

## Enable Grading on a Wiki

### Overview

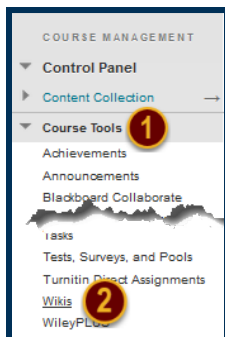
This tutorial will explain how to **Enable Grading** on a **Wiki**.

### Quick Steps

Control Panel > Course Tools > Wikis > Options Menu > Edit > Wiki Settings > Grade

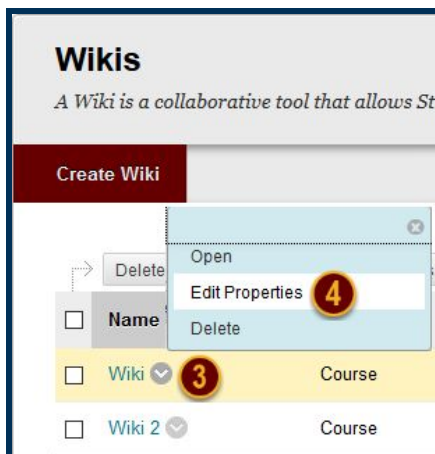
### Step 1

To Enable Grading on a Wiki, you must first access the Wikis tool. The Wikis tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the “Wikis” option [2].



### Step 2

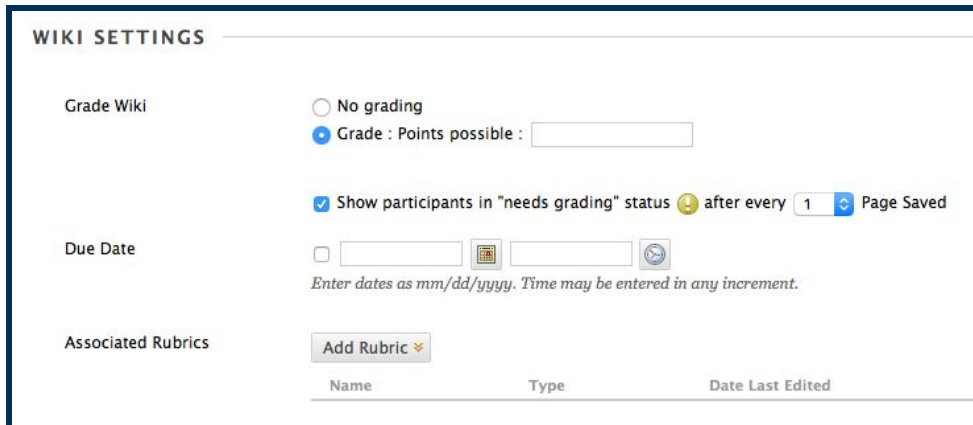
On the Wikis page, open the Options menu for the Wiki you want to grade by clicking on the Options Menu arrow [3] that follows the Wiki's title and select “Edit Properties” [4].



### Step 3

In the Wiki Settings section, select the “Grade” option using the radio button in the *Grade Wiki* row. Specify the number of Points possible using the Points possible field. Points possible will apply to one or more page saves made by a user on the Wiki topic.

After you enable grading, a column is created automatically in the Grade Center. It is permanently gradable, and you cannot change the setting to “No grading” afterward.



### Step 4

Optionally, check the checkbox for “Show participants in ‘needs grading’ status.” You can then use the drop-down list to select the number of page saves required for a student to qualify for a Needs Grading status in the Grade Center.

**Example:** If you choose three page saves from the drop-down list and a user saves two pages, the In Progress icon appears in the Grade Center cell and the Wiki until the specified number of page saves (3) is met. Once met, the Needs Grading icon will appear, instead.



*If you check the Grade Wiki option and do NOT check the “Needs Grading” checkbox in this section, the Needs Grading icon will not appear in the Grade Center and page saves will not appear on the Needs Grading page.*

In the *Due Date* row, select a Due Date and Time. Graded pages made after a due date are marked LATE on the Grade Details page in the Grade Center and the Needs Grading page.

In the *Associate Rubrics* row, you can also [Associate a Rubric](#) with the Wiki.

### Step 5

When you have finished completing the settings, click the *Submit* button.