

## 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.

B Indian Hi	Ils Community College
🏫 🗇 Tools	
+ C 11	Tools 🔶
Course Home	
Before You Begin	Announcements Hide Link
Syllabus and Schedule	Create and view Course Announcements.

Select "Wikis."



The "Wikis" page will open.

B MyHills Courses C	Is Community College
In the Wikis	
+ C 1↓ ▼ MyHills Training: Tutorials ↑ Course Home Refore You Regin	Wikis A Wiki is a collaborative tool that allows Students materials. <u>More Help</u>
Syllabus and Schedule Faculty Information	Create Wiki

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.

VIKIS				
Wiki is a collaborative to naterials. More Help	ol that allows Students	to contribute and modify one or more	e pages of Co	urse-related
reate Wiki				
Delete Availability	Student Access	Student Comment Access 💝		
Name 🛆	Type Student A	Student Comment Access	Last Mo	odified Date
Course Study Guide 😒	Course Open to E	diting Open to Commenting	9/30/13	4:26 PM
Delete Availability	Student Access	Student Comment Access 📎		
				Edit Desins

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.

Each user's o gradable, th	contributions e participant o	to the Wiki are represe can be graded by clicki	nted by <b>Words</b> I ing his or her nan	<b>Modified</b> and <b>Page</b> ne. <u>More Help</u>	e Saves. If the Wiki is
Name	Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)	<ul> <li>About This Wiki</li> <li>Wiki Name: Course Study Guid</li> <li>Type: Course</li> <li>Creation Date: 10/1/13 11:05 A</li> <li>Pages: 3</li> </ul>
Janet Learner	112	56%	3	50%	Comments: 1
Jordan Mentor	19	9%	2	33%	Contributions By: Show All Members All
Stuart	68	34%	1	16%	📓 Janet Learner 🚺

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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.

MyHills Courses	IIs Commun Community	ity Colleg	е		
★ ♥ Wikis > > Participatio	n Summary > Participant's Cont	ribution: Janet Learner			
<ul> <li>MyHills Training: Tutorials</li> <li>Course Home</li> <li>Before You Begin</li> <li>Syllabus and Schedule</li> </ul>	Participant's All pages and versions to under User's Modific annotated changes. Ma Display Pages All	Contribution: that you have modified of ations, if available. Clic ore Help Go	Janet   are listed. To ck a link in th	Learn see your s e Page V	er <b>d</b> specific changes, o ersion column to
Faculty Information					
Learning Units	Page Version	User's Modifications	Created On	W	ords Modified
Assignments	Physics Terms (4)	Compare to Version 3	9/30/13 4:20	6 PM 12	
Discussions	Physics Terms (2)	Compare to Version 1	9/24/13 11:4	43 AM 29	į.
Work Groups	Famous Physicists (1)	Compare to Version 1	9/25/13 3:5	3 PM 71	
Course Tools		Displaying 1 to 3	3 of 3 items	Show All	Edit Paging
Send Email	mant	and and a show		une.	مدمر دم د

To view changes made to a wiki page by the student you selected, click "**Compare...**" under "User's Modifications."

All pages and versions i	that you have modified o	are listed. To see	e your specific change	es, choose to compare versions
under User's Modific unnotated changes. Mo	<b>ations</b> , if available. Clic ore Help	ck a link in the <b>P</b>	age Version colum	n to view the version without
intotatea changes. ma				
splay Pages All	✓ Go			
				About This Wiki
Page Version	User's Modifications	Created On	Words Modified	Wiki Name: Course Study Guid
Physics Terms (4)	Compare to Version 3	9/30/13 4:26 PI	W 12	Type: Course Creation Date: 10/1/13 11:05 /
Physics Terms (2)	Compare to Version 1	9/24/13 11:43 A	AM 29	Pages: 2 Comments: 1
and the second second and a reference	Compare to Version 1	9/25/13 3:53 PI	M 71	Participation
Famous Physicists (1)				

The "Page Comparison" page will open in a new window.

Page Cor	nparison	erstand how one version u	as cha	nged in comp	parison to the other version	n of this Wiki page.
Comparisor	n Details	Legend				
						Θ
	Version:	3		Version:	4	
	Page Title:	Physics Terms		Page Title:	Physics Terms	
	Created On:	9/30/13 4:14 PM		Created On:	9/30/13 4:26 PM	
	Author:	Stuart Dent		Author:	Manet Learner	
	Size:	1 KB		Size:	1 KB	
Physics Terr Physics - The Mass - The ma Matter - Anyth Weight - The mg, where g is	ns branch of scie ass of an object ing that occup force with whice the accelerat	nce that describes the motio of is the quantity of material r pies space and has mass. of a body is attracted toward ion due to gravity.	n and e naking s the ce	nergy of all m up the object. enter of the ea	atter throughout the universe rth. The weight of a body of r	nass m is given by
Velocity - The	distance trav	eled by a body in a particular	directio	n per unit tim	e Velocity is a vector quanti	ity.
Acceleration	- The rate of c	hange of velocity with respec	t to tim	e. Acceleratio	n is a vector quantity.	
						← ОК

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Information about each version of the wiki you are comparing, such as the authors and dates, will be in the "Comparison Details" box.

omparis	son Details	Legend			
	Version:	3	Version:	4	
	Page Title:	Physics Terms	Page Title:	Physics Terms	
	Created On:	9/30/13 4:14 PM	Created On:	9/30/13 4:26 PM	
	Author:	Stuart Dent	Author:	퉳 Janet Learner	
	Size:	1 KB	Size:	1 KB	

The content of the Wiki Page will appear directly below the "Comparison Details" box.

Comparison	n Details	Legend			
	Version:	3	Version:	4	•
	Page Title:	Physics Terms	Page Title:	Physics Terms	
	Created On:	9/30/13 4:14 PM	Created On:	9/30/13 4:26 PM	
	Audioan	A	Author:	M lanet Learner	
	Author:	Stuart Dent		Sallet Leallier	
nysics Terr	Size:	1 KB	Size:	1 KB	

Click "Legend" for an explanation of the different markings that are shown when comparing versions of a Wiki Page.

mparis	on Details	Legend	-		
	Version:	3		Version:	4
	Page Title:	Physics Terms		Page Title:	Physics Terms
	Created On:	9/30/13 4:14 PM		Created On:	9/30/13 4:26 PM
	Author:	Stuart Dent		Author:	🔛 Janet Learner
	Size:	1 KB		Size:	1 KB

The legend will appear. Use the legend to understand how one version of the Wiki Page changed in comparison to the previous version.

						_
	Text added:	Sample	Image added:		Image added 2:	
	Text removed:	Sample	Image removed:		Image removed 2:	
-	Text changed:	Sample	Image changed:		Image changed 2:	
s - The	mass of an o	object is the quantity	of material maki	ng up the object.		
ter - Ar	nything that o	ccupies space and h	nas mass.			
i <b>ght</b> - T where	he force with g is the acce	which a body is attra leration due to gravity	acted towards the y.	e center of the earth.	The weight of a body of mass m is give	n by

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.

All pages and versions i under User's Modific annotated changes. <u>Mo</u>	that you have modified ( ations, if available. Clie ore Help	are listed. To see yo ck a link in the <b>Pag</b>	our specific changes, e <b>e Version</b> column t	choose to compare versions o view the version without
Display Pages All	✓ Go			
Page Version Physics Terms (4)	User's Modifications Compare to Version 3	Created On 9/30/13 4:26 PM	Words Modified	<ul> <li>About This Wiki</li> <li>Wiki Name: Course Study Guid</li> <li>Type: Course</li> <li>Creation Date: 10/1/13 11:05 A</li> </ul>
Physics Terms (2) Famous Physicists (1)	Compare to Version 1 Compare to Version 1	9/24/13 11:43 AM 9/25/13 3:53 PM	29 71	Pages: 2 Comments: 1
	Displaying 1 to 3	3 of 3 items Show	v All Edit Paging	Summary Modified By: S Janet Learn Words Modified: 112 (56%) Total Page Saves: 3 (50%) Grade Grade Grade History Grade for: J Janet Learne Grade i out of 50 Grade Date: Feedback:

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.

•	Contributions By:
•	Hide Members without Contributions
	All
	Sciuto
	🔔 Amy Fowler
	🔔 Anthony DiNozzo
•	🔔 Artie Nielsen
•	Atticus Finch
	🧾 Barbara Gordon
•	🧟 Cameron Frye
	Charlie Eppes

Note: This option is also available on the "Participation Summary" page.

Click "**OK**" to return to the "Participation Summary" page.



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

- Office of Online Learning

Looking for more computer tutorials? Please visit: <u>www.indianhills.edu/tutorials</u>.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk Phone:** (641) 683-5333 | **Email:** <u>helpdesk@indianhills.edu</u> | **Web:** <u>www.indianhills.edu/helpdesk</u>

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