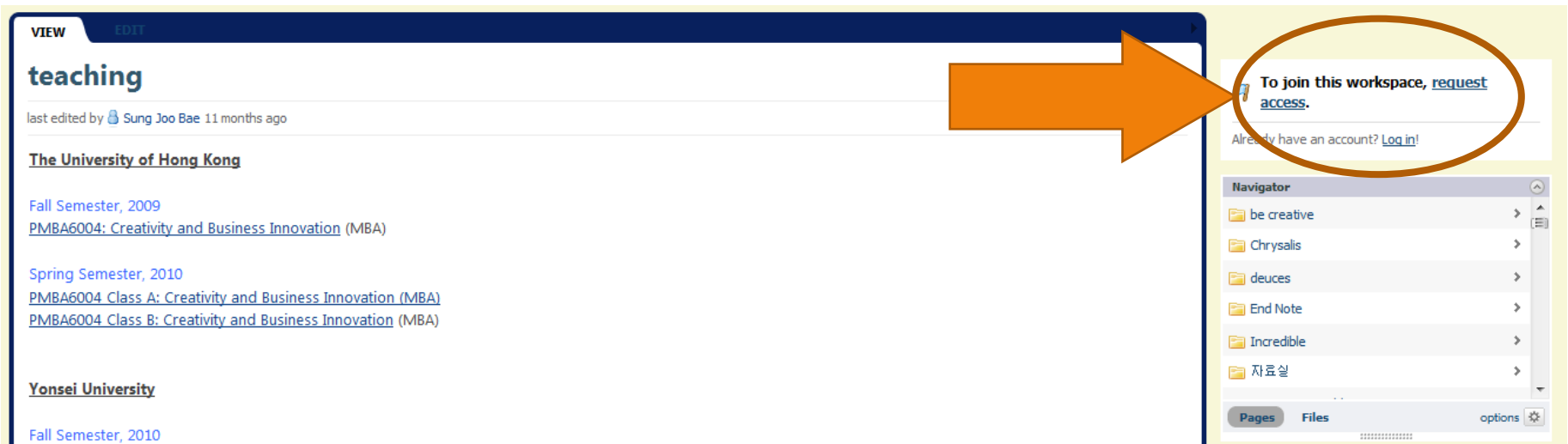


# How to Use the Class Wiki

# Step 1

- In order to get access to the class wiki, please click the link below.
- <http://sjbae.pbworks.com/w/page/29162901/teaching>
- After clicking the link, please click “request access” and fill out the form that appears on the screen.



The screenshot shows a PBworks workspace page titled "teaching". The page header includes "VIEW" and "EDIT" buttons. Below the title, it says "last edited by Sung Joo Bae 11 months ago". The main content area lists "The University of Hong Kong" and "Yonsei University" with their respective semesters and course information. On the right side, there is a "Navigator" panel with a list of folders: "be creative", "Chrysalis", "deuces", "End Note", "Incredible", and "자료실". A large orange arrow points from the main content area to a "request access" button in the top right corner, which is circled in orange. The button text reads: "To join this workspace, [request access](#)." Below this, there is a link for "Log in!" for users who already have an account.

# Step 2

- This is the form you have to fill out.
- Enter your email address and click the “send to administrator” button.

## Request access to sjbae.pbworks.com

---

**Your email address**

**Message (optional)**

An optional message that will be sent to the administrator of this workspace.

Confirm by entering the letter **O** here

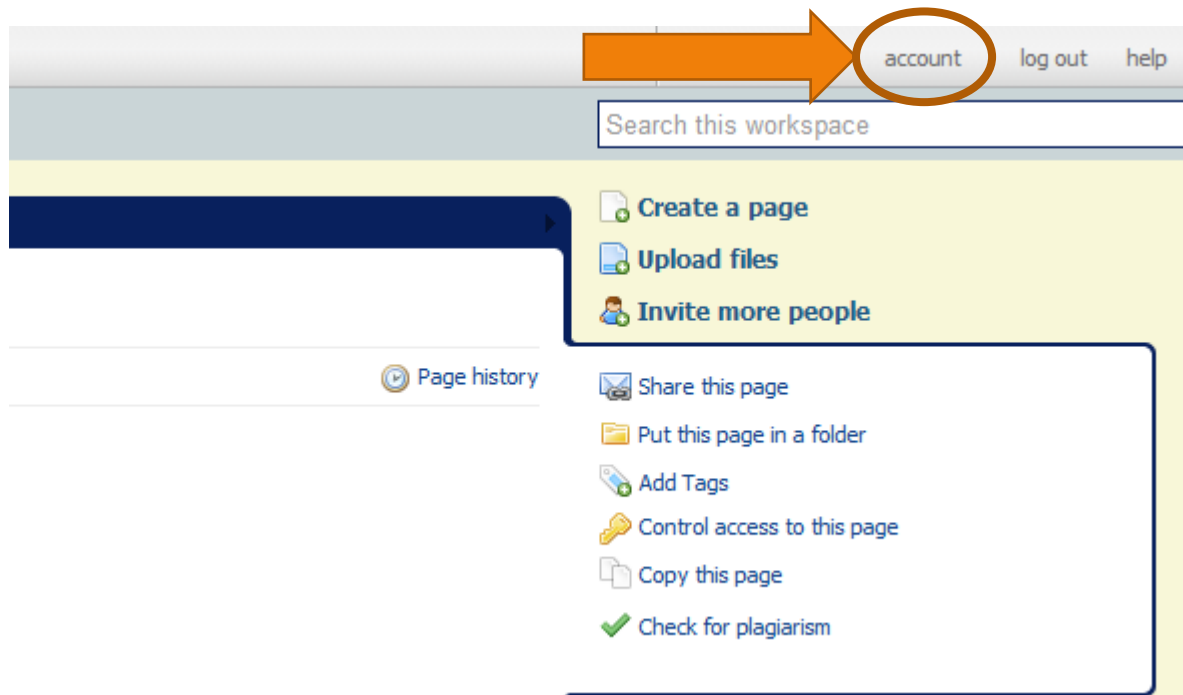
**Send to administrator**

You will be notified by email when your request is approved.

To get in touch  
[Contact the workspace owner](#)

# Step 3

- After your request is confirmed, please click the “account” button on the right top, and change your account settings.



# Step 4

- Under “Profile,” please make sure you input your name.
- Also, if you do not wish to receive any emails when changes are made to the wiki, please go to “Home,” and change the “Preferences.”

**My PBworks** PBWORK

Home Profile **Email**

### My Workspaces

A list of all the workspaces that you have created or can access. You can't leave workspaces that you have created, but you can delete workspaces you no longer need from the workspace's Settings page.

Workspace	Last Changed	Enable Notifications
<a href="#">sjbae.pbworks.com</a>	947 views, last was 8 mins ago 7 mos ago	<input checked="" type="checkbox"/> Leave this workspace

● – a space you created ● – a space you administer other spaces: [editor](#) access or lower

### Preferences

Notify me when my workspaces change

At most every hour

This setting applies to each workspace individually: you might get two emails in a given hour about two different workspaces.

#### Join a workspace

Enter the name of the workspace

[Create a new workspace](#)

# Editing the Wiki

- When you want to edit the wiki page, please click the “EDIT” button next to “VIEW.”



The screenshot shows a PBworks interface. At the top, there are navigation tabs: "My PBworks", "Workspaces" (with a dropdown arrow), and "sjbae". Below these are sub-tabs: "Wiki" (with a pencil icon), "Pages & Files" (with a folder icon), "Users" (with a person icon), and "Settings" (with a gear icon). The main content area has a dark blue header with "VIEW" and "EDIT" buttons. The "EDIT" button is circled in orange, and a large orange arrow points to it from the right. Below the header, the page title is "★ BIZ2121-04: Production and Operations Management (Undergraduate)". Below the title, it says "last edited by Ayaka Oda 1 minute ago". At the bottom, there is contact information for the instructor: "Instructor: Sung Joo Bae, Assistant Professor of Operations Management & Technological Innovation, Yonsei University Business School". Below that, the email is "Email: [sjbae@yonsei.ac.kr](mailto:sjbae@yonsei.ac.kr)" and the web address is "Web: <http://sjbae.pbworks.com>".

# Uploading Files (1)

- First, click “Images and Files” icon on the right side of the screen.
- Then, click “Upload Files” to select the file to upload from your computer.



## Page Tools

 Rename this page

 Delete this page

## Insert links

Insert links to other pages or uploaded files.


Pages

Images and files

## Upload files

 고대마케팅세미나 - Learning at the

 ENX4.zip

 EndNote\_Download.pdf

 111218 기술혁신세미나 최종 페이지

 김경남\_기술혁신세미나 Proposal.pdf

 기술혁신세미나\_Paper\_이효정.pdf

**Tip:** To turn text into a link, highlight the text, then click on a page or file from the list above.

# Uploading Files (2)

- Click where you want to upload the file on the wiki page.
- Then, select the file you want to upload.

The screenshot shows a wiki page editor interface. At the top, there are tabs for 'VIEW' and 'EDIT'. The page title is 'BIZ2121-04: Production and Operations Management (Undergraduate)'. Below the title is a rich text editor toolbar with various formatting options. The main content area contains the following text:

Instructor: Sung Joo Bae,  
Assistant Professor of Operations Management & Technological Innovation,  
Yonsei University Business School

Email: [sjbae@yonsei.ac.kr](mailto:sjbae@yonsei.ac.kr)  
Web: <http://sjbae.pbworks.com>

Syllabus:  
Student Information Sheet: |

Step 1 is indicated by an orange arrow pointing to the text 'Student Information Sheet: |' in the syllabus section.

Step 2 is indicated by an orange arrow pointing to the 'Page Tools' sidebar on the right. In the 'Page Tools' sidebar, under the 'Insert links' section, the 'Images and files' tab is selected. A list of uploaded files is shown, with 'Student Information Sheet.docx' circled in orange.



# Uploading Files (2)

- You will then see the file uploaded on the wiki page.
- After editing the page, make sure you save it by clicking the “Save” icon at the bottom of the screen.

The screenshot displays a wiki page editor interface. At the top, there are tabs for 'VIEW' and 'EDIT'. The page title is 'BIZ2121-04: Production and Operations Management (Undergraduate)'. Below the title is a rich text editor toolbar with various icons for bold, italic, underline, and other text formatting options. The main content area contains the following text:

Instructor: Sung Joo Bae,  
Assistant Professor of Operations Management & Technological Innovation,  
Yonsei University Business School

Email: [sjbae@yonsei.ac.kr](mailto:sjbae@yonsei.ac.kr)  
Web: <http://sjbae.pbworks.com>

Syllabus:  
Student Information Sheet: [Student Information Sheet.docx](#)

The link 'Student Information Sheet.docx' is circled in orange. To the right of the main content area is a 'Page Tools' sidebar with options like 'Rename this page' and 'Delete this page'. Below that is an 'Insert links' section with a list of uploaded files, including 'Student Information Sheet.docx', '고대마케팅세미나 - Learning at the', 'ENX4.zip', 'EndNote\_Download.pdf', '111218 기술혁신세미나 최종 페이지', and '김경남\_기술혁신세미나 Proposal.pdf'. A tip at the bottom of the sidebar reads: 'Tip: To turn text into a link, highlight the text, then click on a page or file from the list above.'

At the bottom of the editor, there is a text box labeled 'Describe your changes:' with a character count of '0/2000 (hide this)'. Below this text box are three buttons: 'Save', 'Cancel', and 'Edit tags'. The 'Save' button is circled in orange, and a large orange arrow points to it from the left. At the bottom right, a status bar shows 'Saved 33 words at 3:00 PM (less than a minute ago) Edit tags'.

# Note

- If you have any question, please ask the TA for assistance.
- Thank you!