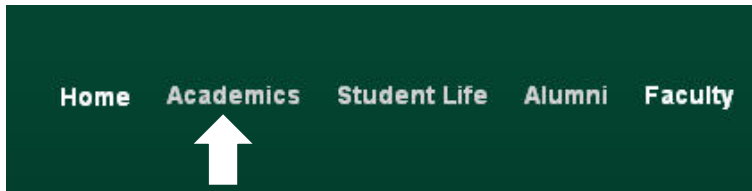


Owlnet: Your exclusive access to The Woods

Faculty How to Change Due Dates in Forums

1. Login to Owlnet at <http://owlnet.williamwoods.edu>
2. Click on the Academics Tab.



3. Under “All My Courses” find your class from Past, Present, or Future list.

All My Courses

Show: View your schedule calendar

- Past Courses
- Current Courses**
- Future Courses

2011-2012 Academic Year 2A (Grad- Accel)

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. Next click on the title of the course to enter your course Main Page on Owlnet.

All My Courses

Show: View your schedule calendar

2011-2012 Academic Year 2A (Grad- Accel)

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

Course Main Page (Homepage)

You are here: [Academics](#) > [UIT Model Courses](#) > [UIT > Model Course](#) > [UIT 500 1 - Model Course](#) > [Main Page](#) Current view: Faculty

UIT 500 1 - Model Course Edit page

About This Course

Course Description

The role of Information Technology in modern organizations has significantly changed. Successful business professionals must be able to demonstrate proficiency in the use of technology, and demonstrate proficiency in evaluating the integration of technology in organizations. Business needs drive information technology requirements in modern organizations. Successful leaders recognize the benefits associated with the implementation of information technology in organizations, while simultaneously working to minimize potential problems or issues typically associated with implementation of new technologies. This course is designed to assist students, through application of personal experiences to topics covered in weekly units and individual assignments reinforcing important issues facing business professionals, in learning effective methods of assessing, implementing, and monitoring various technologies. Students will integrate these core concepts into a final project designed to assist groups in their preliminary business plan research.

Use of Microsoft Excel

We will be utilizing Microsoft Excel throughout this course in the Technology Plug-Ins.

If you already have access to Microsoft Excel, make sure you are familiar with it. If you do not have access, you can use the Microsoft Excel program available in your Windows Live. It is a part of the email account you received from WWU (**@owls.williamwoods.edu). <http://windows.live.com> - select "Office" - you will see access to Excel. Preview video to see how to access Excel on your skydrive.

Calendar

< **January 2012** > Add an Event

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

[Full Size Calendar](#)

Announcements

You have no incoming announcements.

[Show All Announcements](#)

Handouts

[+ Add a Handout](#)

Ungrouped

[BMT580 Online Syllabus \(.pdf, 194K\)](#)

[Go to Main Screen](#)

Navigation Menu (Right-Hand Side)

- UIT 500 1 - Model Course
- Attendance
- Coursework
- Gradebook
- Collaboration
- Course Information
- Main Page**
- Syllabus
- Add a Page
- Context Manager
- Usage Statistics
- Quick Links
- My Courses
 - UIT 500 02 500 02 - Model Course
 - UIT 500 1 - Model Course
- My Pages
 - Default Page
 - Message Center
- Copy Courses

5. From the right-hand navigation menu, select "Collaboration."

UIT 500 1 - Model Course

- Attendance
- Coursework
- Gradebook
- Collaboration** ←
- Course Information
- Main Page
- Syllabus
- Add a Page
- Context Manager
- Usage Statistics

6. From this page click on “Forum Home.”

Collaboration

Forums

Recent posts:	More recent posts
 Re: Re: Unemployment Insurance Benefits in Discussion 2 by Brandy Rena Keith on Mon 3/19/2012 at 5:20 AM	
 Re: WK 5, Q 4 in Discussion 4 by Brandy Rena Keith on Mon 3/19/2012 at 5:16 AM	
 Re: WK 5, Q. 3 in Discussion 3 by Brandy Rena Keith on Mon 3/19/2012 at 5:10 AM	
 Re: WK 5, Q 2 in Discussion 2 by Brandy Rena Keith on Mon 3/19/2012 at 5:05 AM	
 Re: Unemployment Insurance Benefits in Discussion 2 by Charity Lea Taylor on Fri 3/16/2012 at 2:06 PM	









Forum Home



User List

7. On the upper left hand side of the page select “edit forum.”

 Edit Forum 
 Subscribe to Forum
 Unread Posts and Replies
 My Posts and Replies
 User List

8. Once this is select you have to find the topic that you would like to change the dates on and click on the pencil icon to edit.

General		Edit Category	Delete Category		
Topic		Users	Posts	Replies	Access
Add a Topic					
Introductions Please use this space to briefly introduce yourself to your coursemates: • Nam...		3	3	0	
Water Cooler This is a place where you can talk with one another about non-class-related...		3	6	10	
Announcements This will be where any announcements or changes will be announced. Please c...		3	2	4	
Totals:		9	11	14	

9. Change you due dates to the correct ones and select save at the bottom. Repeat the process for any topic that needs its due dates changed.

Activation:

Start: Display now
 Display later manually
 Display on:
 :

End: No end date
 End now
 End on:
 :

before: after:

Access:

Available to all users and guests
 Restricted access - available only to:

Private Topic: Make this a private topic. Posts and replies to this topic by non-admin users will only be visible to the user who posted them and the forum admin(s).

Moderation:

Do not use moderation.
 Posts and replies in this Topic DO NOT require moderator approval before displaying but the assigned moderators can edit and delete posts.
 Posts and replies in this Topic must be approved by a moderator before displaying.

10. When you are finished at the top and bottom of your forums there will be an “exit edit mode and return to forum”. Select this when you are finished.

[Exit edit mode and return to forum](#)