

HOW TO ADD A URL TO A CLASS NOTE from Faculty Center

TRAINING & SUPPORT TEAM
Academic Support Resources
UNIVERSITY OF MINNESOTA

What is it? A URL linking to additional class information may be added as a Class Note. The URL could point to information available on a departmental website, class website, or other location. Students and staff will see the URL in the Class Search results, giving them easy access to additional information about the class.

ACCESS

The screenshot shows the MyU.umn.edu homepage. The 'Teaching' tab is highlighted in the left-hand navigation menu. The main content area displays a 'Schedule By Term' section for 'Fall 2014', listing various classes such as CMB 5594, CMB 8394, CMB 8560, VMED 5210, and VMED 5295. At the bottom of the list, there is a link for 'Faculty Center'.

1. Log in to **MyU.umn.edu** with your Internet ID and password.
2. Click on the **Teaching** tab.

3. Click on the **Faculty Center** link at the bottom to enter the Faculty Center.

ADDING THE URL

The screenshot shows the Faculty Center interface for David Clayton. It displays a 'My Schedule' section for 'Fall 2014 | Univ of Minnesota, Twin Cities'. Below this, there is a table of classes with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. Each row includes a 'URL' link in the final column.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	URL
AMIN 3312-001 (27587)	AmIn Envl Issues/Perspectives (Lecture)	0	TBA	TBA	Sep 2, 2014- Dec 10, 2014	URL
HIST 3417-001 (20605)	Food in History (Lecture)	8	MoWe 8:15AM - 9:30AM	TBA	Sep 2, 2014- Dec 10, 2014	URL
HIST 3426-001 (26290)	Pirates of the Caribbean (Lecture)	10	MoWe 11:15AM - 12:30PM	TBA	Sep 2, 2014- Dec 10, 2014	URL
HIST 3837-001 (25939)	Minnesota History (Lecture)	8	MoWe 4:00PM - 5:15PM	TBA	Sep 2, 2014- Dec 10, 2014	URL

1. Click on the **URL** link for the desired class.

URL-CN-FC-9.11.15-SH

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#)

UNIVERSITY OF MINNESOTA **CSTRN**
All Search >> Advanced Search

Class Note/URL

Term 1149 HIST 3426 Session Regular Section 001 Class Nbr 26290

Class Notes Find First 1 of 1 Last

Sequence Number

Print Location Even if Class Not in Schedule

Note Nbr

Free Format Text

2. Enter the URL in the **Free Format Text** box.

Note: the URL must begin with http://

3. Click the **Save** button.

UNIVERSITY OF MINNESOTA **CSCLS**
All Search >> Advanced Search

Search for Classes

Class Detail

HIST 3426 - 001 Pirates of the Caribbean
 Univ of Minnesota, Twin Cities | Fall 2014 | Lecture

Class Details

Status	Open	Career	Undergraduate
Class Number	26290	Dates	9/2/2014 - 12/10/2014
Session	001 Regular Academic Session	Grading	Student Option
Units	3 units	Location	UMTC, West Bank
Instruction Mode	Classroom/Onsite	Campus	Twin Cities
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 11:15AM - 12:30PM	TBA	David Clayton	09/02/2014 - 12/10/2014

Class Availability

Class Capacity	45	Wait List Capacity	0
Enrollment Total	10	Wait List Total	0
Available Seats	35		

Notes

Class Link <http://cnes.cla.umn.edu/languages/greek/justanexample>

Description

History of early modern globalization through one of its most cosmopolitan actors, the pirate. Geographical focus in the Caribbean basin. Networks of capitalism, migration, empire, and nascent nationalism. Global phenomena through marginalized participants--pirates, maroons, rebels, criminals, paupers, and privateers. Alternate historical narratives on emergence of the modern world.

The URL link now appears as a **Class Link** on the **Class Detail** page accessed through **Class Search**.