Instructors can cultivate collaborative learning and interaction between students, between students and their instructor, and with the course content through the use of Blackboard’s blogs, wikis and journals tools.

**Distinction between Blogs, Wikis and Journals**

- **A blog** (short for “web log”) is a type of website that is maintained by a single author or group of contributors. A blog is a collection of entries (or “posts”) of commentary, news or descriptions of events, and may include text, links, photos or video. The entries are most commonly arranged in reverse-chronological order, with the most recent post appearing on top. On the Internet, blogs are generally public to the world, although they may also be geared to smaller, more defined groups. Readers are able to respond to posts by leaving comments. One example of a group blog is Crooked Timber ([http://www.crookedtimber.org](http://www.crookedtimber.org)), a political blog run by a group of academics from around the world. Good ideas for using blogs in teaching and learning include encouraging reactions to class readings, course content or current news events; or for following up on class discussions with relevant links or materials. NOTE: Blogs that are made ‘public’ in Blackboard are only available to the students registered in the course.

- **A wiki** is a series of linked Web pages collaboratively created by many authors. They are collections of information organized with one topic per page of the wiki, and are available to the world to read and often to write. One of the most well-known wikis on the Internet is Wikipedia ([http://wikipedia.org](http://wikipedia.org)). Wikis can be used in teaching and learning to build a glossary of terms, create a knowledge base, write a collaborative document, create a collection of clarifications or explanations, organize signups for class presentations, or show the steps for working out specific problems in a math or science course. They are extremely flexible.

- **A journal**, like a diary, are personal reflections. By default, journals in Blackboard are private between a student and instructor, but can be shared if the instructor wishes. Ideas for using journals for teaching and learning include student reflections on internships, service learning experiences, field work, or specific course assignments. They can also be a great addition to students’ e-portfolios.
Here are the basic steps for creating a wiki:

- Under Control Panel, select **Course Tools → Wikis**.
- Create the new wiki, then open it and add the first entry. Students access the wiki through their Tools menu.
- Optional: Add your wiki to a content area or add a button for it on your course menu.
- Make sure your syllabus contains instructions, rubrics, models, a schedule of when to contribute, etc.

**Using Wikis**

1. Go to **Course Tools** and select **Wikis** from the dropdown menu.
2. Click **Create Wiki**.
3. Give your wiki a name.
4. In the text box, add step-by-step instructions telling your students how to add a wiki page, similar to the screen below, along with specific details about the wiki assignment and desired formatting.
5. Set up Wiki options as desired, including: date restrictions, whether the wiki is open or closed to editing (read-write vs. read-only), and grading.
6. Click **Submit**.

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**How-to Videos Available**

Visit Blackboard’s On-Demand Learning Center, available in all Blackboard 9 courses.

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### Instructions for students

1. Click **Create Wiki Page** (upper left).
2. Under "Name", type the name of the instructional strategy you were assigned, in bold.
3. Place your cursor in the text box.
4. Skip a line, then type your summary.
5. Click **Submit**.

### Setting up the wiki instructions and settings

- **Student Access**: Closed to Editing, Open to Editing
- **Grade Wiki**: No grading, Grade: Points possible

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Visit Blackboard’s On-Demand Learning Center, available in all Blackboard 9 courses.
7. If you like, you can open your wiki and the first wiki page. Click on your wiki name to open it.

8. A form appears automatically when you first open the wiki. This form is used to add the first wiki page to your wiki. All subsequent pages will use the Create Wiki Page to access the form and add a wiki page. Give the page a name and enter your wiki content in the text box.

This first wiki page can be used as:

- an index page
- the first page of wiki content
- to provide a sample entry for your students
- to elaborate further on instructions,
- the first actual content page for your wiki.

Finished wiki pages will be listed in the right-hand column of the wiki. All wiki authors can comment on wiki entries using the Comments button. After several wiki pages have been added, it will look similar to what is show below.

![Example of a Wiki in progress](image-url)
Adding a Course Menu Button for a Wiki

- Select the ‘plus’ sign at the top of your course menu.
- Select **Create Tool Link**.
- Give Button a Name.
- Under Type, select Wikis
- Select “Available to Users”
- Click **Submit**. This will link to all course wikis.

It is also possible to add your wiki to a specific Content Area (e.g., “Course Information” or “Assignments”) using the **Add Interactive Tool** option.
Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

Phone: (860) 768-4661
Email: fcld@hartford.edu
Website: http://uhaweb.hartford.edu/fcld/

Information Technology Services (ITS)
ITS Help Desk – Computing Center
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner, campus facebook).

Phone: (860) 768-5999
Email: its@hartford.edu
Website: http://uhaweb.hartford.edu/its/

Media Technology Services (MTS) – Harry Jack Gray Center E113
MTS maintains and installs classroom equipment, such as projectors, Symposiums, and interactive white boards, delivers and sets up technology needed for classes such as laptops, overhead projectors, microphones, sound systems, DVD/VCRs, digital cameras, etc., and provides instruction on its use. MTS is also responsible for overseeing ECHO360 Lecture Capture classrooms and administers WebEx web conferencing accounts.

Phone: (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)
Website: www.hartford.edu/mts