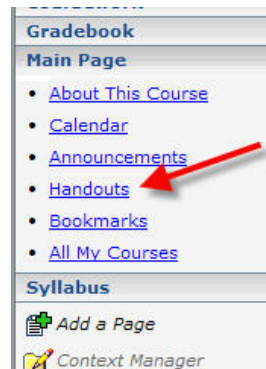


Faculty Add a Handout

1. Login to OWLnet
2. Find your course via the “My Courses” Quick Link on the left-hand navigation menu and click on the title of the course to enter the course homepage.
3. Next beneath the “Main Page” heading of the left-side navigation menu, select “Handouts”



4. From the Handouts portlet, select “Add a Handout”



5. On the next screen, enter a name for the handout you are posting within your course. (This will be the handout name students see displayed.)
6. Click on the “Browse” button to find your file location. You may add a Handout of almost any file type such as: .mp3, mp4, .docx, .pptx, .xlsx, etc
7. Type a description to be displayed with this handout.
8. From the bottom of the screen, click “Save” or “Save and Add Another” if you would like to add an additional handout.

****Note:** You may not add more than one Handout at a time.