Campus Pack
Blogs, Wikis, and Journals

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Introduction to Campus Pack Blogs, Wikis, and Journals

This document provides basic instructions on how to create, manage and edit Campus Pack Blog, Wiki, or Journal sites in an ELMS course space.

Campus Pack offers three kinds of sites from which to choose:

**Blog:** A Campus Pack Blog allows the author(s) to add dated entries, usually displayed in reverse-chronological order. There are three ways to configure blogs in Campus Pack.

- The preferred method, is the “Single Copy” blog. Usually, the instructor constructs an assignment entry in the blog, and students respond with comments. In this way, students can see and respond to each other’s work in one place.
- “One per person” blog configuration- Students have their own blog, and although they can see each other’s blogs, they cannot comment.
- Lastly, there is a selection to add a blog for each “Group” in the course, but at this time it does not work with Canvas so it is unavailable.

**Journal:** A Campus Pack Journal is a special configuration of the Campus Pack Blog. It is set up to be a private blog between a student (author) and their instructor or TA (owner). The student may view and contribute to their own journal, but cannot view or contribute to any other student’s journal in the course. Owners (instructors, TAs, or Course Builders), will be able to view all student entries on one page. When an instructor views a journal, all entries are displayed on the same page, but are seen only to the author and owners.

**Wiki:** A wiki is similar to a website that allows participants to add and edit content individually or collectively. It may be composed of one or more pages. Wikis pages are "non-hierarchical" and the information is presented in an open format or hyperlinked organization (like a web page), instead of chronological (like a blog or journal). Wikis can be created as open or for individuals or groups. One powerful feature of a Campus Pack wiki is that the instructor can view and grade student contributions.

Campus Pack Permissions Terminology

For all of the Campus Pack tools above, permissions can be defined for individuals or groups. Permission profiles are groups of actions that can be assigned to users.

**Viewer** – Viewers can read the blog, journal or wiki, but can’t participate

**Author** - Authors are the actual participants who can make new entries and edit content.

**Owner** - Owners have complete control over the blog, journal, or wiki. Owners add users, assign roles, add content, edit content and grade entries. **Custom** – Selected permissions from one or more roles that create a unique, custom role that can be assigned to individuals or groups in a blog, wiki, or journal. These are designed by an Owner only.
Adding a New Blog, Wiki, or Journal to an ELMS Course Space

All Campus Pack tools must be added in the Assignments area of a Canvas course space to be integrated with the course roster and gradebook. All of the tools are added to ELMS using the steps below

1. In the Assignments area, click on the blue “+ Assignment” button in the upper right.
2. This brings up the Canvas Assignment interface. At the top of the form complete the following:
   a. Type in a title (required). This is displayed on the Assignments page so be sure it will be something students will recognize
   b. Type in a description (optional)
   c. Type in points
   d. Select an assignment group (default is “Assignments”)
      a. Select how grades will be displayed (points, grades, etc)

3. At the bottom of the form:
   a. Select “External Tool” from the drop-down list
   b. Click in the External Tool URL box to bring up a list of external tools.
   c. Click on the Campus Tool URL box that you wish to add to the course. The url is visible in the window.(inset)
   d. Check the box next to the “Load This Tool in a New Tab” (best practice)
   e. Due dates and availability dates can be set if needed
To finish, click the “Update Assignment” button

You now have successfully added a Campus Pack blog, wiki or journal to your course.

**Configuring the Newly Added Campus Pack Tool**

Once the Campus pack tool is added to your course, it must be configured by assigning users roles, adding assignment text, maybe adding a banner, and more. Begin by clicking on the “Load the Campus Pack blog in the new window” button.
The Campus Pack tool setup page opens in a new window.

1. There are 2 ways to create a blog, journal or wiki assignment. First, it can be created new. Alternatively, an assignment can be copied, imported or linked from another semester. To re-use Campus Pack content select the appropriate button from the upper right; otherwise, do not select and create a new blog, wiki, or journal assignment. The “Add Shortcut” button can only be used when you have the Campus Pack Collaboration link added to the course navigation bar. A link to an existing Campus Pack assignment will be added on this central repository for Campus Pack in your course.

2. **Type in a title.** This title can be the same or different from the title that you gave this tool when setting it up as an assignment. It is best to keep the title the same to avoid confusion. If you wish, you can type in a description, although it is best to keep it short. There are 3 deployment options for blogs and wikis: single copy, one per group, and one per person. Journals are automatically configured as “one per person”.
   a. **Single Copy**: A single copy will create a single site space in which all the students may view and contribute.
b. **One Per Group**: This option is not available in Canvas at this time. When functioning properly, it is used with the groups tools to create a Campus Pack blog or wiki for each group.

c. **One Per Person**: This option allows you to create separate individual sites for each student. By default, these are private, but if desired, viewers could be added under Permissions. This is an appropriate option if you want to have individual site/pages related to a specific assignment and keep the entries separate.

3. Finish by clicking the **“Add” button** at the bottom.

### Developing a Blog, Wiki, or Journal

The Campus Pack blog, wiki, or journal that was created will now display. It is ready for content to be added.

**Header Settings**: There are several components to the header: title, description and banner.

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**Title and Description** – The title and description are automatically added to the top of the Campus Pack blog, wiki or journal from the setup page. To edit either:

1. Click the **“Settings” button at the top**
2. Select the **“Settings” link**
3. Change either title or description or both
4. Click the **Save button at the bottom**
Banner - there are several pre-loaded banners in the Settings area. Your own customized banner can be uploaded and added to the site. To change a banner, see the instructions above.

Navigation – To get back to the homepage from any page or administrative area in the Campus Tool, click on the title

Adding An Entry

To add an entry to the blog, wiki, or journal click the “Add Entry” button at the top.

A window pops-up to add a title. Type the name of the entry in the title box. To save the title, click the “Add Entry” button.

A new window will display. Complete your entry in the rich-text editor box. Text can be formatted, and audio, video and more can be added to an entry. Hover over an icon to find out its function.

Tags can be added at the bottom of the entry, just click in the tags box and type in the tag. The more tags added, the better it will be to sort, cluster and find data.
Viewing Recent Entries –

To view the recent entries, click on the “Recent Entries” button.

Entries are listed by title and time-stamped in order from most recent backward. Posts can be filtered by author using the drop-down box at the top. To read an entry in more detail, click on the title. The entry can be viewed in its entirety, as well as viewer comments, activity logs, and tags. In this view, the entry can be edited also, if you have that permission.

Components Of An Entry

For every entry, there is the following: the title, identification of the last person to edit the entry and a time stamp, and tags associated with it.

In addition, there may be “Viewer Comments” which can be viewed using the down arrow next to the category. A list of “Contributors” will be identified for each entry, as well as the “Activity” for all of the contributors. A number next to the category indicates there is content.

NOTE: Entries can also be accessed by clicking on the title in the home view OR the “Recent Entries” view.
**Viewing The Tag Cloud**

If entries are tagged appropriately, a robust tag cloud will be created automatically. To view the tag cloud, and access information by theme, click the tag button on the top right of the blog or wiki.

Here is an example of a tag cloud for the class wiki “American Painters of the 20th Century”.

**Settings “Gear” Button**

At the right top of the interface is a Settings button with gear. Many powerful functions can be found under the “Settings” button.

**Settings** – Change the title, description and banner. Make the blog, wiki, or journal available to students here.

**Page Hierarchy** – Lists the pages. The sequence and structure can be changed. Students can also have access to this function.

**Subscribe** – If this is selected, you will receive email notifications of the latest activity in the tool selected.

**Export** – The Campus Pack tool that you are using can be exported in several formats – standalone website, single web page, or an importable archive. To reuse in another class, select “importable archive”. Student names from previous classes will be visible if they are still a UMD student. Activity lists will be reset.

**Permissions** – To define Permissions click this link. This will be discussed in detail below.

**Widgets** – These are add-on tools that may be helpful such as ratings, calendars, etc. They are not required.

**Assessment** – This displays each student’s contributions to the blog or wiki. This can be set up to link to the gradebook.

**Attachments** – This is a list of files that were added to the Campus Pack tool, such as document files, spreadsheets, PowerPoints, images, audio files and more. It identifies the page and the file size of each file, and allows for the file to be deleted here.

**Recycle** – This removes the content by user, by role, or completely. This is useful when reusing a Campus Pack assignment in a new semester. It is recommended to export the blog, wiki or journal assignment in its entirety before recycling as a back-up.
Assignment Templates

If you set up *One Per Person* assignments, you have the option of creating a template. The template allows you to create an initial entry that all students will see in their individually deployed site. This saves you from copying the same message over and over into each student’s site. For example, the template entry may include a message from you, detailed instructions, examples, or other information.

**Important:** When you create a template, any subsequent edits to it will **not be transferred** (updated) to any students who have *already* accessed the assignment.

1. To add a template, go to your blog or wiki, and click the *Assignment Template* link, from the “gear” drop-down menu at the left side of the page.

2. Click the *Add New Entry* (or *Page*, if wiki) button.
3. Name the Assignment Template (this is only for you as students see their name, not a template title).
4. Use the text editor to create the entry that will be deployed as the template (for example, instructions)

**Student View** – When students click on the assignment, they will see the entry that you made on the template; however, it will be titled with their name (not the title “Assignment Template”).
Instructor View of a Blog, Wiki, or Journal Submissions

Viewing Single Copy Blogs/Wikis

In a *Single Copy* blog or wiki, all of the students' entries appear together on the site, rather than separate as with *One Per Person* (see below).

Viewing a Journal site

Like a *Single Copy* blog or wiki, viewing a Journal site will yield a single link that will open the site and display all contributions made by authors.
Viewing One Per Person Blogs/Wikis

1. If you create a One Per Group or One Per Person site, you will first see them listed in table format. In this case, the sites are viewed separately by the instructor.
2. Un-started assignments appear in the lower half of the table and active assignments (students who have accessed the assignments) are listed in the upper half of the table.
3. Permissions can only be updated on Active Assignments. They must be completed one by one.

Note: Students will not see the table, but will be taken directly to their site.

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Setting Permissions

When you create a blog, wiki, or journal, default permissions are assigned to the tool based on what it is and how it was initially configured (as a “Single Copy” or “One Per Person”). You can refine these default settings to whom you want to grant editing, commenting, and tagging permissions. You can group participants as viewers (except in Journals), authors and owners and grant each group discreet permissions. You can also create custom roles and assign select permissions to these roles. Users outside of the University of Maryland can be invited to participate by assigning them a custom role.
The following are pre-defined roles and default permission settings for each role:

- **Viewers** can read the entries, but cannot participate. This is a default setting only for the *Single Copy* blog. For the “One Per Person” blog or wiki sites, viewers will need to be added using Permissions.

- **Authors** can make new pages, edit content, and add comments. By default, students in the class are assigned the role of authors.

- **Owners** have complete control over the site. By default, all instructors, course builders, TAs in the course are assigned the owner permissions.

**To Adjust Permissions For A Campus PackSite:**

1. Click the **Settings “gear” button** in the upper right
2. Click the **Permissions** link on the drop-down menu.
3. To add users to a role, click on the appropriate tab for the role (e.g., Viewers, Authors, Owners, etc). **Note:** Journals do not include a Viewers tab.

4. Under each tab you will see the default users assigned to that role along with the permissions assigned to it.
5. To add people or groups to a role, first select the appropriate tab (e.g., Viewers, Authors, Owners).
6. Then select the appropriate groups in the left column, and then select specific sub-groups in the column to the right of it. All of the members of the sub-group are listed under them. Individuals can also be selected from within a group.
7. Then click the Add button.
8. The new people or groups will now appear, in the box above, along with any default users.
9. Click Save when you are finished.

Modify Pre-defined Permissions for a Role or To Create Custom Roles

1. To modify the pre-defined permissions for each role, click the Customize link.
2. You can create custom roles by clicking the Create a Custom Role link, and then clicking (Customize).
Sharing a Blog or Wiki with Users Outside Your Institution

1. Click the **Settings “gear” button**
2. Click **Permissions**. Then select the role you want to grant to users outside your institution when this site is shared.
3. From the user list, select **Everybody**, then **Everybody in the world** from the left column.
4. Click the **Add** button.
5. **Save** the change.
6. Next, send the user(s) the URL. The URL (permalink) is intact with the site name. To get the URL, point your mouse on the site title, then right-click to open a dropdown list.
7. From the dropdown list, select “**copy the link location**.” Note that different browsers may display differently named “copy link” options, so select the appropriate option given by your browser (e.g. Copy link location, Copy link, etc).

Making a Blog, Wiki or Journal Available to Students

There are 2 steps to making your Campus Pack blog, wiki or journal assignment available to students.

- **Make the Campus Pack assignment available within the tool.**
  1. Click to the **Settings “gear” button**
  2. Click the **Settings link**
  3. Select the checkbox next to “**Make Available**”
  4. Click the **Save button**
- **Publish the assignment within Canvas**
  1. In the Assignments area in Canvas, click the grey cloud next to the Campus Pack assignment
  2. The cloud will become green with a checkmark when published
Student View – If the Campus Pack blog, wiki or journal is not made available in Canvas, students will not see the link to the assignment. If the blog, wiki or journal is not made available within Campus Pack, students will see the link to the assignment in Canvas, but will get an error message when they click on it.

Evaluating Participation

You may conveniently access all entries a user has made to a site to evaluate the user's contributions.

1. Click the Settings “gear” button
2. Click the Assessment link in the top toolbar.
3. The “Activity Summary” page displays. Overall statistics for the site as well as all of the participants are displayed.
4. Select a participant name.
5. Click the Evaluate Participant button.

Activity Summary for American Painters of the 20th Century

This brings up that student’s summary page. There are statistics for the number of entries a student created, comments, and revisions. To view a student’s contributions on a page, select the page and click the “Page History” button. If you set up the site for grading, you will also see an option to enter a grade to the Canvas gradebook.

Student View – If grading is configured in Canvas for the Campus Pack assignment, students will see this information under Grades in Canvas, not in the site itself.
Exporting vs Recycling a Blog, Wiki, or Journal Site

**EXPORT** - When a site is exported, all of the content is also exported in a zip file. If you wish to export the site as a "stand alone" or "single page" website, there is an option to include tags and viewer comments also. It is recommended to export a Campus Pack assignment at the end of a semester as a back-up of students' work. Exports can be used as a continuous development of a topic or assignment.

1. Click the **Settings button** with gear
2. Click the **Export** link
3. On the **Export Blog, Wiki, or Journal** page, under Format, select either a **standalone web site or a single web page**.
4. Choose if you wish to include **tags or comments** in the export.
5. Your export is being created as a .zip file. Click the **Export button**. This will return you to the "Export verification" page.
6. When your export is ready it will be available under **Alerts** in your profile drop-down list (upper right under your picture or icon).

![Exports Available for Download](image)

7. From the dropdown menu, click **Export ready (name)**.
8. You will see the saved zip file of your exported site.
9. Click the .zip file link to save it to your local machine. If saving as a webpage, unzip the file to view the html pages. Once the file has been saved, it can be deleted by using the **Delete** button.

**RECYCLE** – A Campus Pack blog, wiki, or journal can be recycled by person, role or entirely. To "recycle" means "to remove". To reuse an assignment each semester, "student" work can be recycled by role. Once the data is removed, it cannot be retrieved. **It is good practice to export the assignment before recycling it.**

1. Click the **Settings button with gear**
2. Click the **Recycle** link
3. You will be given 3 options to delete all content, content by role, or content by user. If you select delete by role, you may select one or more roles from the list (administrator, faculty, student, etc – not Viewer, Author, and Owner). If you select delete content by user, all contributing authors will be listed. To recycle from semester to semester, it may be best to delete content by role (Student)
4. Click the **Recycle button** at the bottom
Subscribing to a Site

Subscribe: Participants can easily receive periodic email updates summarizing recent activity by using **Subscribe** under the Settings “gear” button. Later if you want to unsubscribe, simply return to **Subscribe** and deselect the option and save.

RSS: Students subscribe to a site using “Live Bookmarks”. Only the site that is shared to **Everybody in the world** can be subscribed by users. Users can subscribe to a site by clicking the RSS button after the title.

For additional questions on how to use Campus Pack Blogs, Wkis, or Journal, email **learningtools@umd.edu**.