

OWL Student Quick Start Guide

What You Need

- An internet connection and browser.
- The OWL Access Code supplied with your new textbook or purchased separately.
- All other requirements will be explained in your OWL course.

Registering for OWL

For full registration directions and a list of Frequently Asked Questions about OWL registration, please visit www.cengage.com/owl/partners/brookscole/help/.

First Time Information

1. The first time that you successfully log into OWL you will be presented with the **Welcome to OWL** page. Carefully read the given information, and then click **CONTINUE**.
2. If desired, you can change your student number, password, e-mail address, or phone.
3. Click **Save and Continue**.
4. On the **Course Menu** page, check that you are registered for the correct OWL course. If it is *incorrect*, see **Incorrect Registration** below.
5. Click on the underlined name link for your course.
6. If the **Course Notes** page is presented, read the given information and then click **View Assignments**. You will now be on the **Current Course Assignments** page.

Incorrect Registration

If you find that you have registered for the wrong class, select one of the following two choices.

Choice 1: If your textbook, institution and department are *correct*:

1. After logging in, click **Add/Switch Course** from the navigation bar at the left.
2. Click the **Request Switch** link.
3. Follow the directions.
4. Click **Course Menu** on the navigation bar, and you should see that you have been switched to the selected class. Continue from 4 in **First Time Information** above.

Choice 2: If your institution and/or department are *incorrect*:

1. Contact OWL Technical Support at www.cengage.com/owl. Explain the mistake you've made. You *cannot* reuse your Access Code to register again.

Working on Your Assignments

Make sure to do all the introductory assignments first to be certain that your browser is set-up correctly and to learn to use the OWL system.

1. From the **Current Course Assignments** page, click on the assignment that you want to work on. From the **Unit Menu** page, click on the first item listed for the assignment. Depending on the assignment type, which is shown near the top right of the page and described in the introductory assignments, the first item may be an **Info Page**, a **Question**, or a **Unit**.
2. If you are taken to an **OWL Content Page**, read the information and follow any directions. Then click **Next Item** on the navigation bar to the left to go on.
3. When you get to a question, choose or type in your answer(s), and then click **CHECK ANSWER**.
4. Your **Score**, the correct **Answer(s)**, and **Feedback** may be shown, depending on how your instructor set up the assignment.

5. For **Question** type assignments, if you would like to try the question again, click **Redo Question**. For **QuestionPool** assignments, you need to return to the **Unit Menu** to try the questions in the unit again.
6. When you are ready to move on to another question, click **Next Item** on the navigation bar to the left.
7. When you are done working, return to the **Unit Menu** and then click **Assignments** to check your current grades. From here you can also choose another assignment on which to work.
8. To exit the OWL system, click **Logout**. Note that you may return to work on assignments at any time, but only work done **before** the due date will count towards your grade.

Accessing Assignments

At the top of the **Current Course Assignments** page there are three links: **Current Assignments**, **Past Due Assignments**, and **Assignment Folders**. When you click on **Assignments** in the left navigation bar, you will be brought to whichever of these pages you last viewed.

- Click **Current Assignments** to access assignments before they are due.
- Click **Past Due Assignments** to access assignments after the due date.
- Click **Assignment Folders** to see the list of assignments organized into folders. Click on a folder link to see just the assignments in that folder, or click the **Open subfolders** link to see all of the assignments.

Course & Assignments Navigation Bar Links

- Click **Course Menu** to see the list of courses in which you are registered.
- Click **Course Grades** to see grades from outside of OWL and OWL assignment grade summaries (if your instructor has made them available).
- Click **Course Notes** to see any instructor announcements.
- Click **Assignment Notes** when working in an assignment to see any instructor comments about that particular assignment.
- Click **Unit Menu** when working in an assignment to get the listing of all the units and questions in the assignment.

Support & Miscellaneous Navigation Bar Links

- Click **Appendix** to find information that you may need in answering questions.
- Click **Units of Measure** to view information on units and abbreviations used in OWL.
- Click **User Info** to change your password, e-mail, or phone.
- Click **Clicker Registration** to register your clicker if your class is using a classroom clicker system with OWL.
- Click **Help** for the *Student User's Manual*.
- Click **Add/Switch Course** to be rostered into a new course or to switch to a different course.
- Click **Send Message** to ask a question or to report a problem to your instructor or T.A.
- Click **View Messages** to see all of the messages that you have sent and any responses.
- Click **Logout** to terminate your OWL session.