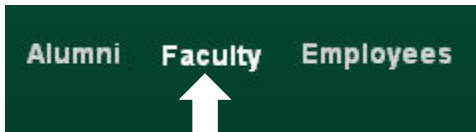


Owlnet: Your exclusive access to The Woods

## Faculty How to Add a Picture

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



3. Under the “All My Courses” portlet select the class you want to work with.

### 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

4. From here you can either add pictures to your “Main Page” or you can add a custom page. If you would like to add a custom page please refer to [“Custom Page”](#) and then start step 5. If you want to add pictures to the “Main Page” start with step 5.

5. To add a custom page on the “Main Page” click “Edit Page”

You are here: Academics > UIT Model Courses - UIT > Model Course > UIT 500 02 500 02 - Model Course = Main Page

### UIT 500 02 500 02 - Model Course

[Edit page](#)

**About This Course**  
A test course to use and play with for testing purposes. Have fun!!!

**Youtube Videos**  
Rare view of the Hourglass Dolphin

**Calendar**  
< January 2012 > [Add an Event](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7

6. Select "Content".

**Customize page Main Page**

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

**Page Info**

Page Name:

Change URL

If there is more than one page, then you will see a checkmark right and minimizes possible confusion. However,

This page is currently the default page for the course.

7. Click on "Add custom content"

**Customize page Main Page**

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

**Portlets on this Page**

Announcements (Announcements)		
Handouts (Handouts)		
Bookmarks (Bookmarks)		
About This Course (Custom Content)		
Calendar (Calendar)		
Youtube Videos (Custom Content)		
Blog (Blog)		

Add a portlet


Add custom content


Reorder

8. Fill out the “Content Name” and click on “Create”

Customize page Main Page

Properties Content Layout Permissions


Content Name:  



















9. You will now see a message that “Your new portlet was created successfully”. On the bottom of the page click on “Exit”


Customize page Main Page


Properties Content Layout Permissions


**Your new portlet was created successfully** 

Portlets on this Page


Handouts (Handouts)		
Announcements (Announcements)		
Bookmarks (Bookmarks)		
Calendar (Calendar)		
About This Course (Custom Content)		
Youtube Videos (Custom Content)		
Images For Class (Custom Content)		
Blog (Blog)		

 Add a portlet

 Add custom content

 Reorder

Portlets on other Pages

 Add a shortcut to a portlet to the page



10. You will now see your new Image portlet on the “Main Page” Under this new portlet select “Create Content”

### UIT 500 02 500 02 - Model Course

[Edit page](#)

#### About This Course

A test course to use and play with for testing purposes. Have fun!!!!



#### 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

#### Images For Class

There is no content in this portlet.

You can add content in the following way(s):

- [Create Content](#)
- [Load From Server File](#)
- [Show external remote content](#)

11. Give your new portlet a description. A header text is optional. Click on “Save”.

### UIT 500 02 500 02 - Model Course

[Edit page](#)

#### Images For Class

##### Add a new element

You can use this screen to define the text and images you want to show on the page. You can also add an optional header if you want to set this content apart from other content you've added.

##### Header

Display a header for this element with the following text

Header Text:

##### Text & Images

Text

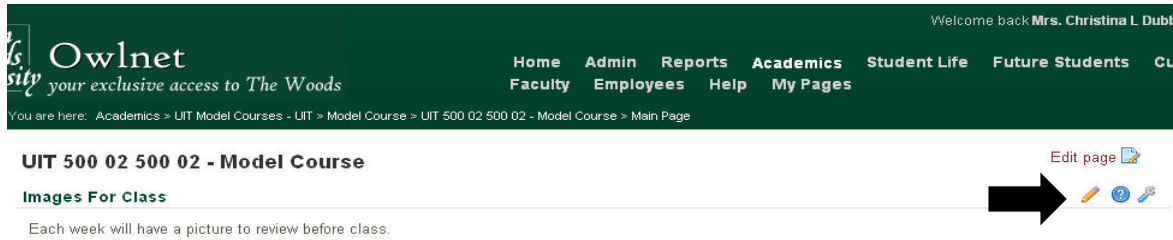
Each week will have a picture to review before class.

Normal  HTML

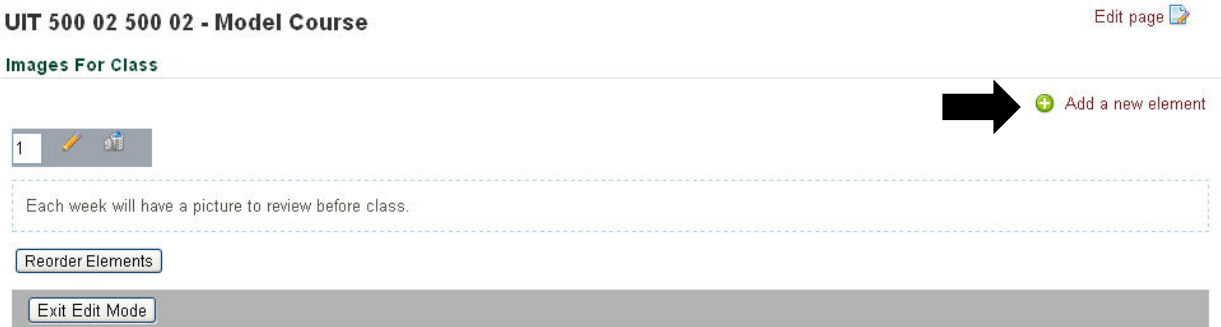
Images:

[How Do I Use Images](#)

12. The edit bar is hidden by default if you scroll over the right hand side of a portlet the bar will appear. From here click on the “Pencil” to edit the portlet.



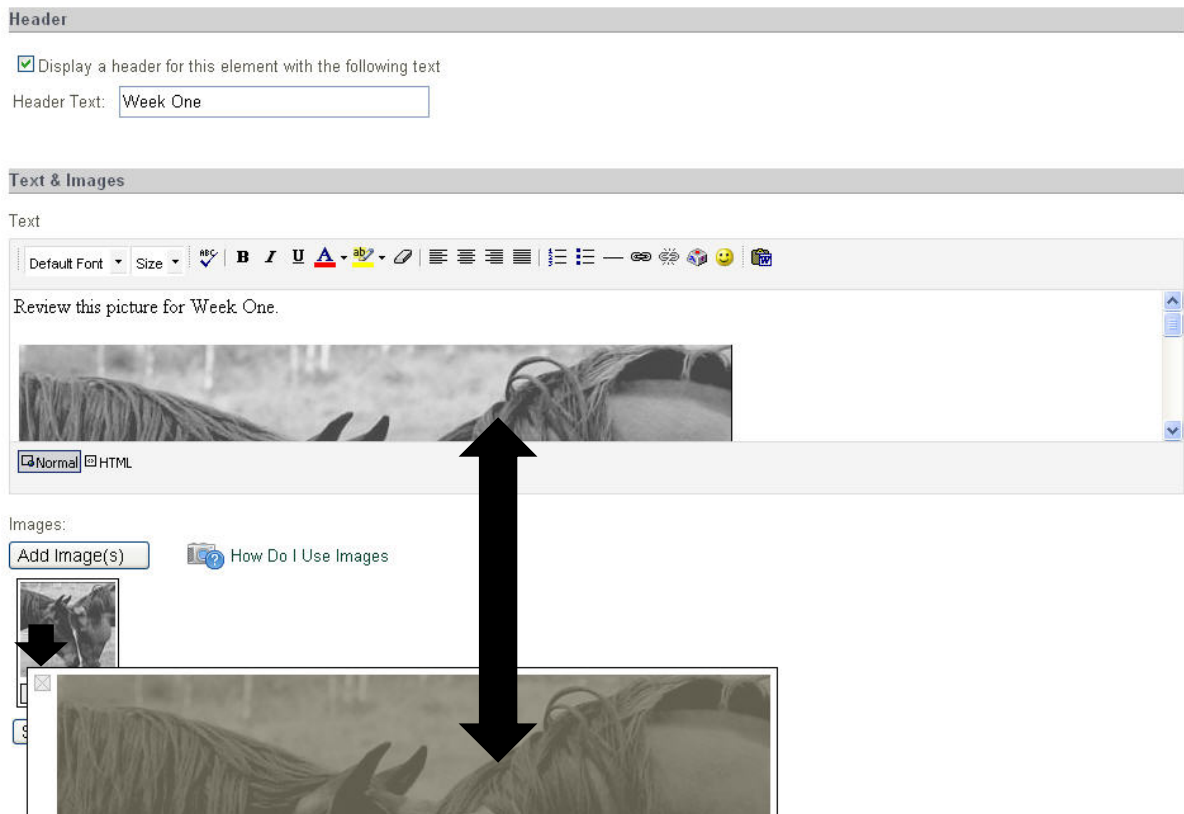
13. On the top right select “Add a new element”.



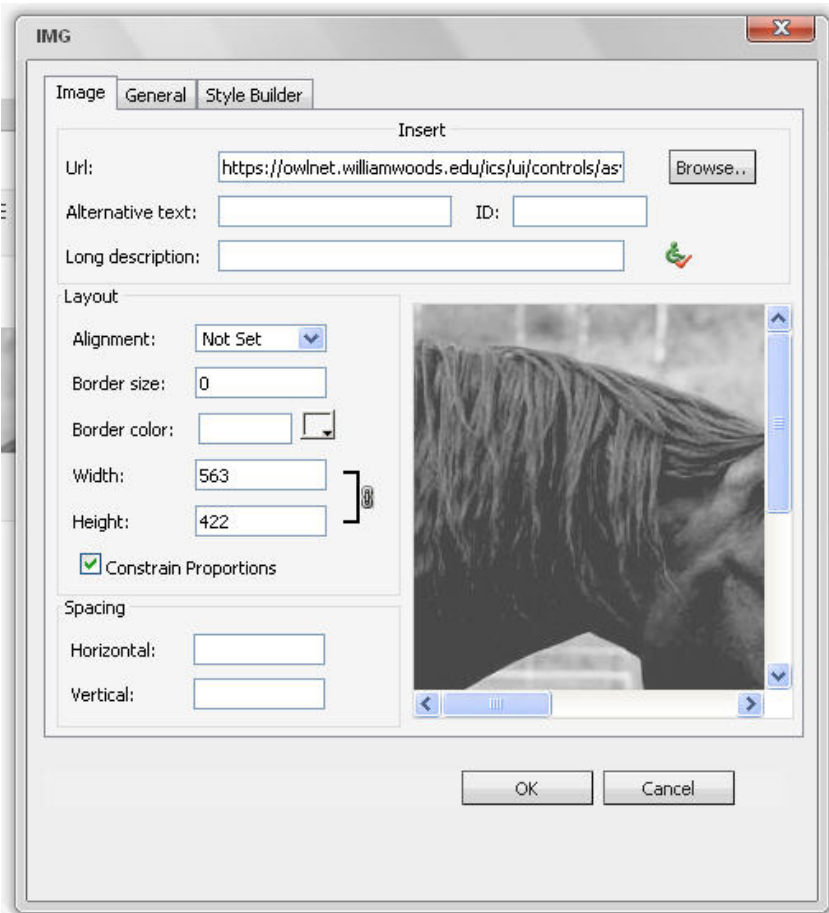
14. Fill out the “Header Text” and the “Text” sections. From here select “Add Image(s)” and navigate to the image(s) that you would like to add.



15. The image will add a small icon at the bottom of the screen. To add the image select the magnified glass and it will bring up the image. Drag the image into the “Text” area to place the image. To minimize the image back to the icon click on the “x” on the left hand side of the image.



16. If you would like to re-size the image you can double click on the image in the “Text” field. This will bring up a box were you can change the images settings.



17. When you are done click on “Save”



18. From here you can either “Exit Edit Mode” to get back to your ‘Main Page’. Or “Add a new element” and start back at step 13.