

At-a-Glance Task Guide

Use the guide below to find common tasks in the column on the left. Follow the click path in the right column to find the task in the new interface.

	IF YOU WANT TO:	ON THE LEFT MENU , CHOOSE:	AND THEN CLICK:
Student Management	View student roster	Course Home	View roster
	Add a student to your course or section	Course Home	View roster > Add New Student
	Drop a student from your course or section	Course Home	Drop
	Search for a student	Student Search	
	Grant an extension	Course Home	Extend dates
	View a student's answers	Course Home	Student progress > click question mark next to student's name
Your Course	Create a course	Course Creation	Easy Course Setup Wizard
	Copy a course	Course Home	Manage Sections > Copy Course
	Add a section to your course	Course Home	Manage Sections > New Section
	Archive a course	Course List	Archive/Unarchive Courses
	Give a colleague or TA access to your course	Course Home	Manage Sections > Course Permissions
	Change course name	Course Home	Manage Sections > Edit Details
	Add a website link to your course	Course Home	Manage Sections > Section Web Links
Assignments	Choose assignments	Assignment Setup	
	Change assignment due dates	Assignment Setup	
	View the content in an assignment	Assignment Setup	Any assignment's name > Assignment Viewer
	View assignments in a calendar by due dates	Assignment Calendar	
	Change settings of an assignment group	Assignment Tools	Assignment Groups > Any group name > Edit Assignment Settings
Communication	Post an announcement	Course Home	Announcements box > Edit
	View messages	Messages	
	Send email to students	Roster	Select Students to email (or Post an announcement with email option checked)
	Change or add message recipient for OWL emails	Course Home	Manage Sections > Message Recipients
Misc., Get Help	Manage clickers	Course Home	Classroom Response Systems (clickers) > Manage
	Change your email or password	My Account	
	View the e-Book	e-Book	
	Get help and more training	Click Support in the upper right of the page for OWL Support Options.	