Create a Wiki Topic

1. On the **Control Panel**, expand the **Course Tools** section and click **Wikis**.
2. On the **Wikis** listing page, click **Create Wiki** on the action bar.
3. On the **Create Wiki** page, type a name and optional instructions. Make the wiki available.
4. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Display restrictions do not affect the wiki availability, only when it appears.
5. Choose the **Student Access** option. You can change the student access at any time.
   1. **Closed to Editing**: Select this option when you are the only one contributing pages or to disallow further page editing by users when you are ready to start grading the wikis contributions. All course members are allowed to view wikis that are closed to editing.
   2. **Open to Editing**: Allows users to modify any wiki page. In a group wiki, a user must be a member of the group to edit a wiki page.
6. In the **Wiki Settings** section, make a grading selection. If you select **Grade: Points possible**, type a grade to make the wiki a graded item. After you enable grading, a column is created automatically in the Grade Center. It is permanently gradable, and you cannot change it to **No grading**.

   ![Wiki Settings](image)

   7. Optionally, select the check box and the number of page saves required to show participants in needs grading status. Applying this setting will show the needs grading icon—the exclamation mark—in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of page saves have been made.

   **NOTE:** If you choose three page saves from the drop-down list and a user submits two, the in progress icon appears in the Grade Center cell and within the tool until the specified number is met.

8. Optionally, associate a rubric by pointing to **Add Rubric**.
9. Click **Submit**.