if the wiki is open to editing, any course or group member may edit it.

The home page and all subsequent pages are created following the same steps.

HOW TO CREATE WIKI PAGES

1. On the **Wikis** listing page, select a wiki title.
2. On the wiki's topic page, click **Create Wiki Page** on the action bar.
3. On the **Create Wiki Page**, type a name.
4. Type a description or instructions in the **Content** box. Optionally, format the text and add images, links, multimedia, mashups, and attachments using the functions in the content editor. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.
5. Click **Submit**.

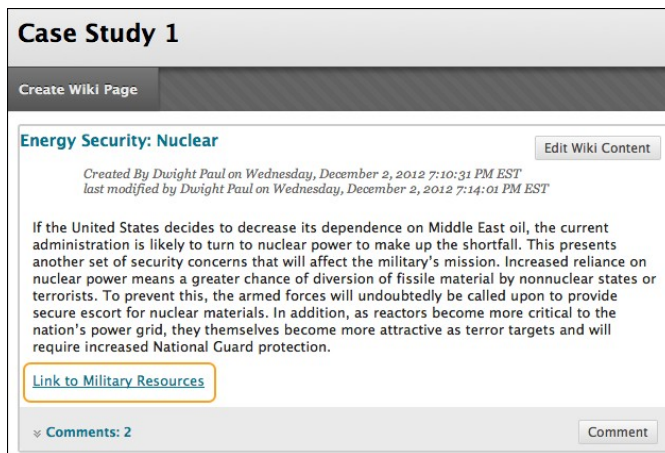
NOTE: You can delete an entire wiki or pages within a wiki, but you cannot delete the wiki home page by itself. Students do not have the ability to delete wiki pages.

HOW TO LINK TO OTHER WIKI PAGES

When course members create or edit wiki pages, they may need to reference another page in the wiki. If the wiki consists of many pages, you can insert a link to that page right on the page you are currently viewing. You can use the **Link to Wiki page** function in the content editor to link to another wiki page within the current wiki.

In our example, we create a new wiki page and a link to another page.

1. Access a wiki.
2. On the wiki topic page, click **Create Wiki Page** on the action bar.
3. On the **Create Wiki Page**, type a **Wiki Name** and **Content**.
4. In the **Content** box, position the mouse pointer where you want to include a link to another wiki page.
5. Click the **Link to Wiki page** function in the content editor, represented by several sheets of paper. If only one wiki page exists, this function is disabled.



HOW TO COMMENT ON WIKI PAGES

Course members can comment on wiki pages rather than contribute to or edit a page. Comments provide a way for you and your students to offer feedback and suggestions. Comments are visible to all course members.

For group wikis, the default setting allows all course members to read them, but you must be a member of the group to make a comment. You can change the default setting to allow only group members to view a group wiki.

1. Access a wiki.
2. On the wiki topic page, select the page to view in the side panel. The wiki page opens in the content frame.
3. Click **Comment** following the user's contribution. The **Comment** box appears.
4. Type a comment in the **Comment** box.

NOTE: Comments have a 2,000-character limit. A pop-up message advises that a comment over 2,000 characters must be edited and resubmitted.
5. Click spell check at the bottom of the **Comment** box to check the spelling of the content before continuing.
6. Click **Add**. Click the **Comments** link below the contribution to view the comment.

COMMENT ACTIONS

The screenshot shows a Wiki page titled "Case Study 1". At the top, there are two tabs: "Create Wiki Page" and "Participation and Grading". The main content area is titled "The Issue" and contains two paragraphs of text about environmental threats and climate change. To the right of the text is an "Edit Wiki Content" button. Below the text, there is a "Comments" section with a link that says "Comments: 1". A comment by "Cathy Chu" is visible, dated "Tuesday, October 2, 2012 2:55:27 PM EDT". The comment text is "Excellent job of concisely stating the issue. Everyone should be on the same page now." To the right of the main content area, there is a sidebar titled "About This Wiki" which shows statistics: "Number of Wiki Pages: 9", "Number of Comments: 3", and "Creation Date: 9/7/12 3:43 PM". Below this is a section titled "Case Study 1" which lists various topics with expandable/collapsible icons: "Home Page: Environmental Security", "Accountability vs. Law", "Energy Security: Nuclear", "Military force not an option", "Military Resources", "Plausible Solution", "Statistics", "The Issue", and "What is Environmental Security?".

1. The **Comments** link displays how many comments were made about the wiki page by you and your students. Click the link to view the comments.
2. The comments appear in the content frame following the wiki page. You can delete any user's comment by clicking the **X**. No one can edit comments after they are posted. Users can delete the comments they authored.
3. All comments for all wiki pages are counted in the **About This Wiki** section.

EDITING AND MANAGING WIKIS

Any course member can edit a course wiki page and any group member can edit a group wiki page, unless you have disabled this function. You might choose to disable editing when it is time to grade the wiki pages. However, you can still edit student pages. All course members, including instructors, edit in the same way.

When a user is editing a wiki page, it is locked for a duration of 120 seconds to prevent others from editing the same page. Users are informed that another user is currently editing the page. The lock will expire in 120 seconds regardless of a user's activity/inactivity. After 120 seconds, another user can start editing the page and a new 120 seconds lock is placed on the page.

You may not edit the lock or amount of time.

HOW TO EDIT WIKI CONTENT

You can select **History** from a page's contextual menu to see how a page was modified, view any version, and compare two versions side by side.

1. Access the wiki. The wiki topic page appears.
2. Select the page to review and edit. The wiki page opens in the content frame.
3. In the side panel, access the page's and select **Edit Properties**.

-OR-

Click **Edit Wiki Content** next to the page's title in the content frame.

1. On the **Edit Wiki Page**, you can make changes to the name and content of the page. Optionally, use the functions in the content editor to format existing text or include links, images, multimedia, mashups, link to other wiki pages, and attachments.
2. Click **Submit**.

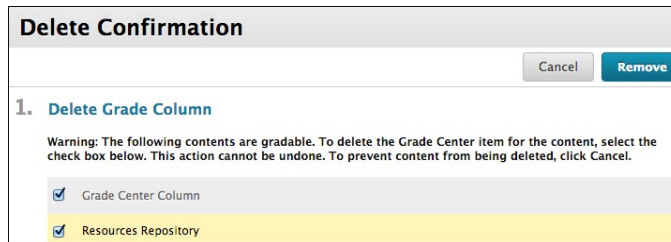
HOW TO DELETE A WIKI

If you no longer need a wiki, you can delete it. Deleting a wiki is permanent. On the **Wikis** listing page, select **Delete** from the wiki's contextual menu.

NOTE: If a wiki is gradable, the Delete Confirmation page appears. You need to perform extra steps to remove a gradable wiki.

1. Change **Edit Mode** to ON.
2. On the **Wikis** listing page, access a wiki's contextual menu.
3. Select **Delete**.
4. Click **OK** in the warning pop-up. The **Delete Confirmation** page appears. You have two options:

- Do not select check boxes: The wiki is deleted, but the Grade Center column and scores you have assigned are retained. For example, all student contributions are graded and you want to keep the Grade Center column for the final grade calculations. If you delete a wiki, yet retain the Grade Center column, you can delete that column from the Grade Center at any time.
- Select the check boxes: The grade column in the Grade Center **and** the wiki are deleted. For example, if you do not want to include the grade column for the wiki contributions in the final grade, you can safely delete all.



Delete Confirmation

Cancel Remove

1. Delete Grade Column

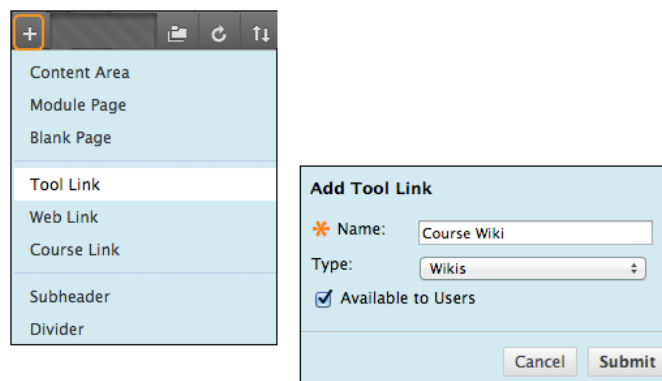
Warning: The following contents are gradable. To delete the Grade Center item for the content, select the check box below. This action cannot be undone. To prevent content from being deleted, click Cancel.

<input checked="" type="checkbox"/>	Grade Center Column
<input checked="" type="checkbox"/>	Resources Repository

HOW TO ADD A WIKIS LINK TO THE COURSE MENU

If you want students to access the wikis tool often, you can add a link to the course menu for one-click access to the tool. You can customize the name of the link as needed.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. From the **Type** drop-down list, select **Wikis**.
5. Select the **Available to Users** check box.
6. Click **Submit**.



+

Content Area
Module Page
Blank Page
Tool Link
Web Link
Course Link
Subheader
Divider

Add Tool Link

* Name: Course Wiki

Type: Wikis

☒ Available to Users

Cancel Submit

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 shows the 'Course Glossary' wiki page. The action bar at the top includes 'Create Wiki Page' (A), 'Wiki Instructions' (B), 'Wiki Details' (C), and 'Participation and Grading' (D). The main content area has 'Instructions' and 'Alignments' tabs. The 'Participation Summary' section shows a table of user activity.

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%

- On the action bar, click **Create Wiki Page** to add your contribution.
- Below the action bar, the **Wiki Instructions** are expanded by default. You can minimize them. Click **Alignments** to add alignments.
- 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.

Page Comparison

Comparison Details | [Legend](#)

Version: 4	Version: 10
Page Title: What is Environmental Security?	Page Title: What is Environmental Security?
Created On: 11/1/13 2:38 PM	Created On: 11/4/13 9:27 AM
Author: Chris Casper	Author: Tony Brown
Size: 1 KB	Size: 1.51 KB

Page Comparison

[Comparison Details](#) | **Legend**

Text added: Sample	Image added: [Image]	Image added 2: [Image]
Text removed: Sample	Image removed: [Image]	Image removed 2: [Image]
Text changed: Sample	Image changed: [Image]	Image changed 2: [Image]

What is Environmental Security?

The environment is the planetary support system on which and all other human enterprises depend upon it. If political, social, cultural, religious, and most importantly economic systems are to remain secure and viable, the environment must also remain secure and viable. This makes global environmental conditions a legitimate national security concern for all countries our planet.

Figure 1.1

Environmental security (or ecological security) reflects the ability of a nation or a society to withstand environmental asset scarcity, environmental risks or adverse changes, or environment-related tensions or conflicts. The chart below illustrates the potential for economic activity to cause environmental changes that lead to conflict conflicts.

The Institute for Environmental Security is an environmental think-tank headquartered in The Hague:

```

graph LR
    A[Human Economic] -- "CO2 Emissions" --> B[Regional and Global Climatic and]
  
```

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...

Wiki Details

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

FEEDBACK - SHOWN TO LEARNER

Character count: 0

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.

Participation Summary					Wiki Details	
Name	Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)	All	
Bruce Lopez	138	35%	1	20%	Grade 6/16/11 12:48 PM 45 /50	
Chris Casper	255	64%	4	80%	Chris Casper 45 /50	
Displaying 1 to 2 of 2 items Show All Edit Paging...					Sarah Spooner 45 /50	
					Bruce Lopez 45 /50	
					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.

Wiki Details	
All	
Grade 6/16/11 12:48 PM	45 /50
Chris Casper	49 /50
	x ✓
Sarah Spooner	45 /50
Bruce Lopez	45 /50

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.