

HOW TO USE OWL

1. *Start your web browser.*

OWL requires Netscape version 3.x or higher, or Internet Explorer version 4 or higher.
Go to <http://owl.umb.edu>.

2. *Logging on.*

Enter your login (your student ID) and password (your last name).
Click the **LOG IN TO OWL** button.
If you see the **Who Are You** page, click on the **Help** button and then **TRY AGAIN**.
If you continue to have problems, click on **REPORT IT**.

3. *First time information.*

Carefully read the **Welcome** page, then click **CONTINUE**.
Enter your email address and phone number (if you have them) so that you can be contacted about error submissions and any other problems.
Click **CONTINUE**.

4. *Working on your assignments.*

On the **Course Menu** page, check to see that you are rostered in the correct course. If it is incorrect, click **Add/Switch Class** to the left and follow the directions.
Click on the underlined link for your course (e.g., CH 103 - Section I).
After reading the **Course Notes** page, click on **View Assignments**.
Click on the name of the assignment on which you want to work.
Important: Do the tutorial first to learn to use sub/superscripts, scientific notation, and units correctly within OWL.
Click on the link for the unit (problem) on which you want to work.
If there is content material to read, follow the directions given. Press **Next** to the left to go on.
When you get to a question, type in your answer(s), and then click **CHECK ANSWER**.
Your score, the correct answer(s), and feedback will be shown. (You may have to scroll down the page.)
If you *did not* get the problem right, you may click **Redo Question** to the left (*if available*) to try the problem again.
When you are ready to move to another question, either:
 Choose a question number link from the green bar at the top of the page, or
 Click **Prev** or **Next** to the left, or
 Click **Unit Menu** to the left to return to the complete unit (problem) list.
When you are finished working, return to the **Unit Menu** and then click **Assignments**.
Click the **Logout** button on the left side of the page to exit the OWL system.

5. *Miscellaneous information.*

Click **Course Notes** to see any instructor announcements.
Click **Contact Info** to change your email and phone information.
Click **Appendix** to view helpful information.
Click **Units** to see the acceptable units and abbreviations for the system.
Click **Help** for the User's Manual, including the online tutorial, Browsing for Beginners
Click **Send Message** to report a problem or ask a question.