

Tips for Academic Staff KB

Admin Link: <https://kb.wisc.edu/kbAdmin/>

Case sensitive address; uses NetID

Title: Please spell out acronyms for committees in your title. Title examples:

Academic Staff Executive Committee Minutes 8-27-13

Academic Staff Assembly Agenda 9-9-13

Keywords: I have been using the committee acronym and also minutes vs agendas

Summary: I have been using a blank space

Body: Paste text from MS Word into Notepad or other simple text editor before pasting into KB to reduce unneeded characters

If you need to attach documents, click create a new doc attachment folder. A folder will be created once you save the document. You can then upload files there and put the link in the body of the KB document.

Topics: Please click the entire path to where your document will be placed.

Site Access: Please click both the internal and external sites.

Status: You cannot activate a document until it has been submitted. Then you can go back and make it an active document.

If you want to add addition topics, you can do so under the Topics tab.