Create a Graded Blog or Wiki in Canvas

In absence of a blog and wiki platform in Canvas, an External Tool called Campus Pack has been integrated into the system. By creating a Graded Blog or Wiki, a column is created in the Canvas Gradebook. Assignments also allow for the creation of due dates which populate the Canvas Calendar and send Notifications to students.

The following instructions outline the three-step process of adding graded blogs or wikis to a Canvas course. Sections on Template Settings and Grading are also included.

**Step 1: To add a graded blog or wiki to a Canvas course:**

1. Navigate to Assignments within the Course Menu of the course.

2. If you haven’t already done so, create an Assignment Group to hold the blog/wiki.
   a. Click [+ Group] at the top right of the screen.
   b. On the resulting screen, enter a Group Name.
   c. Add a “% of total grade if the assignments in this group will be weighted.
   d. When finished, click [Save].

3. Click [+ Assignment].
4. On the resulting page,

   a. Add an **Assignment Name**.
   b. Add Assignment Instructions within the Text Editor.
   c. Add the **Points**.
   d. Use the dropdown menu to place the assignment in an **Assignment Group**.
   e. Use the dropdown menu to choose the **Display Grade as** setting.
   f. Under **Submission Type**, select **External Tool** from the dropdown menu.
   g. From the **Configure External Tool** box, select Blog, Journal, Wiki, etc.
      **Note:** The URL field will fill automatically once an option is selected.
   h. If you wish the blog or wiki to load in a new tab, select **Load this tool in a new tab**.
   i. Click **[Select]**.
   j. Enter Due Dates and Availability.
   k. Click **[Update Assignment]** to finalize Part 1.

**Important:** Once the item has been created in Canvas, it needs to be configured. Proceed to the directions below on configuring the blog or wiki settings.

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Step 2: To configure the blog or wiki settings:
1. Immediately after completing Step 1, click the blog or wiki link presented.

2. Update the Title to match the title given within Canvas.
3. Optional: Add a Description of the blog.
4. Select the type of blog you would like for Deployment.
   - **Single Copy** – everyone posts to and can read the same blog.
   - **One Per Person** – You will need to select which role should receive a blog.
     i. each person posts to their own blog
     ii. no one aside from the instructor/TA can see and comment on it.
     **Note:** There does not appear to be a way to create One Per Person and allow peers to review and comment to individual blogs.
     **Important:** At the present time, the Speed Grader does not work with the One Per Person blog option.

5. Click [Add] to apply settings.
6. To make the first post, click [+] on the blog or wiki page.
Step 3: Publish the blog and wiki:
This is a two part process. In order for students to see the blog or wiki, the tool itself must be made available and then the Assignment in canvas must be made available. The following instructions outline that process from the completion of Step 2 above.

1. Immediately after completing Step 2, the blog or wiki will open.
2. To make the blog or wiki available, find and select the “Click here to make it available.” Link under the blog/wiki name to the left of the page.

3. Now click on Assignments in the Course Menu.
4. Find the blog or wiki assignment in the Assignments list.

5. Click the cloud icon to the far right to make the assignment available to students. **Note:** Even if the assignment is date released it will be necessary to click the cloud icon to activate the assignment.