



KNOWLEDGEBASE (KB) FOUNDATIONS

PARTICIPANT GUIDE AND LEARNING ASSIGNMENT

INTERNAL USE ONLY

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KNOWLEDGEBASE (KB) FOUNDATIONS

OVERVIEW

With a growing company and hundreds of team members, it is difficult to know where to share information about our processes, projects, and more. KnowledgeBase (also known as Confluence) is one of the communication tools used at UWM by teams in IT to share and capture information related to how we do things in IT. As a new hire, this tool is a great resource to find information on our processes, roles, systems, projects, initiatives, and teams. The more comfortable you feel navigating and using this tool, the more powerful it will become for you and your team.

OUTCOMES

In-Class

- Identify what KnowledgeBase is and its purpose at UWM
- Identify basic navigation elements of the KnowledgeBase platform

Learning Assignment

- Locate commonly used information on KnowledgeBase
- Create and edit content on KnowledgeBase

This course is a **blended learning experience**. This means the first half will be covered in class with a facilitator and the second half, you will complete a learning assignment outside of class. You will use this participant guide for both parts of the training. Follow along and use this document to take notes while you are in class. Use the second half of the document to complete your online learning assignment.

KNOWLEDGEBASE, WHAT IS IT?

KnowledgeBase (KB) (also known as Confluence) is a team workspace where knowledge and collaboration meet. This tool is an online platform where the IT team at United Wholesale Mortgage stores and shares information about our process, best practices, and more.

KB is made up of pages and spaces. **Pages** give teams and team members a place to create, capture, and collaborate on any project or idea. It is here that your content will live. **Spaces** are where pages are stored, and give teams a place to structure, organize, and share work so that every team member has visibility into what is going on.

KB is accessible by all IT team members at UWM. Each team in IT has their own space where they can create pages to store and organize their work and information. There are also spaces for different projects and initiatives at UWM. Each team member also has their own **Personal Space** where they can create pages and store information that is for just them. Personal spaces cannot be viewed or accessed by others.

NOTES

WHY DO WE USE KNOWLEDGEBASE?

There are many reasons why KB is used at UWM. With a growing company where changes happen often and quickly, KB is a great communication and collaboration tool.

Here are some of the reasons why we use KB at UWM:

- Encourages communication and collaboration across teams
- Provides visibility into "how we do it" at UWM
- Provides teams a place to store their team documents and information
- Central location that all IT team members can access to get answers to their questions

NOTES

ACTIVITY: TRUE OR FALSE?

When your facilitator directs you to, read each statement below about KB and mark each statement as either TRUE or FALSE. If a statement is false, correct the statement on the line provided.

1 TRUE FALSE KnowledgeBase (KB) is a work-tracking tool used by IT at UWM.

2 TRUE FALSE KB is used across the entire company.

3 TRUE FALSE KB can be used to store a team's best practices, processes, or documentation.

4 TRUE FALSE A Space in KB is where Pages are stored.

5 TRUE FALSE A Page in KB is where content is created or captured.

6 TRUE FALSE Other team members can access an individual's Personal Space.

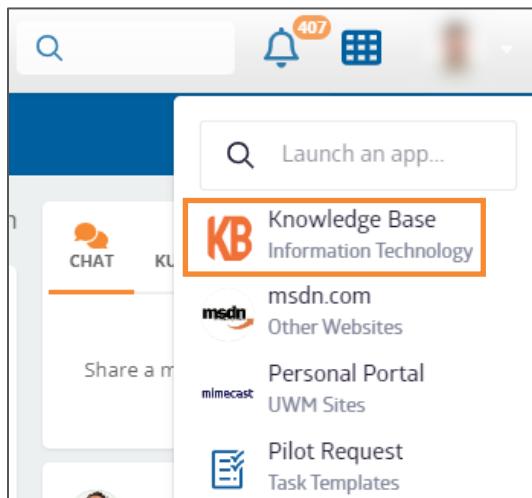
HOW TO NAVIGATE FROM UZONE

Follow the steps below to navigate to KB from UZone.

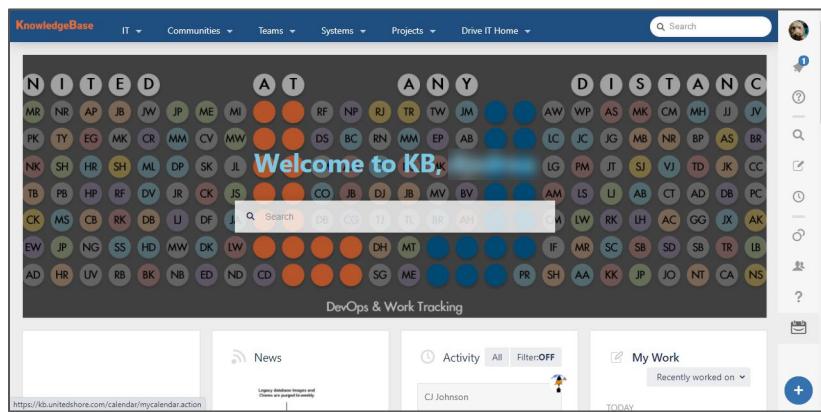
1. If you are not already on UZone, open a browser and navigate to <https://uzone.uwm.com>.

2. In UZone, locate the **Launcher** icon  in the upper right-hand corner and select it.

3. This will open a menu of applications you can launch. Locate **Knowledge Base** and select it.



4. After selecting Knowledge Base, a new tab will open, and you should now be at the KB homepage.



NOTE: If you do not see tabs across the top of your screen (IT, Communities, Teams, Systems, etc.) that likely means that you have not been given permission to access KB yet. And you may need to submit an access support ticket through [YouSupport](#)² to request access.

HOW TO NAVIGATE IN KB

There are several basic navigation skills you will need as you get acquainted with KB. The following sections will walk-through some of these basic navigation skills. Your facilitator will have you follow along as they show you how to navigate the platform. Pay attention and take notes in the sections below. This information will be helpful to you when you are completing your learning assignment for this course.

HOME PAGE REGIONS

There are four main regions in KB on the home page.

1. Learn about KB
2. News
3. Activity
4. My Work

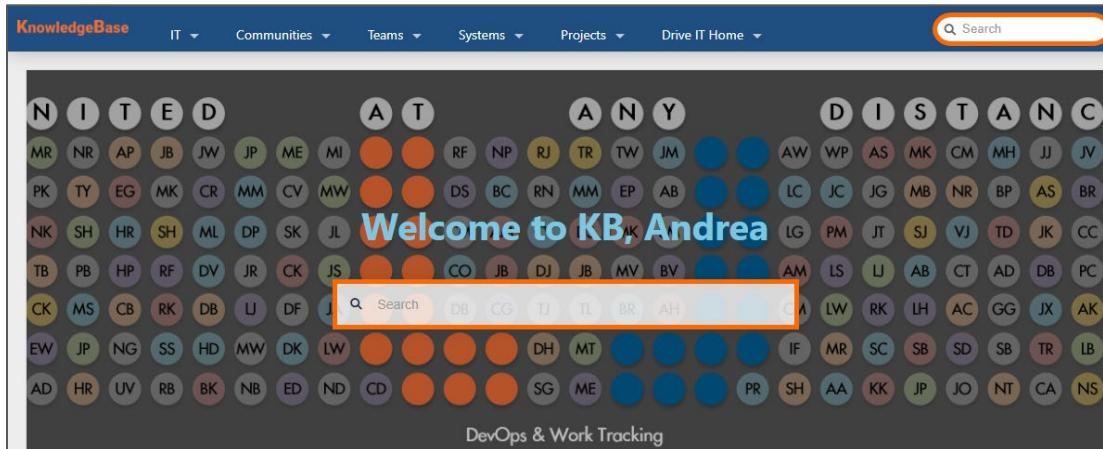


Use the boxes below to take notes on what you can find in each of the regions above.

Learn about KB	News	Activity	My Work
What can you find here?			

SEARCH BAR IN KB

Found on the Homepage of KB or in the upper right-hand corner of the platform, the **search bar** provides team members a tool to search all the pages on KB.



Searches can be filtered by:

- Space
- Contributor
- Type
- Date
- Label
- Space category

INTERNAL USE ONLY

CATEGORIES IN KB

Across the top of KB, you will notice several tabs. These are **categories** of spaces found in KB. All spaces in KB can be found under one of these categories.



There are currently six categories in KB:

- IT
- Communities
- Teams
- Systems
- Projects
- Drive IT Home

NOTE: The Projects and Drive IT Home categories are unique in that they have a **landing page**. If you select the category tab, you will be directed to the home page. If you select the arrow on the tab, you will be presented with a list of all the spaces found in that category.

KB ORGANIZATION

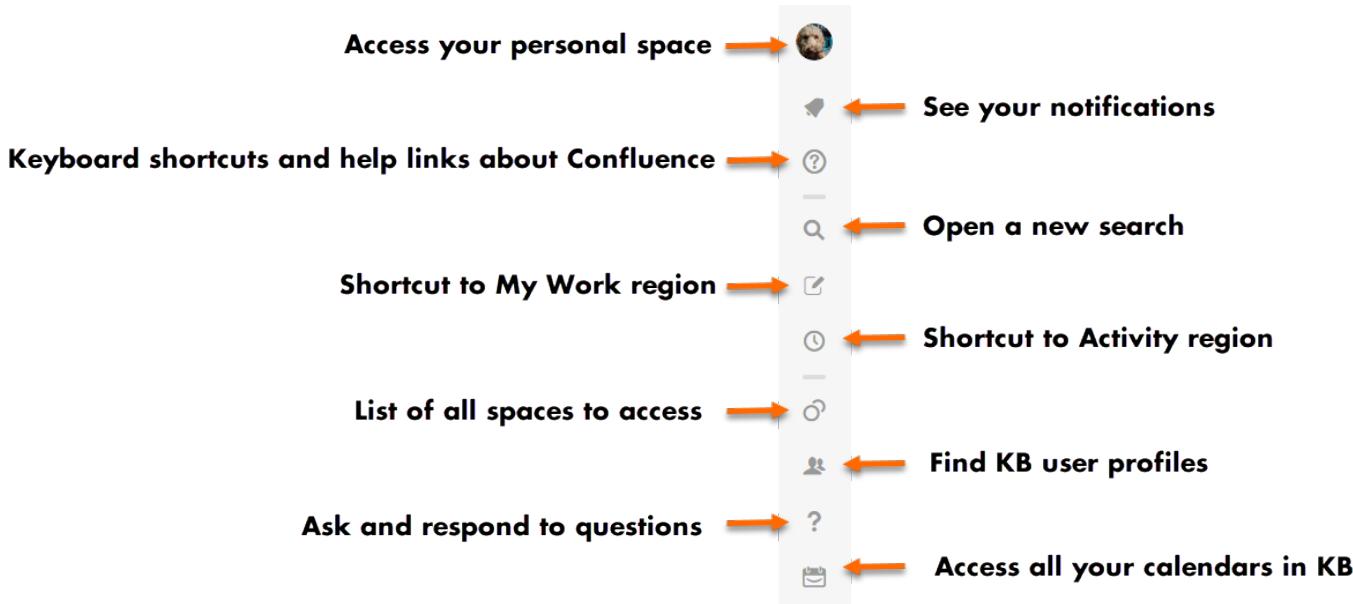
Each space in KB is found in one of the six categories. Fill in the table below with the missing pieces of information as your facilitator shows you what kinds of information can be found in KB.

NOTE: All items in KB are subject to change.

	IT	Communities	Teams	Systems	Projects	Drive It Home
Use	A collection of spaces for globally accepted information that all IT team members will find useful	Each community has a space where they can store their best practices, tips, tricks, and related tools.	Each team has a space where they can store information that is pertinent to their team.	Each collection of applications that serves a specific business purpose will be bucketed together into a "System" space.	Provides information about our projects in IT. This is accessible to some non-IT stakeholders.	Provides information on the Drive IT Home initiative.
Example Spaces	<ul style="list-style-type: none"> ·Career Progression ·Communication ·IT Fun and Friendship ·SHOREGILE ·Training 	<ul style="list-style-type: none"> ·BA ·Dev ·QA ·Summer Team Members ·Women In Technology 	<ul style="list-style-type: none"> ·IT – Work Tracking ·IT – Experience ·Salesforce ·IT – Agile ·InnoVaders 	<ul style="list-style-type: none"> ·DocHub ·EDGE ·Salesforce ·Lending 	<ul style="list-style-type: none"> ·Server projects ·Security projects ·BPT projects ·Corporate projects 	Drive IT Home is its own space and category.
What can you find here?						

CONTROL BAR IN KB

On the right-hand side of your screen, you will find your control bar for KB. This includes multiple tools that will aid in your navigation of KB.



NOTES

PERSONAL SPACE IN KB

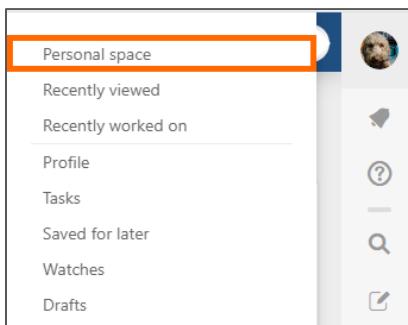
Your **Personal Space** in KB is just that, personal. This is where you can store the information you would like to store and organize for your own needs. Other team members cannot access the pages and content in your personal space.

This is a good place to create drafts of blogs, track work for career progression, store training or meeting notes, and more.

HOW TO ACCESS YOUR PERSONAL SPACE

To access your personal space, click the **user** icon  in the upper right-hand corner of your screen.

After clicking on the user icon, a menu will pop-up. Select **Personal space**:



Once in your personal space, you can use the Create Content button to start creating pages in your space.

When others find your profile in KB, they will only be able to see:

- Your recent activity
- Your email address
- Who you follow on KB
- Who follows you

This ends the in-class material for this course.

Please wait for further instructions from your facilitator before proceeding to the next page.



KB FOUNDATIONS LEARNING ASSIGNMENTS

Now that you have had a basic introduction to KB, you are going to complete a two-part assignment using the platform. The assignment is to be completed outside of class time. This is an individual assignment, and it is expected that you are creating your content on your own. During this assignment, you will complete Part 1 and Part 2. You may choose in which order you complete these tasks.

Deadline: You have until the **3:00 pm of Day 5** of IT Initial to complete both parts, but most learners complete these the same day while the content is fresh in their minds.

You can also find all information about this assignment on the [KB Learning Assignment page³](#) in KB.

PART 1: INFORMATION SCAVENGER HUNT

For the first part of this assignment, you will be searching KB to find answers to a series of questions. All answers can be found in KB by visiting different spaces on the platform. Use your notes from the in-class portion of this document to help you remember where some information may be found.

To answer the questions, use the Microsoft form link that can be found on the [KB Learning Assignment page³](#) page.

[KB Scavenger Hunt Form](#)

Need a hint to help find some of the answers? Use the Hints section of the KB Learning Assignment page or ask a team member where you might find the answer on KB!

PART 2: CREATING A PAGE IN KB

For the second part of this assignment, you will be creating a page in KB and learning how to edit and create different types of content in a page.

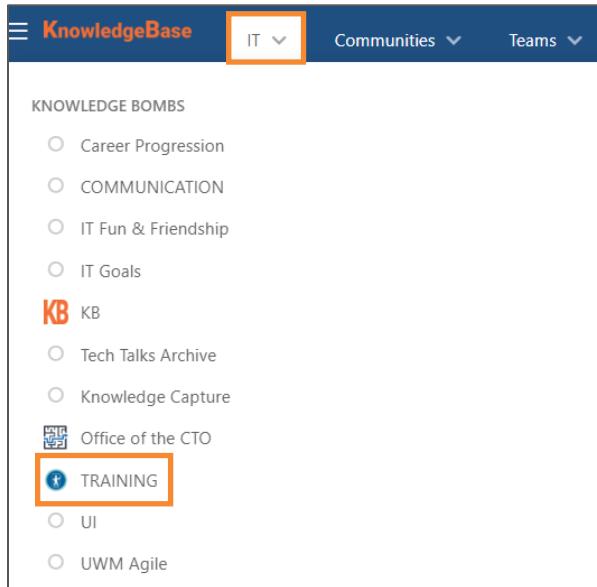
During this assignment, you will:

- Create a new page
- Add different styles of headings
- Format font using different style choices
- Use different page layout options
- Upload images
- Format images
- Upload a document to your page
- Upload a link to an outside resource
- Tag other KB members
- Create and format a table
- Watch a page
- Update your page without notifying watchers
- Move a page to a new location

To complete Part 2, use the rest of this document as a learner's aid on how to accomplish each skill needed to create your KB page. Follow the tasks provided to complete your learning assignment. When finished, use the KB Learning Assignment Checklist at the end of this document to ensure that your KB page has all the required elements.

STEP 1: CREATE YOUR KB PAGE

For this assignment, you will be creating your KB Page in the IT Initial Training Program space. This space is located within the **IT** category under **Training**:

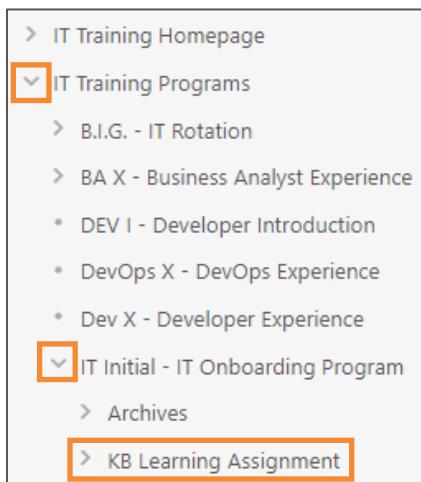


The screenshot shows the KnowledgeBase interface. At the top, there is a navigation bar with 'KnowledgeBase' on the left, a dropdown menu labeled 'IT' with a downward arrow, and 'Communities' and 'Teams' with dropdown arrows on the right. Below the navigation bar, there is a sidebar titled 'KNOWLEDGE BOMBS' containing several categories with radio buttons: 'Career Progression', 'COMMUNICATION', 'IT Fun & Friendship', and 'IT Goals'. Underneath this is a section titled 'KB' with categories: 'Tech Talks Archive' and 'Knowledge Capture'. Below that is a section titled 'Office of the CTO' with a single category: 'UI'. At the bottom of the sidebar is a section titled 'TRAINING' with a single category: 'UWM Agile'. The 'IT' dropdown menu is highlighted with an orange border.

Once you are in the **Training** space, scroll down the left-hand side and expand **IT Training Programs** by clicking the **drop-down arrow** next to its name. This will reveal the pages that are stored in this space.

Find **IT Initial** and expand it by clicking the **drop-down arrow** next to its name. Or select it to see what pages are nested under the IT Initial page.

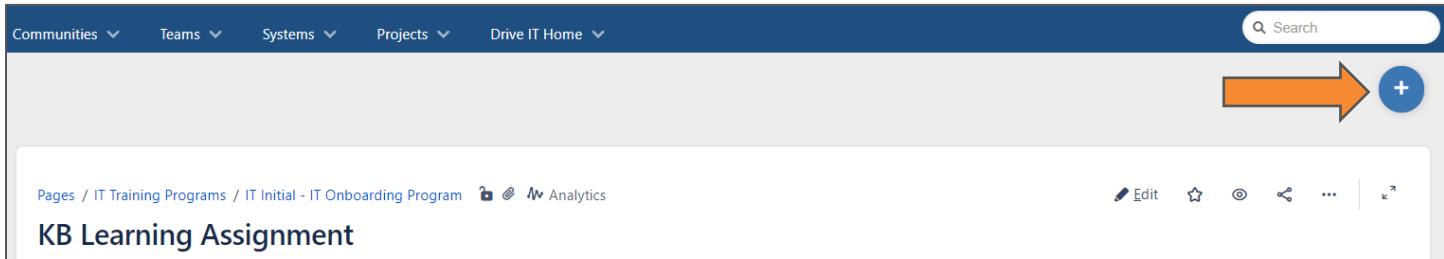
Click **KB Learning Assignment**:



The screenshot shows a list of items under 'IT Training Programs'. The first item, 'IT Training Homepage', has a green arrow icon. The second item, 'IT Training Programs', has a blue downward arrow icon and is expanded, revealing a list of sub-items: 'B.I.G. - IT Rotation', 'BA X - Business Analyst Experience', 'DEV I - Developer Introduction', 'DevOps X - DevOps Experience', and 'Dev X - Developer Experience'. The third item, 'IT Initial - IT Onboarding Program', has a blue downward arrow icon and is expanded, revealing a list of sub-items: 'Archives' and 'KB Learning Assignment'. The 'KB Learning Assignment' item is highlighted with an orange border.

You should now be on the KB Learning Assignment page. Here you can create your new page!

Select the **Create Content** button in the upper right-hand corner of your screen:

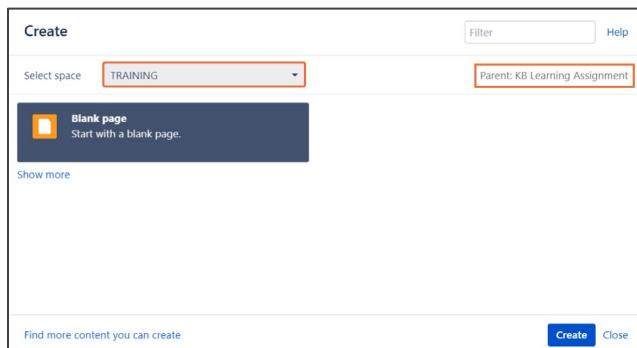


Once you hit the Create Content button a new window will appear. Here you will see the different types of content you can create in KB. But before we create anything, we need to check that our location is correct.

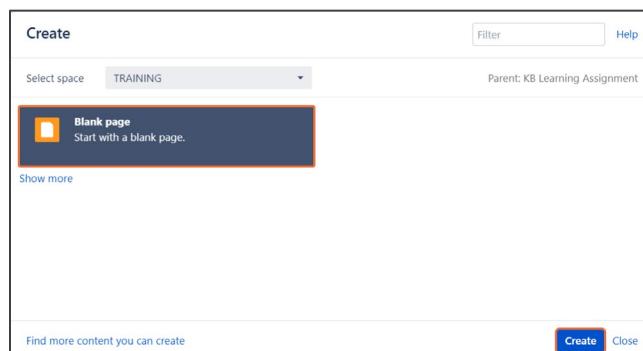
In the window, you will need to check two areas:

- Select Space = **TRAINING**
- Parent = **KB Learning Assignment**

We want our new page to be in the TRAINING space and we want it to be under the Parent page of KB Learning Assignment. Check that your window matches the image below:



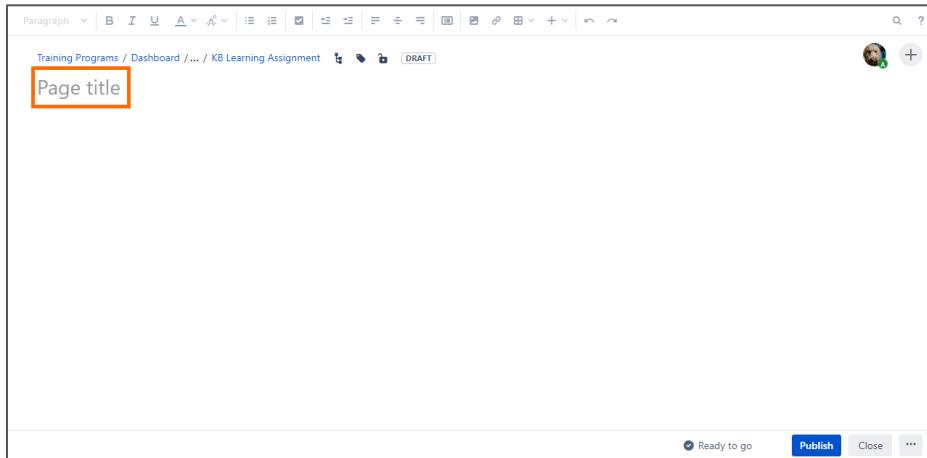
Now that you have checked that your location is correct, make sure that **Blank page** is selected and then click the **Create** button.



Congrats! You have started your new page! Continue to the next task.

STEP 2: TITLE YOUR PAGE

Now that you have your page created, it is time to give it a title. At the top of the page, you should see a space that says **Page Title**. Click here and add your title: **First and Last Name – My KB Journey**



STEP 3: PUBLISH YOUR PAGE

Now that you have a title for your page, you can publish it! Once a page is published, this means that it can be seen and accessed by other users in KB.

To publish your page, select the Publish button in the lower right-hand corner of the screen.



Once your page is published, all changes you have made will be saved and you will be taken to your current version of your page on KB.

Before moving on to the next step, take a minute to ensure that your page is in the right location!

Do you see your page under the KB Learning Assignment Parent page?



STEP 4: EDITING AND PUBLISHING YOUR PAGE

Once a page has been published, you can always return to add, change, or remove content. To do this, select the **Edit** button in the top right-hand corner of your page in KB:



Pages  Analytics

Tyler Overfield - My KB Journey

Created by Tyler Overfield, last modified on Nov 16, 2022

Edit

1. Now that you are back in your page and ready to edit, there are few key details to understand about editing and publishing pages in KB:
 - a. All changes in KB are saved automatically as a DRAFT. This can be seen at the bottom of the page where it says **Changes saved**.
 - b. Changes are not made visible to others until you select the **Update** button.
 - c. When updating a page, if you have the **Notify watchers box** checked, all watchers will be sent an email notification about the update. Uncheck this box if you do not want to notify watchers.



1. If you select the **Close** button before selecting Update, you will be directed back to your page and a notification will appear on the page letting you know that there are **unpublished changes**.

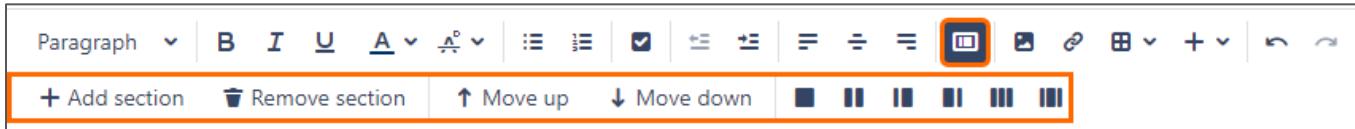


NOTE: You do not have to complete all these tasks in this assignment at one time. You can work on tasks and leave them published or unpublished as you continue to complete each one.

2. Once you have read this section and you have found the Edit button on your page, continue to the next task.

STEP 5: ADD SECTIONS WITH PAGE LAYOUTS

To help layout your page so that you have different sections, and your information is well organized we will be using the page layout tool in KB. Using the toolbar at the top of the page, locate the **Page layout icon** and select it. This will open a second toolbar underneath.



The page layout tool allows you to:

1. Add new sections
2. Remove unwanted sections
3. Move a section up
4. Move a section down
5. Split the section into pre-made layouts



There should already be one section on your page. A dotted line represents each section. We need to add another to have two sections.

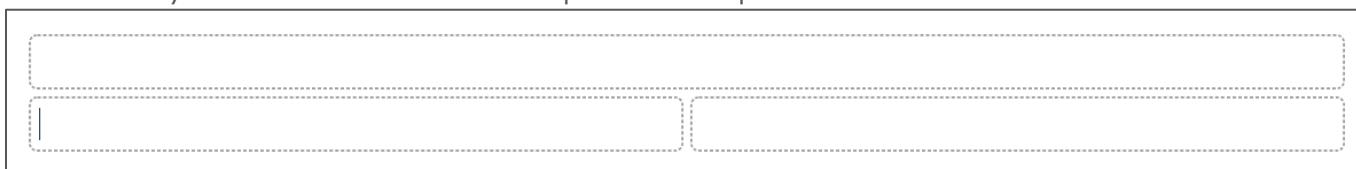
1. Select the **+ Add section** button.
2. You should now have two sections on your page.



3. Make sure your cursor is in the second section. Let's separate this section into two equal parts. In the page layout toolbar, find the **layout represented by two equal parts** and select it.



4. Now your second section should be split into two equal sections.



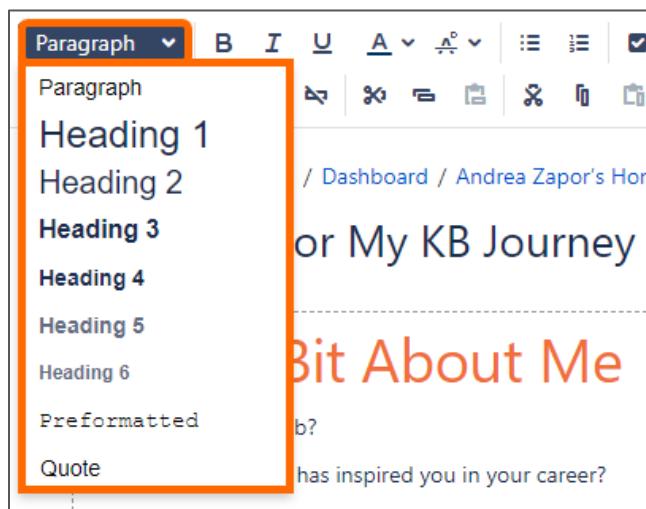
Congrats! You just added your first new section and used a layout to organize your page.

5. Before moving on to the next step, **add two more sections that are NOT divided.**
6. Once you have four rows of sections on your page, continue to the next task. 

STEP 6: USING HEADERS

Now that you have different sections, let's give each section a different title. Just like other editing applications, KB has pre-created header styles, and they are already company branded. Let's use these to label our sections.

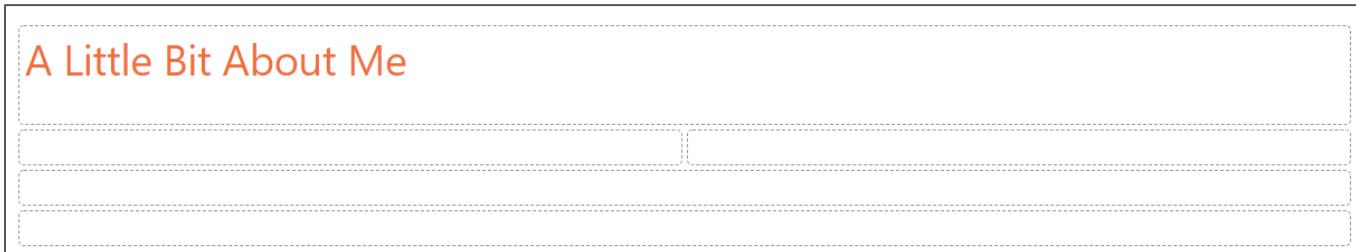
1. Using the editing toolbar, select the **font style drop-down menu** to see what options you have for font styles. To use a different style, put your cursor in the section where you want the text, and then select the style from the menu.



Let's start with your first section on your page.

2. Click your cursor into the first section of your page. Go to the font style menu and select **Heading 1**.
3. Your cursor should now be bigger and a different color. Type **A Little Bit About Me** and then hit **Enter**.

4. Your page should look like this:



Now follow the directions and visual below to put headers into the rest of your sections.

- Section 2 (left-hand side) – Use Heading 2 – Title: Myself in Images
- Section 2 (right-hand side) – Use Heading 2 – Title: Music That Inspires
- Section 3 – Use Heading 3 – Title: My Team
- Section 4 – Use Heading 4 – Title: IT Initial Notes



5. Once you have a header in all of your sections on your page, continue to the next task.

STEP 7: ADD AND FORMAT TEXT

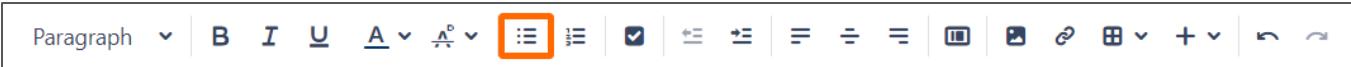
1. For this task, you will be working in the "A Little Bit About Me" section of your page.
2. To complete this task, you will need to find the **A Little Bit About Me Questions** section on the [KB Learning Assignment page³](#) in KB and **copy** them (CTRL+C).
3. Once you have copied these five questions, return to your KB page and select the **Edit** button so that you can add text to your page.

4. Put your cursor in the **A Little Bit About Me** section of your page, under the header.
5. **Paste** your five questions in this section (**CTRL+V**).
6. Now you are going to bullet these questions. Drag your cursor over the questions to **select all five questions**.

A Little Bit About Me

What was your first job?
Who is someone that has inspired you in your career?
What skill do you have that you think will be valuable to your team?
When you are not at work, what do you like to do to have fun?
What is your favorite show or movie?

7. Now, using the toolbar at the top of the page, select the **bulleted list icon**.



8. Your questions should now be in a bulleted list.

A Little Bit About Me

- What was your first job?
- Who is someone that has inspired you in your career?
- What skill do you have that you think will be valuable to your team?
- When you are not at work, what do you like to do to have fun?
- What is your favorite show or movie?

9. Now it's time for you to answer these questions! Your answers should be on the line below the question, and they should be indented. Each response should also be a different color!

10. To indent your answers, use the indent icon in the toolbar at the top of the screen.



11. To change the color of your text, use the color icon in the toolbar at the top of the screen.



12. When you have finished, your section should look something like this:

A Little Bit About Me

- What was your first job?
 • [Response](#)
- Who is someone that has inspired you in your career?
 • [Response](#)
- What skill do you have that you think will be valuable to your team?
 • [Response](#)
- When you are not at work, what do you like to do to have fun?
 • [Response](#)
- What is your favorite show or movie?
 • [Response](#)

13. Once you have answered all five questions, in different colors, in the A Little Bit About Me section, continue to the next task.

STEP 8: UPLOAD IMAGES

Before you can start this task, you will need to **find three images** that represent you. You can either save the images to your machine or find images on the internet and copy their URLs. Once you have found your three images, continue with this task.

For this task, you will be working in the "Myself in Images" section of your page. Make sure your cursor is in this section, below your header.

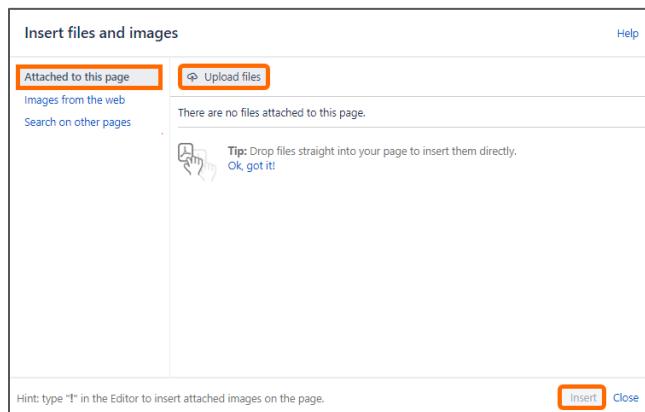
1. Using the toolbar at the top of the screen, select the **Insert files and images icon**.



2. This will open a window where you can upload your images.

UPLOAD IMAGES FROM MACHINE

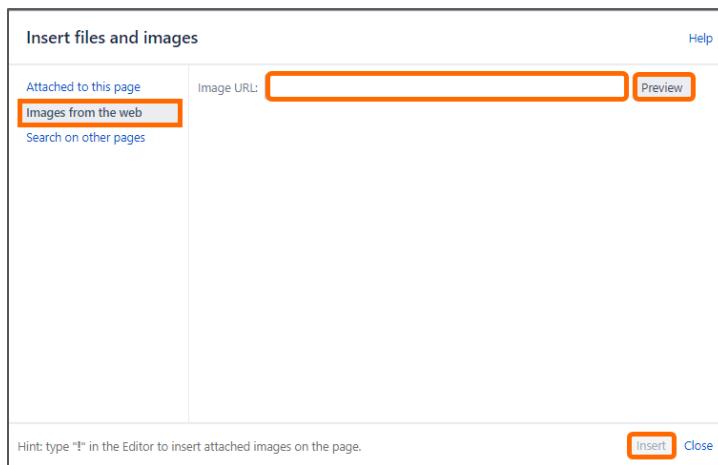
1. If you saved your images to your machine, select **Attached to this page**.
2. Upload your images by **dragging and dropping** the files onto this window or selecting the **Upload files** button. You can upload all three images at one time.
3. Once you have uploaded all your images, select **Insert**.



UPLOAD IMAGES FROM THE INTERNET

1. If you found your images online and have a URL, select **Images from the web**.
2. Copy the image URL from the internet and paste it into the **Image URL field**.
3. Select **Preview** to ensure that the image works, and it is the correct one.
4. Select **Insert**.

NOTE: With images from the web, you can only upload one image at a time.



5. You should now have your three images in the "Myself in Images" section of your page! Continue to the next task to edit the format of your images.

STEP 9: EDIT IMAGES

Once an image is on your page, you can format it to fit the style you want.

When you select an image, a small pop-up toolbar will appear near the image. Using this toolbar, you can format the image in a few different ways:

1. Resize the image – this can be done by designating a pixel size or by using the small, medium, large, or original buttons.
2. Add a border
3. Link the image – this can be used so that when a user selects that image they are directed to the link.



4. You can also change the **alignment** of your images by using the toolbar at the top of the page.



Let's practice with your images. Follow the requirements below for each of your images on your page.

Image 1:

- Size: Large
- Add a border
- Alignment: Center

Image 2:

- Size: Medium
- Add a border
- Alignment: Center

Image 3:

- Size: small
- No border
- Alignment: Center

5. Once you have formatted all three of the images on your page, continue to the next task.

STEP 10: ADD YOUTUBE VIDEOS

For this next task, you will need to **find two songs on YouTube** that inspire or energize you. If the video for the song is not work appropriate, please find an appropriate version, or choose a different song.

1. For this task, we will be working in the “Music That Inspires” section. Make sure your cursor is in this section, under the header.
2. Once you find the videos, you will need the URL for each video. Copy the URL for a video and then navigate back to your KB page.
3. In the Music That Inspires section, paste your URL. Once you have pasted your URL into the section, KB will recognize that the link is to a YouTube video and will use a widget to add the video to your page.

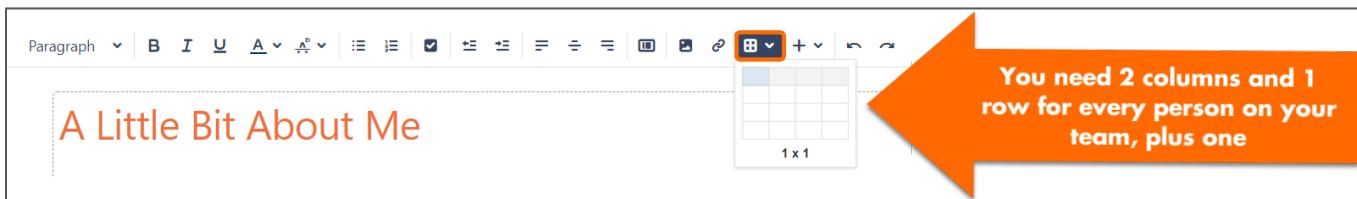


4. Repeat this process for your second video.
5. Once you have two videos on your page, move on to the next task.

STEP 11: ADDING A TABLE

For this task, you will be working in the “My Team” section on your page to create a table. Put your cursor in this section, below the header.

1. Using the toolbar at the top of the page, select the **table icon**. This will open a smaller window where you can designate how many columns and rows you need in your table. Move your cursor on the new window so that the table image matches the dimensions you need.



2. For this table, you will need to create **two columns** and then **a row for each on your new team, plus one**.

Example: Sarah has four people on her team. She will need two columns and five rows.

My Team	

3. Your table will appear in the section wherever your cursor is. Now to label the columns. The first row of the table should be shaded grey. This is your header row.
4. Label the first column: **Team Member**
5. Label the second column: **Role on Team**
6. Once you have labeled the two columns, continue to the next task.

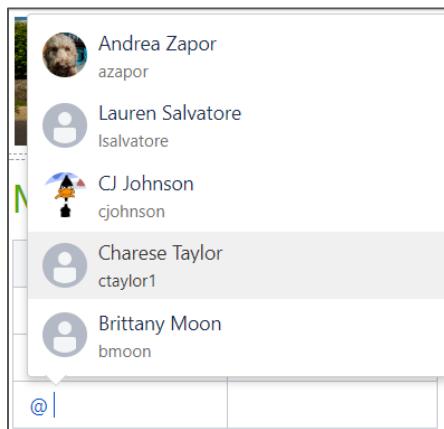
My Team	
Team Member	Role on Team

STEP 12: TAGGING KB USERS

For this task, you will be using the table you created during Task 12.

When you want someone to be linked to your page either for their awareness or the awareness of the readers, you can tag any KB user. The first time someone is tagged on a page, that user will receive a notification from KB.

1. To tag a team member, start by typing the **At sign, @**. This will cause a list of suggested KB users to appear. **Type in the name** of the team member you want to tag. Once that user appears in the list, select them.
2. Once you publish this change, all tagged team members will be notified that they have been tagged on a page in KB.



3. So, let's do this on your page! Find the table you made in Task 12.
4. In each of the cells of the first column, **tag each of your team members**.
 *If you're in an X-program, only choose a few team members from the program.
5. In each of the cells in the second column, write the **role** of each corresponding team member.

My Team	
@ Lauren Salvatore	Team Lead
@ Sarah Fleming	Instructional Designer

6. Once you have tagged all your new team members and you have included their role on the team, move on to the next task.

STEP 13: UPLOAD DOCUMENTS

For this task, you will be working in the IT Initial Notes section of your page.

KB is a great place to store documents that pertain to your team or your role. So, let's learn how to upload a document to a page in KB. There are two ways to upload a document to KB.

INSERT FILE ON PAGE

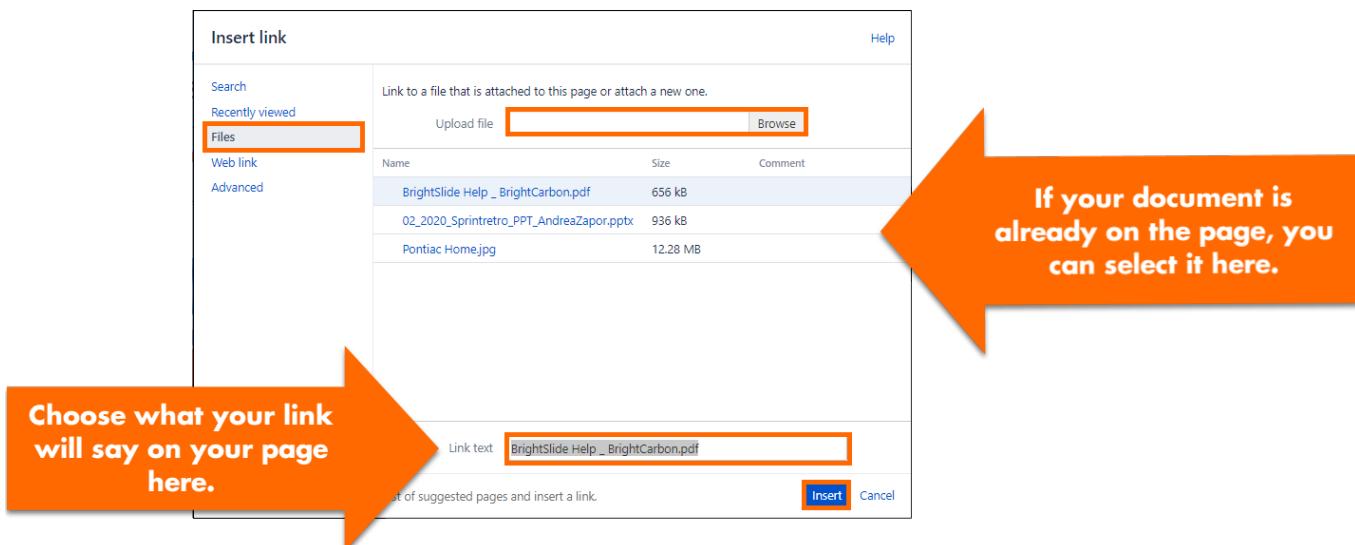
1. If you would like the file to appear on your KB page, you will use the **Insert files and images icon** in the toolbar at the top of the page.
2. Follow the same steps you used to upload an image from your machine in Task 9 (page 24).
3. When inserting files in this manner, you will have a preview of the file on your page.

INSERT LINK TO FILE

1. If you would like there to be a link to your file with no image of the document, you will use the **Insert link icon** in the toolbar at the top of the page.

2. After selecting this icon, a new window will appear.
3. In the new window, select **Files**.
4. Select **Browse** to find your document on your machine. If your document is already on your page, you will find it in the list of documents under the Upload File field.
5. In the **Link Text** field, write what you want the link to say on your page. If you don't change this, the field will automatically populate with the name of the document.
Example: Click here to download the notes from the 8/12/2020 team meeting

6. Select **Insert**.



Now it's your turn!

7. In the IT Initial Notes section of your page, upload a copy of any of your notes you have taken in IT Initial.
8. You can choose if you would like to insert the file or link the file.
9. Once you have uploaded at least one of your note files from IT Initial to your page, continue to the next task.

STEP 14: WATCHING A PAGE/SPACE/BLOG

In KB, you can "watch" a space, page, or blog. When you watch one of these elements in KB, you will be notified by email for:

- Page / blog edits
- Deletions
- Attachments (including new versions or deletions of existing attachments)
- Comments (including new comments or deletions of existing comments)

1. To watch a page, navigate to the page you want to watch and select the **watch icon**.



2. Once you select the watch icon, a message will appear that will give you some watch options.

You are watching this page

Receiving email updates about changes to this page.

- Watch page
- Watch all content in this space

3. If you want to watch just the page, make sure that you only have that option check marked. If you want to watch everything in the space where that page is located, check the second box.

Congratulations! You have completed Part 2 of your KB Learning Assignment!

**This was the last task you are to complete on your own!
You have completed your IT Initial KB page!**

**Check the KB Learning Assignment Checklist to make sure that your
KB page has all the required elements.**

**YOU WILL NOT COMPLETE STEP 15 BUT BE AWARE
OF HOW TO MOVE/COPY A PAGE.**



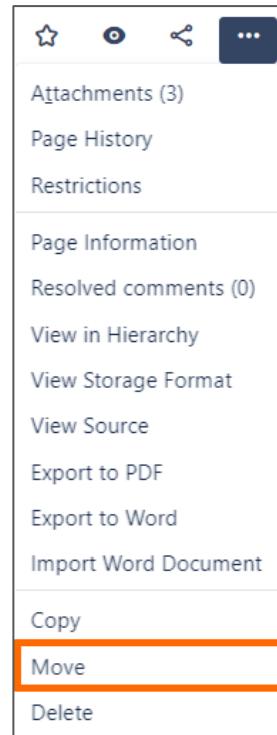
STEP 15: MOVING A PAGE

YOU WILL NOT COMPLETE THIS TASK – BUT BE AWARE OF HOW TO MOVE/COPY A PAGE

1. For your final task, you will be moving your KB page to your personal space.
2. Navigate to your KB Learning Assignment page.
3. In the top right-hand corner of the screen, select the ellipses icon.



4. After selecting the ellipses icon, a menu will appear.
5. Select **Move**
6. A new window will appear. There will be two fields:
 - New space
 - New parent page
7. These two fields will be auto populated with the current location of your page.
You are going to move your page to your personal space.
8. To do this, type in **your name** in the **New space** field
9. Leave the **New parent page** field **empty**
10. Select **Move**



Move Page – 'Andrea Zapor My KB Journey'

Specify the new parent page for this page and its children by space and title.

<input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Search <input type="checkbox"/> Recently Viewed <input type="checkbox"/> Browse	New space: <input type="text" value="Training Programs"/> New parent page: <input type="text" value="KB Learning Assignment"/> <small>Start typing a page title to see a list of suggestions.</small>
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Current location: Training Programs > Training P... > IT Initial > KB Learning Assignment

New location: Training Programs > Training P... > IT Initial > KB Learning Assignment

Reorder **Move**

Type in your name here to find your personal space

Leave this field blank

KB LEARNING ASSIGNMENT CHECKLIST

Use this checklist to help you keep track of the tasks required of you in this assignment.

PART 1:

- Completed the KB Scavenger Hunt form and submitted it

PART 2:

- Step 1: Created a KB page under the KB Learning Assignment page
- Step 2: Titled your page "First name Last name My KB Journey"
- Step 3: Published your page to KB
- Step 4: Read how to edit and publish pages and found the Edit button on your KB page
- Step 5: Added 3 sections to your page so that you have 4. The second section is split into two equal sections
- Step 6: Added a header to all your sections. Headers should include: A Little Bit About Me (Heading 1), Me in Images (Heading 2), Music That Inspires (Heading 2), My Team (Heading 3), and IT Initial Notes (Heading 4)
- Step 7: Copy and pasted five questions into the A Little Bit About Me section. Made the questions a bulleted list. Responded to each question in a different color font and on an indented line under the question
- Step 8: Uploaded 3 images to the Myself in Images section of your page
- Step 9: Resized your three images, added borders to images 1 & 2, and aligned all three images to center alignment
- Step 10: Added two YouTube videos of songs that inspire you to the Music That Inspires section
- Step 11: Added a table with two columns and one row for every person on your team, plus one more. The table was added to the My Team section
- Step 12: Filled in the table from Task 12 by tagging the members of your new team and filled in the "Role on Team column"
- Step 13: Uploaded one notes document from IT Initial to the IT Initial Notes section. Can be a linked file or an inserted file
- Step 14: Watched the IT Initial page
- Step 15: Moving a Page. This is an optional step and should not be completed until your trainer notifies you.

Hyperlinks to This Document

1. <https://uzone.uwm.com/>
2. https://uwm.service-now.com/sp?id=sc_cat_item_guide&sys_id=54bb56cddbfe0414c081325f9d961911&sysparm_category=e15706fc0a0a0aa7007fc21e1ab70c2f&catalog_id=-1
3. <https://kb.uwm.com/display/TRAINING/KB+Learning+Assignment>