

COMM 4011 Communication in Organizations – Markman

Instructions for using the class wiki

A wiki is a type of web page that can be edited and modified by a group of people. We will be using the University of Memphis wiki to host our class discussions, analyze case studies, and post the final projects.

Access to the class wiki is restricted to people enrolled in this class.

1. Go to <https://umwiki.memphis.edu/display/COMM4011SU11/>
2. Log in with your UUID and password
3. You should then be taken to the class wiki home page:

The screenshot shows the wiki home page for COMM 4011 SU 11. A red circle highlights the breadcrumb navigation path: Dashboard > Communication in Organizations - Markman > COMM 4011 Communication in Organizations. A red arrow points from the text "Click here to return to home page" to the circled breadcrumb. Another red arrow points from the text "Navigation menu" to the left-hand sidebar menu, which lists items like "Class Introductions", "Chapter 1 Discussion", etc. The main content area displays a "Class Schedule (subject to change)" for "COMM 4011 SU11" as of "Friday, June 3". The schedule includes dates from Monday, June 6 to Monday, June 13, with tasks like "Log in and read Module 1 info", "Summer classes start", "Introduction due by 10pm", "Module 2 start. Read ch. 1", "Ch. 1 DQ due by 6pm CDT", "Read chs. 2&3", and "Ch 2 DQ due by 6pm". A "Recently Updated" sidebar on the right lists items like "Communication in Organizations - Markman" and "Class Introductions".

4. We will be using two functions for most of our work: Add Comment and Edit:

Click “reply” to respond to another person’s comment

Click here to add a new comment to this page. Use this function when posting your initial response to discussion questions or case studies.

To change the content of a page, for example, when working on the group case studies, click “Edit.” All edits are tracked by the wiki, so you can see who has modified what on a page. This is what the default edit window looks like:

Make sure to click “Save” when editing pages! If you click “Wiki Markup” when editing, a Help Tips menu pops up on the right side of the page:

Dashboard > Communication in Organizations - Markman > COMM 4011 Communication in Organizations > Edit Page Browse ▾ Kristine Markman ▾ Search

UoM Wiki **COMM 4011 Communication in Organizations**

Rich Text **Wiki Markup** Preview Make Wiki Markup Default Save Cancel

This is the home page for COMM 4011 S11 Z011. We will use this wiki space for collaboration and discussion. You must be logged in with your University of Memphis [UID](#) to contribute to this wiki.

```
{section: border=true}{column: width=55%}
```

h3. Class Schedule (subject to change)

```
{html}<iframe src="https://www.google.com/calendar/embed?showTabs=0&showCalendars=0&mode=AGENDA&height=600&wkst=2&bgcolor=%23FFFFFF&src=0387hm8ncivkep4f9cu240noa0%40group.calendar.google.com&color=%23691426&ctz=America%2FChicago" style="border-width:0 " width="500" height="600" frameborder="0" scrolling="no"></iframe>{html}{column}{column: width=45%}{recently updated}
```

h6. {column}{section}

Help Tips

Text formatting
 bold **bold**
 italic *italic*
 -strike- ~~strike~~
 +under+ under

Headings
 h1. Large heading
 h3. Medium heading
 h5. Small heading

Lists
 * Bulleted point
 # Numbered point

Tables

head1	head2
colA1	colA2
colB1	colB2

Links
 [title#anchor] Link a page
 [dev:title] In 'dev' space
 [http://host.com] Remote link
 [phrase#shortcut] Shortcut
 [alias|link] Custom link title

[Full notation guide](#)

5. When viewing a page, click on Tools>Page History to see who has modified a page. I will use the Page History function to track individual contributions to the group case studies.

7. Please feel free to use the Test Page to get used to editing wiki pages. Try out the wiki markup and play around with different formatting.

8. In addition to editing pages, you can add attachments, under the Add menu. You can also use the Add menu to add comments to a page.