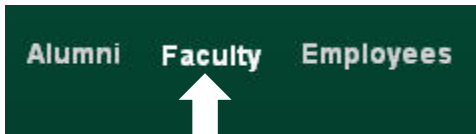


Owlnet: Your exclusive access to The Woods

Faculty How to Add a Bookmark

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. Click on “Add a Bookmark.”

Bookmarks

 Add a Bookmark

There are no Bookmarks for this portlet.

Go to Main Screen 

5. Fill out the fields with a “Label”, put in your “URL”, “Description” is optional and select “save.”

Bookmarks - Manage Bookmark View

Manage

Label: ←

URL: ←

Set: Ungrouped Add a Set

Description:

Normal HTML

(Max Characters: 2000)

Start: Display now
 Display later manually
 Display on:
 12 : 00 AM

End: No end date
 End now
 End on:
 12 : 00 AM

After End: Make Inactive

→

6. Your new Bookmark will now show up on the “Main Page” under “Bookmarks” click on the name to go to the link.