Faculty Dashboard

How to Change Terms

1) Login to OwlNet and click on the Instructional Tools Tab. At the top of the middle column you will see your Faculty Dashboard channel. This channel will show courses based upon the term selected in the options available within this channel. It may be necessary for you to change this term option in order to view your current courses.

If you see the following in this channel, you will need to change your selected term.

The pencil icon in each channel in OwlNet will show you available options.

2) To change the term for this channel, click on the pencil icon in the upper right hand corner of this channel.

The options you have for this channel are now listed on your screen. The 'From Term' option is the one you want to alter by clicking the on the drop down menu (highlighted below in example image). Change this term to the current term to see the courses you are currently teaching. You can also select future terms to see courses you are teaching in future terms. Also, the Check boxes control which Icons you want to display in your channel, and the ‘Number of Rows’ option controls the maximum amount of courses to display in the channel.

3) The options you have for this channel are now listed on your screen. The 'From Term' option is the one you want to alter by clicking the on the drop down menu (highlighted below in example image). Change this term to the current term to see the courses you are currently teaching. You can also select future terms to see courses you are teaching in future terms. Also, the Check boxes control which Icons you want to display in your channel, and the ‘Number of Rows’ option controls the maximum amount of courses to display in the channel.
4) Using the Drop Down Menu, select the Term you wish to view in the channel.

5) When you are finished selecting your options, you will first click on the ‘Apply’ link at the bottom of the channel. Then, you will click on the ‘Back’ Button. This will take you back to view your courses based on the term you selected in step 4. Also, you can click on the ‘Reset’ link at any time to return the channel back to its default settings. For your convenience, we set the default term before every semester for you.

6) After clicking the ‘Back’ link, you will now see the courses for the term you have selected.

If you have any questions or comments on these directions, please email OwlNet@harford.edu