Faculty Tutorial:  
Grade a Wiki

Purpose: To show faculty members how to grade a “Wiki” in MyHills.

From within your course, click “Course Tools,” located in the blue Course Menu.
The “Tools” page will open.

Select “Wikis.”
The “Wikis” page will open.

On the “Wikis” page, select the wiki you would like to grade.

**Note:** You can also grade wikis from the “Needs Grading” area of your course. Please see the tutorial “Grade Center: Needs Grading” for more information.
The wiki you selected will open.

The wiki “Home” page will appear below the “Instructions.”
Select “Participation and Grading.”

The “Participation Summary” page will open.

A summary of each person’s participation will be shown in the box on this page.
The names of the students who contributed to the wiki will be listed on the right side of the page. Click the name of the student whose contribution(s) you would like to view.

The “Participant’s Contribution” page for the student you chose will open.
To view changes made to a wiki page by the student you selected, click “Compare…” under “User’s Modifications.”

The “Page Comparison” page will open in a new window.
Information about each version of the wiki you are comparing, such as the authors and dates, will be in the “Comparison Details” box.

The content of the Wiki Page will appear directly below the “Comparison Details” box.
Click “Legend” for an explanation of the different markings that are shown when comparing versions of a Wiki Page.

The legend will appear. Use the legend to understand how one version of the Wiki Page changed in comparison to the previous version.
When you are finished comparing versions of the Wiki Page and would like to close the “Page Comparison” window, click “OK.”

Once you are ready to assign the student a grade, select “Edit Grade” on the “Participant’s Contribution” page.

Note: If multiple contributions appear on this page, be sure to view each one prior to assigning a grade.
The “Grade” box will open.

Type the student’s overall score for his/her wiki participation in the “Current Grade Value” box.
You can also enter “Feedback” and “Grading Notes” in the boxes provided.

Note: “Feedback” and “Grading Notes” are optional. “Feedback” is visible to both the instructor and the student, while “Grading Notes” are only visible to the instructor and are not visible to the student.

Once you have entered the grade information, click “Save Grade.”
A green “Changes saved” message will appear briefly under “Grade.”

The student’s grade, along with any feedback or grading notes you entered, will also appear.

Note: After the post has been graded, you may still click “Edit Grade” to change the grade, add “Feedback,” and/or “Grading Notes.” You may click “Grade History” to view changes you have made to the grade, “Feedback,” and/or “Grading Notes” (if applicable).
Use the arrow buttons to scroll to the next student’s “Participant’s Contribution” page. Then, you can use the same process (shown earlier) to grade his/her wiki contribution.

**Note:** You can also select the name of the student whose wiki you would like to grade from the list below “View Contributions By.”

Click “Show All Members” to view a list of all students who have access to the wiki.

**Note:** This option is also available on the “Participation Summary” page.
Click “Hide Members without Contributions” to hide the students who have not made a contribution to the wiki.

**Note:** This option is also available on the “Participation Summary” page.

![Image of Hide Members without Contributions](image)

Click “OK” to return to the “Participation Summary” page.

![Image of Show All Members](image)

Congratulations! You now know how to grade a “Wiki” in MyHills!

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Looking for more computer tutorials? Please visit: [www.indianhills.edu/tutorials](http://www.indianhills.edu/tutorials).

For further assistance on this topic or other technical issues, please contact the IT Help Desk

**Phone:** (641) 683-5333  |  **Email:** helpdesk@indianhills.edu  |  **Web:** [www.indianhills.edu/helpdesk](http://www.indianhills.edu/helpdesk)

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