HOW TO USE OWL - STUDENT GUIDE

What You Need
- An internet connection and browser (Netscape or Internet Explorer version 4 or higher)
- Free Macromedia Shockwave Player plug-in for your browser (download at http://www.macromedia.com/downloads)
- The OWL Access Code supplied with your new textbook or purchased from Thomson Learning.
- Any other requirements will be explained in your OWL course itself.

Registering for OWL
1. Go to http://owl.thomsonlearning.com
2. Select the link under Instructor/Student Login and Student Registration.
3. Select the book that you are using by clicking on the appropriate link.
4. If at any time during the registration process you make the wrong selection, choose the Start Over link at the top left of the page.
5. Select the “Institution” (college/university) that you attend by clicking on the appropriate link. If your institution is not listed, contact your instructor.
6. Press the arrow box in the Student Registration column next to the department in which your course is being taught. If your department is not listed, contact your instructor.
7. Find the course, section, instructor, location and time that matches the class that you are in, and then press the arrow box in the Section # column. If your course and section are not listed, contact your instructor.
8. Fill in the Self-Registration Form following the directions that are given. Press CONTINUE when done.
9. If there are any problems with the contents of the form you submitted, a message will be displayed. Make the needed changes and resubmit the form.
10. Confirm the information that you have supplied. Note that the name and student number you have given is what your instructor will use to identify you and your OWL grades. You will not be able to change your name later. If you need to make a change, press CANCEL, otherwise press CONTINUE.
11. Note that your OWL account is limited to use for 12 months. After reading the licensing agreement, press I AGREE.
12. The Successful Registration page will be displayed. (Your registration information will also be emailed to you.) Click on the link provided to log into OWL as a student to take you back to the main OWL page.

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. Follow steps 2 through 5 in Registering for OWL above.
2. Press the arrow box in the User Login Page column next to the department in which your course is being taught. Once you have selected the appropriate login page, you may bookmark it in your browser.

Logging In
1. Enter the Login and Password you selected during the registration process.
2. Click LOG IN.
3. If you see the Invalid Login page, read the possible causes of problems and then TRY AGAIN.
4. If you continue to have problems, click **REPORT IT**. You can choose **I am a student** 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 in to 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. Click **Save and Continue**.
3. On the **Course Menu** page check that you are registered for the correct OWL course. If it is **incorrect**, see **Incorrect Registration** below.
4. Click on the underlined name link for your course.
5. If the **Course Notes** page is presented, read the given information and then press **View Assignments**.

**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, press **Add/Switch Class** from the menu bar at the left.
2. Click **Request Switch**.
3. Follow the directions.
4. Click **Course Menu** on the menu 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 Thomson technical support at (800) 423-0563, option 2 or support@thomsonlearning.com. Explain the mistake you’ve made. You **cannot** reuse your Access Code to register again.

**Working on Your Assignments**

1. From the **Course Assignments** page, click on the link of the name of the assignment on which you want to work. Make sure to do all the introductory assignments first to make sure that your browser is set-up correctly and to learn to use super/subscripts, scientific notation, etc.
2. Click on the link for the unit on which you want to work.
3. If there is content material to read, follow the directions given. Then press **Next Item** on the navigation bar to the left to go on.
4. When you get to a question, type in your answer(s), and then click **CHECK ANSWER**.
5. Your **Score**, the correct **Answer(s)**, and **Feedback** will be shown.
6. When you are ready to move on to another question click **Next Item** on the navigation bar to the left. If you are on the last question in the unit, click **Unit Menu** to return to the complete list of units for the assignment.
7. If you did not master the unit, you may select it and try again. Note that you must get the required number of questions correct in **one attempt** at the unit.
8. When you are done working, return to the **Unit Menu** and then click **Current Assign** to check your current grades. From here you can also choose another assignment on which to work.

9. 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.

**Miscellaneous**

- Click **Course Grades** to see grades from outside of OWL (if instructor has made them available.)
- Click **Course Notes** to see any instructor announcements.
- Click **Past Due Assign** to access assignments after the due date.
- Click **Appendix** to find information that you may need in answering questions.
- Click **User Info** to change your student number, password, e-mail, or phone.
- Click **Help** for the **Student User’s Manual** including the online tutorial, **Browsing for Beginners**.
- Click **Send Message** to ask a question or report a problem to your instructor or T.A.