
Teams LX™

About Teams LX™

This is the end-user help documentation for Teams LX™. Teams is an application that allows users to create and share wikis within a learning management system. If you don't find what you are looking for, please contact your institution's help desk.

Overview of a Wiki

A wiki is a website of one or more pages that allows people to add and edit content collectively. This wiki has an easy-to-use editor that lets you quickly add content and style your work.

Your wiki starts off with one page: the homepage. You can add new pages at any time and link them together.

To learn more, browse the topics in this section or use the search function.

Finding a Wiki Site

There are a two main places that you can access a wiki from within your online course or organization:

- The Central Course Wiki site is found within the Tools area of your course or organization.
- Team Wiki sites can be found in any content area where the instructor has created them.

Each course or organization has one Central Course Wiki but can have many Team Wikis.

Accessing the Central Course Wiki

1. Go to your course home page.
2. Click on the Course Tools link within the course menu.
3. Click on the Wiki Tool.

Accessing Team Wikis

1. Go to your course home page.
2. Click on the content area (Course Documents, Assignments, etc.) in the course menu.
3. Browse the sub-folders, if any.
4. Click on the View on your wiki.

Uses of Teams LX™

Teams LX™ is a special wiki designed to give students and instructors tools for collaboratively creating rich media websites within the course management environment. Users sharing a common online workspace author content, assemble research, and present their work.

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Collaborating on online projects

Teams LX™ is a great way for instructors to create group assignments. Students work cooperatively to develop, write, and publish their solutions in the form of websites. This process encourages them to think critically and analytically as they evaluate and organize relevant content.

Creating a shared course resource

Teams LX™ allows instructors and students to collaboratively build shared knowledge bases within courses. Users can maintain an up-to-date, online course resource by authoring content, linking to external resources, contributing opinions and analysis, and re-framing existing content.

Assessing group participation

Teams LX™ provides a course tool to help instructors assess the group project work they have assigned. This tool allows an instructor to drill down into the individual contributions of each student and to track the evolution of a group's response during the problem-solving process.

Configuring your Central Course Wiki

By default, the Central Course Wiki is set up such that the instructor is the only one who can edit and create pages.

To change settings for this wiki navigate to the Control Panel for your course or organization and click Configure Wiki Tool.



Course Tools	
Announcements	Digital Dropbox
Course Calendar	Glossary Manager
Staff Information	Messages
Tasks	Configure Blog Tool
Send Email	Configure Wiki Tool
Discussion Board	Assess Wikis
Collaboration	Manage Podcast

Control Panel link to configure the Wiki Tool.

Each of the configuration options is explained below.

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Configure Course Wiki Tool

Course Wiki Tool Options

Please Note: The settings on this page apply only to the course or organizational level wiki tool, not to the group wiki tool that can be added in content areas.

Do you want to allow students to edit the wiki? Yes No

Do you want to allow students to purge wiki pages? Yes No

Who do you want to allow to comment on wiki pages? Nobody Instructor Only Everyone in Course

Choose the dates and times for which students will be allowed to edit the wiki tool.

Allow Edits After
Nov 18 2006 9:00 PM

Allow Edits Until
Nov 18 2006 9:00 PM

Choose the dates and times for which the wiki tool can be viewed by students.

Display After
Nov 18 2006 9:00 PM

Display Until
Nov 18 2006 9:00 PM

How shall public references to students be displayed? User Name Person Name Both Names

Choose Alternate Language

Choose Primary Text Direction: -- None --

Cancel OK

Configuration options for the Central Course Wiki.

Allow student to edit pages?

Choose "No" if the instructor will be the only person editing or creating pages. Choose "Yes" if students can participate.

Allow students to purge wiki pages?

Choose "Yes" if students are allowed to permanently delete pages in the wiki.

Who can comment on pages?

Select "Nobody" to turn off the comments function, "Instructor Only" if you will be the only person adding comments, or "Everyone in Course" if students will also participate.

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When can students use the wiki?

Specify the date range in which students can edit pages if editing should be restricted to specific dates. By default, there are no date restrictions placed on editing if enabled for students.

When can students view the wiki?

Specify the date ranges in which students can view pages if viewing should be restricted to specific dates. By default there are no date restrictions placed on viewing if enabled for students.

Are you using a right-to-left language?

If you are building sites in a language that is read right-to-left, such as Arabic, you can set the primary text direction. Selecting this option will display the text in the wiki from right to left.

Creating Additional Wikis

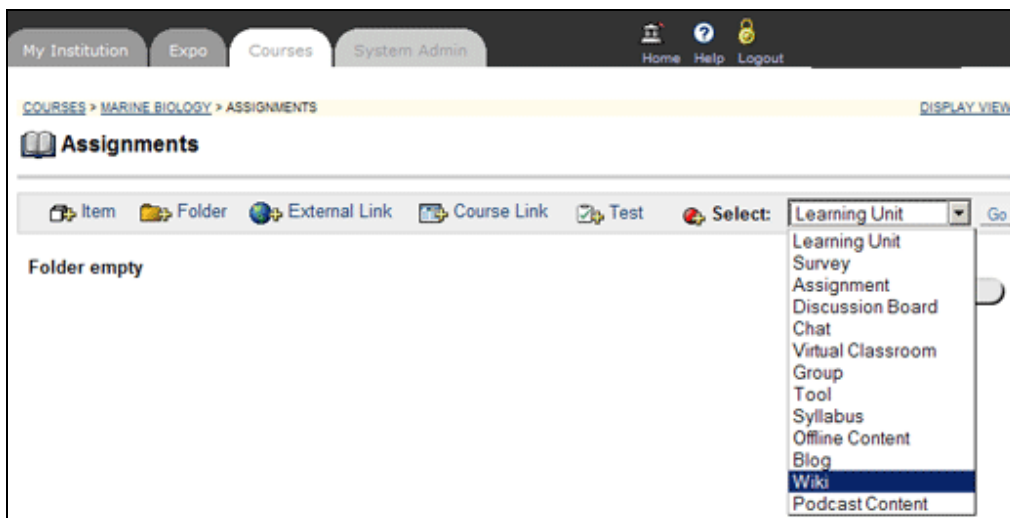
You can create as many wikis as you would like in your course. These wikis can be configured in different ways to create different learning activities. Note that each course or organization also has one [Central Course Wiki](#) that you can turn on or off.

If available in your version of Blackboard, additional wikis are created within the Control Panel or in the Edit View of course content areas. Wikis are created by adding a special kind of content type in a course content area such as Assignments or Course Documents. Additional wikis cannot be created if the Instructor has disabled the wiki content type in the course Control Panel.

Create a New Wiki

To create a wiki:

1. Go to your course or organization Control Panel.
2. Choose a content area (i.e. Course Documents, Assignments, etc.) or create a new one.
3. Select the "Wiki" item from the drop-down list in the right corner of the action bar.
4. Click the Go button, which will direct you to the Create Wiki page.



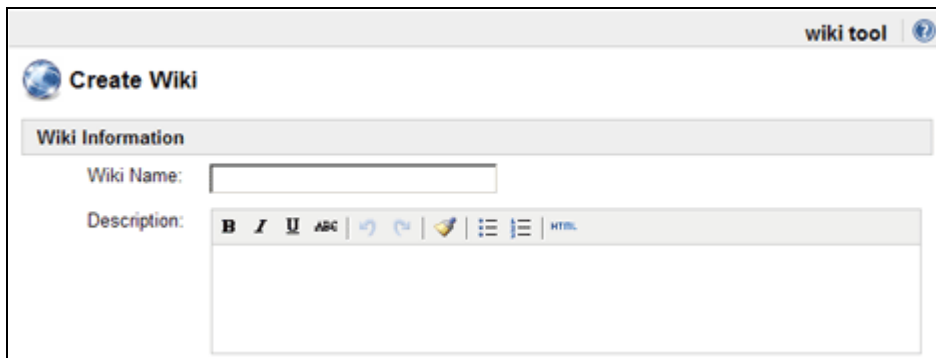
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Add a new wiki to any content area in a course or organization.

Configure the Wiki

Once you have accessed the Create Wiki page, you will need to complete the information required to configure it for use.

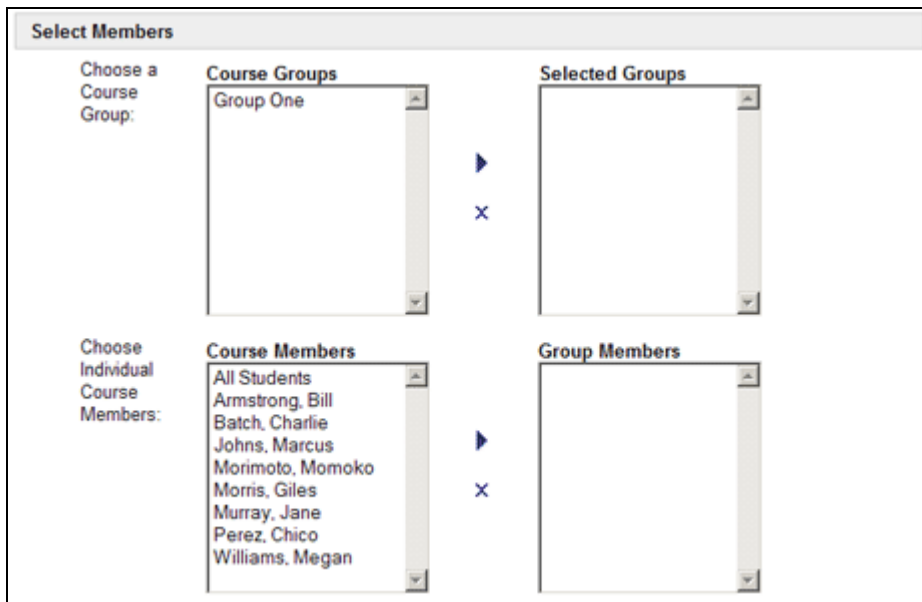
Step 1 - Wiki Information



The screenshot shows a web interface titled "Create Wiki" with a "wiki tool" header. The main section is "Wiki Information". It contains a "Wiki Name:" text input field and a "Description:" text area. The text area has a rich text editor toolbar with icons for bold (B), italic (I), underline (U), text color (ABC), link, unlink, insert image, bulleted list, numbered list, and HTML source code.

Create Wiki - Step 1 - Wiki Information

Step 2 - Select Members



The screenshot shows a "Select Members" form. It is divided into two main sections. The top section is for "Course Groups", with a "Choose a Course Group:" label and a list box containing "Group One". To its right is an empty "Selected Groups" list box. The bottom section is for "Course Members", with a "Choose Individual Course Members:" label and a list box containing "All Students", "Armstrong, Bill", "Batch, Charlie", "Johns, Marcus", "Morimoto, Momoko", "Morris, Giles", "Murray, Jane", "Perez, Chico", and "Williams, Megan". To its right is an empty "Group Members" list box. Blue arrows and 'x' icons indicate the direction of selection between the source and target list boxes.

Create Wiki - Step 2 - Select Members

Wikis can be made available to either individual course members and course groups . All active groups and course members in the course will be available for selection in this step. If groups and individual members are selected, then the wiki will be available to all members of the selected groups and all selected individuals.

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Step 3 - Options

Options

Do you want to make the content visible? Yes No

Do you want to allow students to purge wiki pages? Yes No

Who do you want to allow to comment on wiki pages? Nobody Instructor Only Wiki Member and Instructor Everyone in Course

Choose the dates and times for which group members will be allowed to edit the wiki.

Allow Edits After
Dec 10 2006 4:00 PM

Allow Edits Until
Dec 10 2006 4:00 PM

Choose the dates and times for which non-group members will be allowed to view the wiki.

Display After
Dec 10 2006 4:00 PM

Display Until
Dec 10 2006 4:00 PM

How shall public references to students be displayed? User Name Person Name Both Names

Create Wiki - Step 3 - Set Options

Allow student to edit pages?

Choose "No" if the instructor will be the only person editing or creating pages. Choose "Yes" if students can participate.

Allow students to purge wiki pages?

Choose "Yes" if students are allowed to permanently delete pages in the wiki.

Who can comment on pages?

Select "Nobody" to turn off the comments function, "Instructor Only" if you will be the only person adding comments, or "Everyone in Course" if students will also participate.

When can members use the wiki?

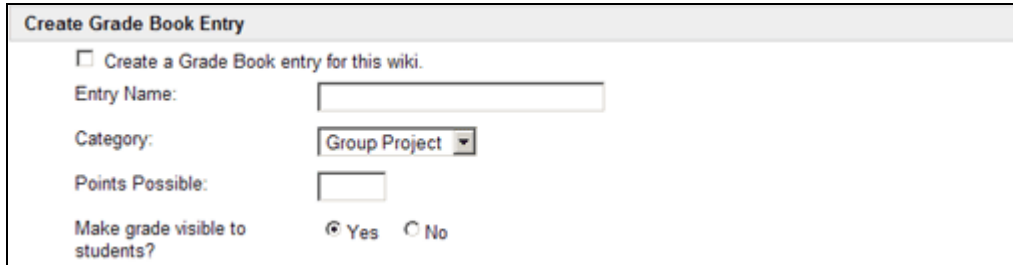
Specify the date ranges in which students are allowed to edit pages. By default there are no date restrictions placed on editing, if enabled.

When can other course users view the wiki?

Specify the date ranges in which students can view pages if viewing should be restricted to specific dates. By default there are no date restrictions placed on viewing if enabled for students.

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Step 4 - Grade Book Entry



The screenshot shows a dialog box titled "Create Grade Book Entry". It contains the following fields and options:

- Create a Grade Book entry for this wiki.
- Entry Name:
- Category:
- Points Possible:
- Make grade visible to students? Yes No

Create Wiki - Step 4 - Gradebook Entry

If the wiki is being graded, select the "Create a Gradebook entry" option and specify the information for a Gradebook entry to be created for the wiki. To remove this entry from the Gradebook after creating it, do so from the Gradebook.

Step 5 - Text Direction



The screenshot shows a dialog box titled "Text Direction". It contains the following field and options:

- Choose Primary Text Direction:

Click "OK" to finish. Click "Cancel" to abort this process.

Buttons:

Create Wiki - Step 5 - Text Direction

If you are building sites in a language that is read right-to-left, such as Arabic, you can set the primary text direction. If no text direction is selected, content will be displayed by default from left to right.

Once you have made your selections, click "OK" to create the wiki.

Evaluating Participant Performance

Click on the "Assess Wikis" link in the Course or Organization Control Panel to do the following:

- view a list of all of the wikis in the course
- view a participation report for each wiki, showing how much each student contributed
- see a detailed participation report for each student for a wiki
- review the revision history for one page to see a particular user's revisions



Course Tools	
Announcements	Digital Dropbox
Course Calendar	Glossary Manager
Staff Information	Messages
Tasks	Configure Blog Tool
Send Email	Configure Wiki Tool
Discussion Board	Assess Wikis
Collaboration	Manage Podcast

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View wiki participation reports by clicking "Assess Wikis".

Listing of All Wikis in the Course

Selecting the "Assess Wikis" link will list all of the wikis in your course or organization. This page shows all the wikis that have been assigned in the course and allows the instructor to view the details of a particular site.

Wiki	Description	
Climate Change and Arctic Ecosystems	Group A course project wiki: explores the effects of climate change on marine ecosystems in the arctic.	View Participation
Conversations in Marine Biology	Course wiki for discussions around class topics. Basis for participation grade.	View Participation
Food chains of Continental Shelves	Group B course project wiki: explores plant and animal species native to continental shelves and the characteristics of these ecosystems that make them some of the most productive.	View Participation
Prey and Predators of Cephalopods	Group C course project wiki: explores cephalopod behavior and relationships between cephalopods and their prey and predators.	View Participation

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Select the "View Participation" button to view participation details for the site.

Participation Summary Report for a Wiki

Click "View Participation" next to a wiki to get to the Participation Report. The report shows an up-to-date summary of each participant's contribution to the site.

Name	User Name	Total Page Saves	Total Lines Modified	
Jane Murray	jmurray	58.9% (56/95)	60% (614/1024)	View Detail
Amanda Johnson	amanda	40% (38/95)	27.3% (280/1024)	View Detail
Chico Perez	chico	18.9% (18/95)	32.7% (335/1024)	View Detail

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Participation Statistics for a Course Content Area Wiki

This page shows the percentage of work completed by each student and provides access to a more detailed breakdown of the work by selecting the View Detail button.

The Group Site Participation page shows a breakdown of the total page saves and the total lines modified. These metrics can help an instructor determine the level of a student's participation within the Teams site.

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- "Total Page Saves" shows the number of times that a particular student has saved a page in the wiki and the percentage of total page saves made by that student.
- "Total Lines Modified" shows the number of lines modified by a particular student and the percentage of the total lines modified by that student.

Participation detail can be filtered and viewed by the following criteria:

- All available dates
- The past month only
- The past week only
- Today only

To filter the Participation Detail by date, select the appropriate filter from the drop-down list, and the page will automatically refresh.

User Participation Report for a Wiki

Click "View Detail" next to a user on the Participation Summary Report page to view the User Participation Report for that user in a wiki. More-detailed information about the content contributed by the user to each page can be viewed.

Page Name	Total Page Saves	Total Lines Modified	
Climate Change and Crustaceans	37.9% (36/95)	93% (400/430)	See Change History
Melting Sea Ice and Marine Mammals	51.6% (22/43)	85.2% (183/215)	See Change History
The Effect of Increased CO ₂ on Arctic Fauna	10.5% (7/64)	18% (54/302)	See Change History

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Participation statistics for a user in the wiki broken down by page

Browse Page History

To further examine a student's work, you can drill down to the Page History for a given page from the User Participation Report. Since the system saves each revision of each page in every wiki, you can browse students' work to see their individual contributions.

Modified By	Date of Change	Revision	
Jane Murray	Thu, Nov 2, 2:32 PM	Latest (version 2)	View Diff
Amanda Johnson	Mon, Oct 9, 2:24 PM	Original (version 1)	View Diff

[Go Back](#)

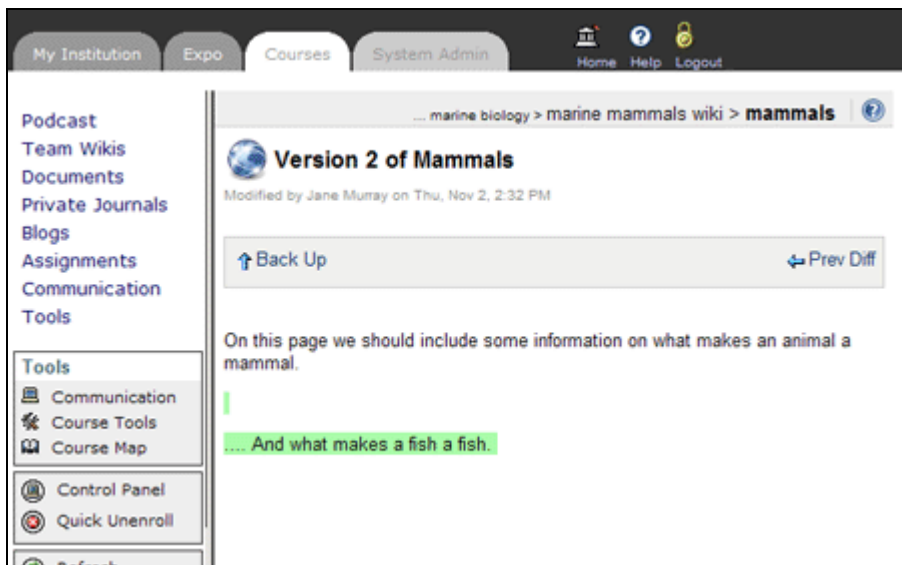
Examine student work by clicking "See Change History."

For more info, see the Page History topic.

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Compare Revisions of a Page

Click "View Diff" to compare two adjacent revisions of a page. A Diff highlights the changes made in the current version since the last version was saved. This is useful when evaluating students' work .



Examine student work by clicking "View Diff."

For more info, see the Page History topic.

Using a Wiki

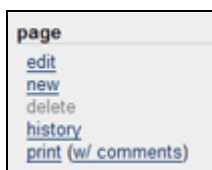
Creating a New Page

There are several ways to create a new page in your wiki.

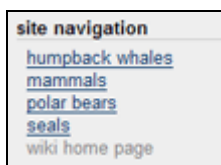
The "New Page" Link

You can create a new page by clicking "new" under the "page" heading in the sidebar on the right. Give the page a title and contents and then click "Save."

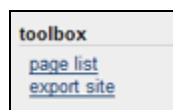
You can now navigate to your new page either by clicking the page title under the "site navigation" section or by clicking the "page list" under the "toolbox" section and selecting the page title in the subsequent window.



Click 'new' to add a page.



The link to the new page appears in the site navigation section or in the Page List accessed via the "toolbox" section.



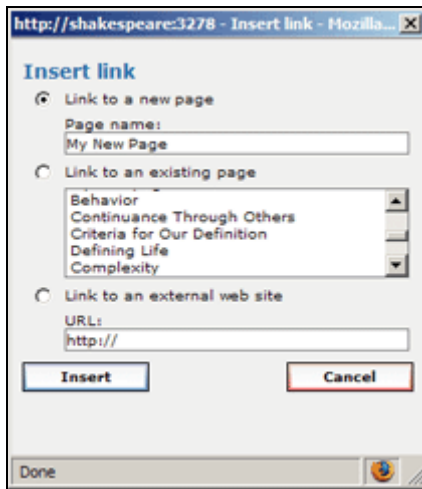
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Creating a Link to a New Page

New pages can also be created by simply creating a link to the new page.

To link to a new page:

1. Start editing an existing page.
2. Select some text in the page.
3. Click the *Insert Link* button, which looks like a chain link (🔗).
4. In the resulting dialog box, shown below, choose "Link to a new page" option and give the page a name.
5. Click *Insert*.



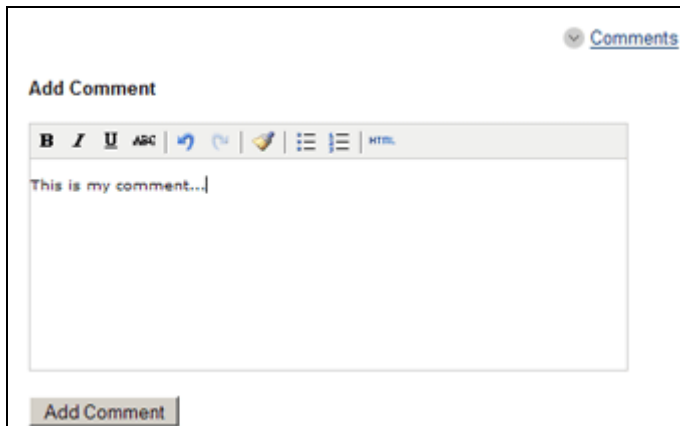
Insert a link to a new page to create it.

Commenting on a Page

The comments area displays at the bottom right of the page. Comments are hidden until you click on the "Comments" link. After opening and viewing the comments, you can add new ones via the Add Comment form.

Note: Depending on your permissions in this wiki, you may or may not see the Add Comment form.

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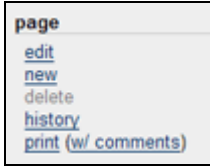
The screenshot shows a user interface for adding a comment. At the top right, there is a dropdown menu labeled 'Comments'. Below it, the heading 'Add Comment' is displayed. A rich text editor toolbar is visible, containing icons for bold (B), italic (I), underline (U), ABC, undo, redo, link, unlink, list, and HTML. The text area contains the placeholder text 'This is my comment...'. At the bottom of the form, there is an 'Add Comment' button.

Add a comment below a page.

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Deleting a Page

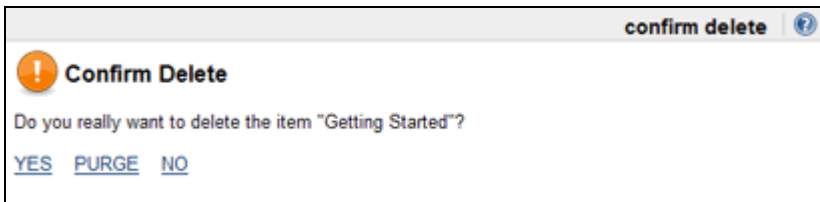
Pages in a wiki can be deleted at any point.



Click "delete" in the sidebar to delete a page.

To delete a page:

1. Click on the "delete" link in the sidebar on the right. *Note: Depending on your permissions in the wiki, you may or may not be able to select the delete link.*
2. You will be taken to a confirmation page.
3. Choose "YES" to delete the page and keep the version history, *PURGE* to permanently delete the page and all of the associated history, or *NO* to cancel.



Choose 'yes' to delete and 'purge' to remove permanently.

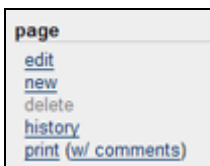
When you delete a page, the existing text is replaced with a message about who deleted it and when. Deleted pages are stored as page revisions, so they will still be visible in the Page List and Page History areas. This also allows them to be recovered at any time.

To delete a page permanently, choose the "PURGE" option. When this is done, the page can no longer be recovered.

Note: The homepage of a wiki cannot be deleted in the current version of the software. This will change in a coming version.

Editing a Page

To edit a page, click the "edit" link that appears in the sidebar on the right. This will launch the graphical page editor, which has a set of formatting controls as well as controls that allow users to link files or pages and add images.



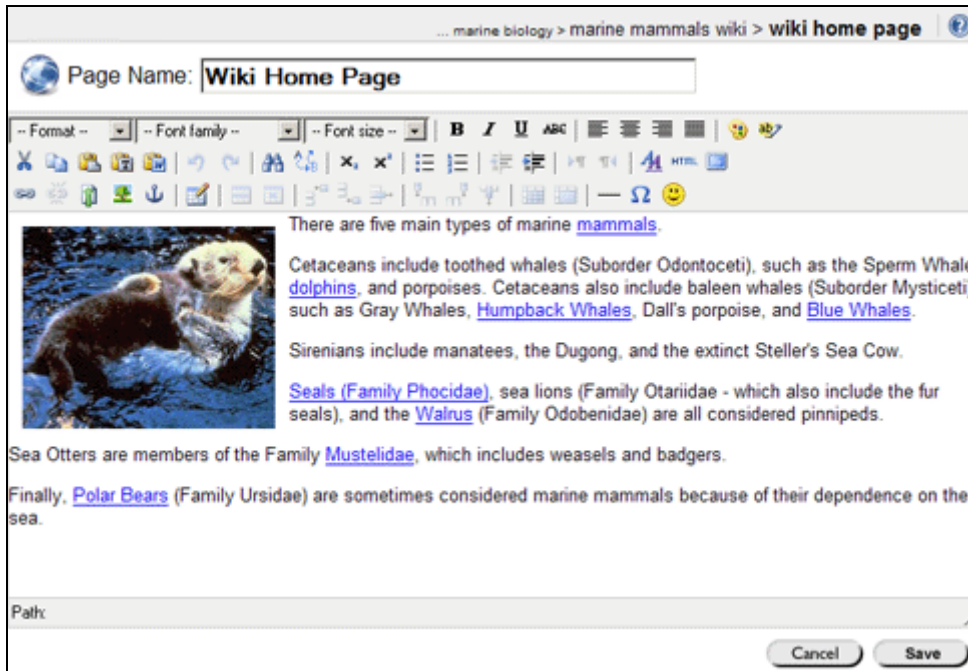
Click "edit" in the sidebar to delete a page.

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Graphical Page Editor

You can type into the editor pane or cut and paste text and images from an HTML page or a Word document and then edit the inserted text.

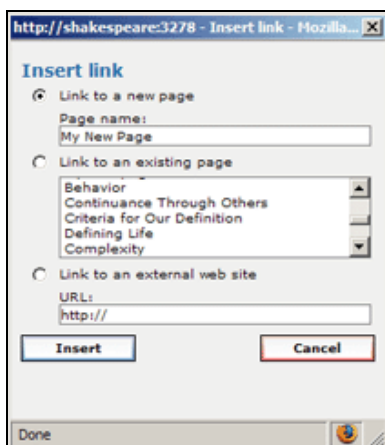
To learn your way around the editor, begin editing a page and then hold your mouse pointer over any of the buttons to see a brief explanation of the function.



Build and edit pages in the graphical environment.

Link Functions

This feature allows you to insert a link to another wiki page, an external website, or an uploaded file into the page being edited.



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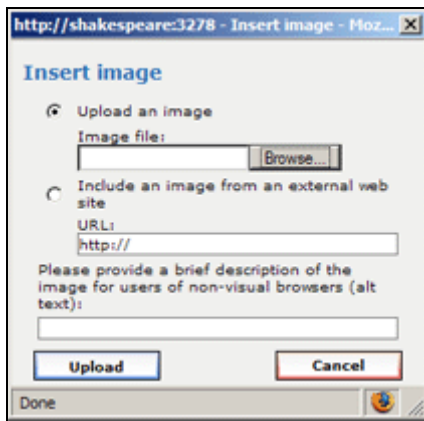
Add a link in your document to a new page, existing wiki page, or external web page.

To create a link within your wiki:

1. Highlight the text you wish to turn into a link.
2. Click the “Insert Link” button, which looks like a chain link (🔗).
3. From the resulting dialog box, select the type of link you wish to add:
 - Link to a new page
 - Link to an existing page (within the same wiki).
 - Link to an external page
4. Enter the detail (website URL, file location, page, etc.) for the link and click *Insert*.

Add Image Function

This feature allows you to insert an image directly into the page. Within the editor, you either upload an image or provide a hyperlink to an image on another web server.



Place an image on your page by uploading or linking.

To insert a local image:


1. Click on the “Insert Image” button (🖼️).
2. Select the "Upload an image" option.
3. Browse to locate the image you wish to upload.
4. Enter an image description.
5. Click “Upload” to add the image.

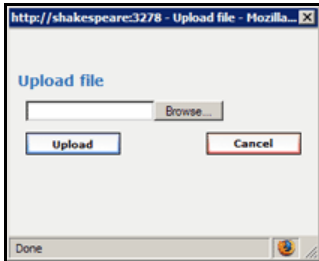
To insert an external image:

1. Click on the “Add Image” button (🖼️).
2. Select the "Include an image from an external web site" option.
3. Enter the URL of the image you wish to embed in your wiki and click OK.
4. Enter an image description.
5. Click “Insert” to add the image.

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Uploading and Attaching a File to a Page

To attach a file to a page, edit the page and then click the “Upload” button ().



Attach a file to a page by uploading it.

Editing in HTML Source Mode

Documents created in the editor are converted into HTML when saved. You can view the HTML code produced by the editor by using the Toggle Mode control located on the upper right side of the editor ([HTML](#)).

Note: This feature can be used to provide finer control of the page formatting than is possible by using the editor controls alone. Use of this feature requires prior knowledge of HTML.

Save Controls

Save edits made to your page by clicking the Save button located at the bottom right of the screen. To stop editing without saving changes, click on the Cancel button.

More Functions

The Graphical Page Editor has support for many more functions such as Undo, Redo, Find, Replace, Insert Table, Full Screen Editing, and more. To learn your way around the editor, try experimenting! You can also hold your mouse pointer over any of the buttons to see a brief explanation of the function.

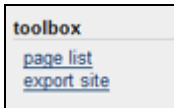
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Exporting a Wiki

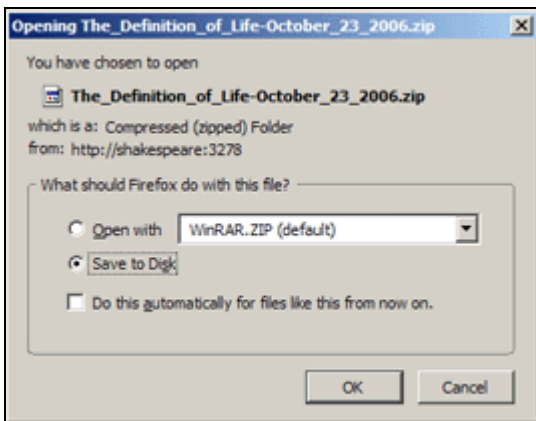
Wikis can be exported and stored on your computer. This allows you to browse the site offline, back up your material, or post the material to another web site.

To export a wiki:

1. Click on the "Export Site" link in the gray side bar.
2. Choose "Save to Disk" and select a location.



Click 'export site' to save the entire wiki to your computer.



Save the wiki to your computer.

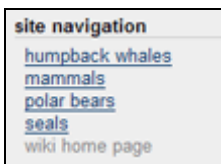
Exported sites are saved as a .zip file. To view the content, extract the zip, open the "index.html" page, and browse the site in your web browser.

Site Navigation and Page List

Navigating through a wiki is similar to navigating a website. Click on any link to go to that page. You can also access pages within the page list.

Site Navigation in the Sidebar

The "Site Navigation" list in the gray sidebar shows all of the pages in the wiki.



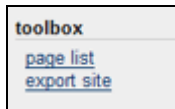
Click a page name to navigate to that page.

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The Site Navigation module allows you to create sites quickly without building your own navigational structure into the site. If you would like a more advanced navigation structure, you can build that by creating your own links between pages.

Using the Page List

To access the page list, click on the *page list* button in the *toolbox* module.



Click *page list*

The page list provides you with a hyperlinked list of all of the pages in the wiki. Selecting a page name link in the page list will open the selected page in the main wiki window.

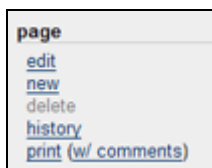


Browse to pages in the wiki or sort by attributes.

Page History

When a page is saved, a record of saved changes is preserved. This stored history makes three important wiki features possible. You can:

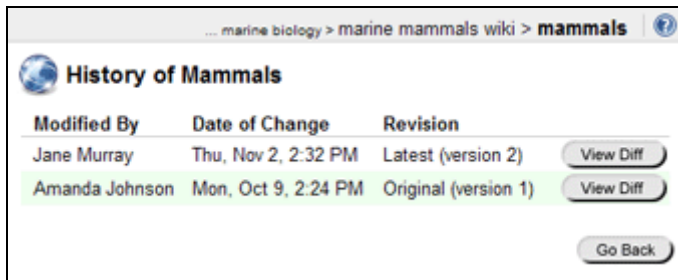
- revert the page to a previous version
- track changes made to pages as the content is being built
- recover a deleted page.



Click *history* in the "page" section of the right sidebar.

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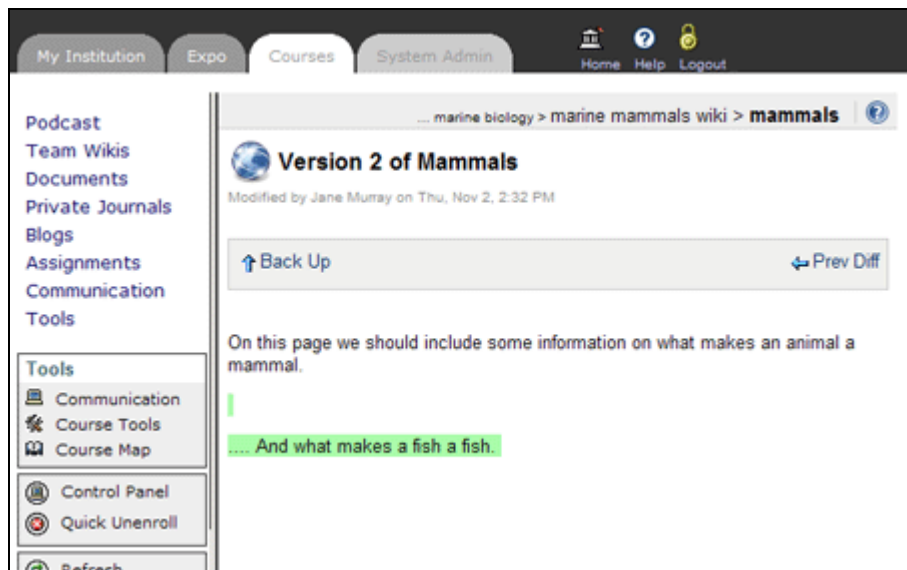
To access page history, click on the “History” link in the gray sidebar. From the next screen, you can click on the View Diff button to see earlier versions and revert back to them.



View the history of a page and compare revisions.

When viewing a diff, you'll see that changes are highlighted as follows:

- New text is in green
- Changed text in yellow
- Deleted text is stricken-through in red



View differences between revisions.

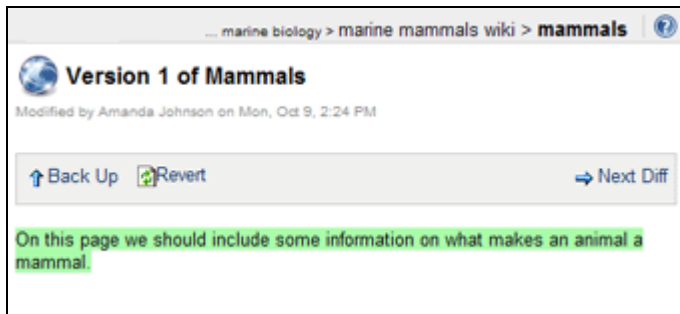
Recovering Pages

Since the wiki tracks each version of a page as you edit it, you can roll back to a previous version at any time by "reverting" to that version. This function is available from the page history and diff pages.

To recover a previous, or deleted, version of a page:

1. Click on the “Page History” link in the side bar.
2. Locate the version you wish to recover and click on the “View Diff” button.
3. Review changes and click the “Revert” button.

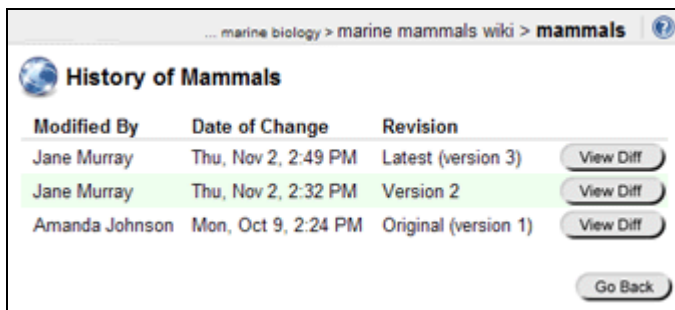
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Click "revert" to roll back to the target version of the file.

The page you have selected will be updated and become the latest version. The page history of the wiki will be updated appropriately to indicate the changes made. Note that you can also recover a page that has been deleted but not purged by following this same method.

If you return to the page history, you will notice that an additional revision has been made to track your change:



View the page history with the new revision that was added when you revert.