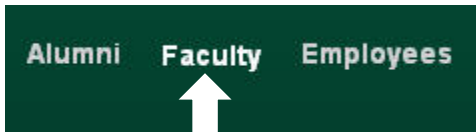


*Owlnet: Your exclusive access to The Woods*

## Faculty How to Add a Custom Page




1. Login to Owlnet.
2. Click on the Faculty tab.



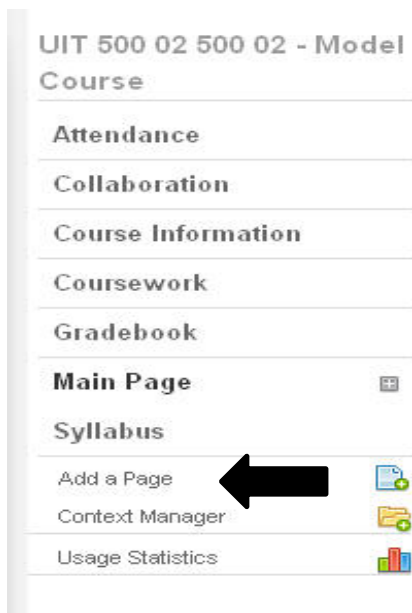
3. Under the "All My Courses" portlet, select the course you want to work with.

### All My Courses

Show:  View your schedule calendar

<b>2011-2012 Academic Year 2A (Grad- Accel)</b>				
My 2011-2012 Academic Year 2A (Grad- Accel) Course List				
Code	Course name	Grade	Schedule	
UIT 500 (1)	Model Course	--	Unknown	
UIT 500 02 (500 02)	Model Course	-	Unknown	

4. To add the custom page to your course on the right hand side click on "Add a Page".



5. Name your new page and click "Create".

Create a new page

Create a new page

Name can contain letters, digits, spaces, single quotes, brackets

**Name**

6. This will bring up your new page information. Select "Permissions".

Customize page Pictures for Class

**Properties** | Content | Layout | **Permissions**

Page Info

Page Name:

Change URL

If there is more than one page, then you will see a checkbox labeled "Make this page default". By checking this checkbox, looks right and minimizes possible confusion. However, any previous bookmarks to this URL will no longer work. If you let

Make this page default.

7. You have to give your students permission to see the page. Make sure to put a checkmark next to "Students" and select "Save"

Customize page Food Day

**Properties** | Content | Layout | **Permissions**

Define Permissions

Permissions for: Members of 500 03 03 - Model Course

Role	Can View
<input type="checkbox"/> Faculty	<input checked="" type="checkbox"/>
<input type="checkbox"/> Students	<input checked="" type="checkbox"/>

Save ←



Exit

8. Once the permission is saved click on "Exit"

Save

Exit ←

9. Your new page will now show up under your "Syllabus" page.

<b>UIT 500 02 500 02 - Model Course</b>	
<b>Attendance</b>	
<b>Collaboration</b>	
<b>Course Information</b>	
<b>Coursework</b>	
<b>Gradebook</b>	
<b>Main Page</b>	
<b>Syllabus</b>	
<b>Images for Class</b>	←
<b>Pictures for Class</b>	
Add a Page	
Context Manager	
Usage Statistics	