

## HOW TO USE OWL - INSTRUCTOR GUIDE

### What You Need

- An internet connection and browser (Netscape or Internet Explorer version 4 or higher)
- Any other requirements will be explained in the OWL course itself.

### Getting an OWL Instructor Account

- Someone from Thomson needs to create your OWL instructor account. If no one in your university has used OWL before, then contact your sales representative.
- When an account is created, you will receive e-mail with the subject: **New OWL Instructor**. The e-mail will contain your account's login and temporary password.

### Getting to the Login Page

Follow these steps to access the appropriate login page for your text, institution and department from the main OWL page.

1. Go to <http://owl.course.com/>
2. Click on the link titled **Log In or Register Here**.
3. Select the book that you are using by clicking on the appropriate link.
4. Choose your institution (college/university) by clicking on the appropriate link.
5. Press the arrow box in the **User Login Page** column next to the department in which your course is being taught. Once you have accessed the appropriate login page, you may bookmark it in your browser.

### Logging In to the Instructor Tools

1. Enter the **Login** and **Password** that you received in your **New OWL Instructor** e-mail.
2. Click **LOG IN**.
3. If you have problems, click **Login Help** on the left. You can choose the **I am an instructor** link to report the problem, or if you have forgotten your login and password, OWL can attempt to look-up the information using your e-mail address and send them to you.

### First Time Information

1. The first time that you successfully log into OWL you will be presented with the **Instructor's Contact Information** page. You must supply any missing information as well as change your password.
2. Click **Save Changes**. The next time you log in make sure to use this **new** password.

### Using the Easy Course Creation Wizard

Note that at any time while using the wizard, you can click on the **Previous** or **Cancel** buttons.

1. Click the **Course Creation** link in the navigation bar at the left.
2. Read the instructions to make sure that you should be using the wizard. Click the **Next** button.
3. Read the information about sections and then enter a course name, choose the number of sections you wish to create, and then click the **Next** button.
4. For each section, you'll need to enter a unique section number, along with the section's instructor, location and time information. Then click the **Next** button.

5. Enter the start and end dates/times that will be the initial settings for your assignments. (You can change these later.) Click the **Next** button.
6. Verify what you have entered and go back and make any changes if necessary. When you are all set, click on the **CONFIRM AND BUILD COURSE** button.

## Using the Easy Assignment Setup Wizard

After your course is built, you will be taken automatically to the **Easy Assignment Setup Wizard**. (Those using textbook databases whose content is not organized into folders will not be able to use this wizard. See below for using the standard assignment tools.) Note that at any point you can choose the **Exit**, **Previous**, or **Skip** buttons.

1. Read the instructions and then click the **Next** button.
2. For each assignment group, choose the include/exclude and requirement settings. Click the **Save and Next** button. Note that you'll be able to set these values based on chapter in the next step.
3. For each chapter/folder, choose the include/exclude and requirement setting. Click the **Save and Next** button.

**Note:** The course that you created using the course wizard contains assignments covering the full text. If it is a two-semester course, exclude all the chapters that will not be covered in the first semester. Then use the course wizard again to create a separate course for the second semester and exclude the assignments that are in the first semester course.

4. For each chapter/folder, enter the start date/time and due date/time. Note that you'll be able to refine these settings for individual assignments using the standard assignment tools later on. Click the **Save and Next** button.
5. Click the **Exit** button when you are finished.
6. Students can now register for your section using their access codes and begin doing their OWL assignments.

## Course Permissions

OWL has a full permissions manager that controls access to all the tools in the system. OWL administrators set the permissions for accessing the administrative and authoring tools. Individual course permissions, on the other hand, are controlled by the course creator. If you've used the course wizard to create a course, you have full access to it. Otherwise, if you need access to a course, the course creator can use the **Course Permissions** link from the **Section Management** page to enable your access.

## More on Assignment Setup

Once your course and section have been created, you may need to make further changes to the setup of your assignments even if you have used the **Easy Assignment Setup Wizard**.

1. Click on **Assignment Setup** under **Quick Links** in the green navigation bar. Click on the **Include/Exclude** tab to get to the **Include/Exclude** page.
2. The **Include/Exclude** page lets you exclude any assignments that you don't want to use. Choose Exclude in the pull-down list for any assignments that you want to exclude, then click **Save Included/Excluded Assignments** at the bottom of the page. Next click on the **Set Dates** tab.
3. The **Set Dates** page displays the **Start Date**, **Start Time**, **Due Date**, and **Due Time** for assignments in the course. The start date determines when the assignment is visible to students. The due date controls how students' work is graded. Students can work on assignments after the due date, but cannot better their grade. Note that the start and due dates that you enter are *specific* to your section. (Each section can have its own values.) Each assignment can also be set as Required, Optional, or Extra Credit. Make

sure to assign the **Intro to OWL** assignments as the first set of assignments so that your students learn to use the system and that they check that the browser they are working on meets the system requirements before they do any of their course work. When you are done making changes, click **Save Start and Due Dates** at the bottom of the page. You may update dates as many times as you like. Note the assignments may reorder when you change a date.

## Customizing Assignments

For each assignment in your course, you can control various settings, including how the grade is calculated, how much time is permitted, the number of attempts allowed and whether or not the correct answer and feedback are shown after the student submits an answer. You can view or edit assignments individually or by group.

1. To view or edit one particular assignment: Click on an assignment's name link on any page that it exists, for example on the **Assignment Setup: Assignment List** page. This link will take you to the **Assignment Management** page where you can view and edit all the settings for that assignment.
2. Assignments are also organized into Groups. To view or edit assignments by the Group that they are in, choose **Assignment Tools** from the left navigation bar, and then choose **Assignment Groups** to get to the **Assignment Groups and Settings** page. Next, choose the appropriate Group and finally click the **Edit Assignment Settings** link.

## Section Management

Once your students start to work on their OWL assignments, you'll need to respond to their messages, make announcements, check students' progress, give due date extensions, generate grades, etc. These tools and more are available by clicking on **Section Management** in the navigation bar at the left.

## Where to Go from Here

This is just a brief overview of the **Course Management** tools available to instructors in OWL. For a more in depth presentation, take the **Getting Started with OWL – Course Management** training. To learn the OWL authoring tools, take the **Getting Started with OWL – Authoring** training. Both trainings are available by clicking on **Getting Started** in the navigation bar at the left.

## Miscellaneous

- Click **Student Window** to see OWL from the student's perspective.
- Click **New Window** to get another instructor tools window.
- Click **Help** for the *Instructor User's Manual*.
- Click **OWL Search** to do a general search of all OWL objects.
- Click **Tech Support** to ask a question or report a problem.
- Click **User Info** to view the other instructors in your OWL system and/or to change your user information and password.
- Click **Appendix** to see the appendices available to your students as they work their OWL questions.
- Click **Logout** to leave the system and secure the instructor tools from others using them.