After a wiki is set to be graded, a column is automatically created in the Grade Center. Then, individual student contributions can be accessed from the wiki’s Participation Summary page. A user’s name can be selected and all the pages the student authored and edited can be viewed to determine the grade. The Participation Summary page allows you to start at a high level summary and drill down to the changes that an individual student made. The grade applies to the wiki, not an individual wiki page.

A graded wiki cannot be set to ungraded. The only way to revert to an ungraded wiki is to delete the graded wiki from the wikis listing page and the Grade Center, and create a new ungraded wiki. Alternatively, you could avoid including the graded wiki column in Grade Center calculations, if the wiki pages need to be retained.

The grading process for wikis can begin from the Grade Center, the Needs Grading page, the Course Tools area, or the course location where the wiki has been deployed.

1. Access the wiki to be graded

2. On the wiki topic page, click **Participation and Grading** on the Action Bar.

3. On the Participation Summary page, select a student’s name in the View Contributions section. Students with contributions ready for grading appear with the 🚸.

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.
5. When ready to grade, in the Grade section in the side panel, click **Edit Grade**.
   The grading field appears in the side panel

![Grade section](image)

6. Type a numeric grade in the Current Grade Value text box, or if a rubric has been created for this graded wiki, click **View Rubric**.

7. Optionally, type Feedback for the student and Grading Notes, which appear to you and Graders only. Optionally, use the Spell Check function in the bottom of each text box. Click **Text Editor** to access all the Text Editor functions for formatting text and adding URLs, attachments, images, Mashups, and multimedia.

8. Click **Save Grade** to add the grade, feedback, and grading notes to the Grade section and to the Grade Center.

![Grade section](image)
9. The grade, feedback, or grading notes can be edited by clicking the Edit Grade function again at any time. The changes appear in the Grade section and in the Grade Center. The changes are documented in the Grade Center in the Grade History tab on the student’s Grade Details page.

Use the Previous User and Next User arrows in the View Contributions section to quickly access other students’ contributions to grade.

**Note:** If a rubric will be used to grade wiki contributions, it must be created and added to the wiki in advance.

Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.