Instructor QuickStart Guide

Thanks for choosing the most effective learning system for chemistry. We hope OWLv2 is a great experience for you and your students. Please follow the steps below to get started.

STEP 1: LOG IN

1. Go to https://login.cengage.com/cb/
2. Enter your Username and Password and click **Sign In.**
   Click **New Faculty User** if you don't have a Cengage login yet. After you get faculty approval, usually within 48 hours, you can proceed to STEP 2.

STEP 2: ADD YOUR TEXTBOOK TO YOUR INSTRUCTOR RESOURCE CENTER

1. Locate the "Add a product to your Instructor Resource Center" input box. Enter the textbook Author, Title or ISBN.
2. Click the **Search** icon.
3. Select the textbook that you use for your course.
   Choose carefully! Many textbooks have similar names and/or hybrid editions.
4. Click **Continue**.
5. Select the OWLv2 product you'll use with your course then click the "Add Selected to Instructor Resource Center" button at the bottom of the page.
   Note the different subscription lengths and add-ons such as the Solutions Manual. Choose the product you'd like to recommend for students for your course. For example, if you're teaching a two semester course, select the 24- month (730-day) code. Students can still choose to purchase a different subscription length or include add-ons such as the Solutions Manual, but your choice provides them with a recommendation. If you're unsure what to choose, please contact your Learning Consultant.

NOTE: If you're using OWLv2 *within* a learning management system such as Angel, Blackboard, Canvas, Desire2Learn or Moodle please talk to your Learning Consultant or see the Learning Resources pages here for special considerations for your course creation.

STEP 3: CREATE YOUR COURSE

1. Under the **My Course** heading click the "OWLv2 for..." link
2. Click the **Courses** tab near the top of the page.
3. Click the **Create a New Course** button.
4. Choose the second option to **Copy a Existing Course** and then choose **Modify a template course designed by Cengage Learning.**
   Note that your other option is to *Build a Course Manually* but we recommend using the template. The template comes with pre-made assignments for each chapter that contain all of the material available. You can customize this template course by removing or adding questions and/or creating additional assignments from scratch. Most instructors find the template course the fastest and easiest way to get started while still having the full customization options available.

   - ○ Build a Course Manually *(Build course first, and manually add assignments later.)*
   - ● Copy an Existing Course *(Save time by starting with a course already in your account.)*
     - ○ Start with a course already in your account.
     - ● Modify a template course designed by Cengage Learning.
   - ○ Import a Course via a File Previously Exported from OWLv2

5. Click **Continue**.

Need help? If you have trouble or have questions about creating your course and managing assignments, please let us know! You have a personalized Digital Solution Coordinator (DSC) who is ready to help. Contact your Learning Consultant who will connect you to your DSC.

STEP 3: ASSIGN INTRO ASSIGNMENTS TO STUDENTS

The Intro Assignments explain navigation, assignment structure, grading, and have built-in tools to ensure each student's browser is set up correctly. These assignments are important for students to complete at the start of each semester and should be included in every course.

1. Click the **Assignments** tab near the top of the page.
2. Select the first four Intro assignments by putting a check mark next to their name.
3. Click **Modify Dates** from the Options at the top of the page (Click **Show All Options** if the Options aren't visible to you).
4. Set the Available date to today at 8:00 AM and the Due Date 2-3 weeks later (or another date of your choosing). Leave the other options unchanged.
5. Click **Save dates.**
   *If you've opted to create your course manually from scratch please see the Appendix: Manually Created Courses for information on how to add the Intro Assignments.

OPTIONAL

If you're new to OWLv2, completing the Intro Assignments "as a student" is one of the best ways to get an overview and understand how assignments are delivered to

1. Click the person icon in the upper right corner.
2. Click the **Change to Student View** at the top of the page.
3. Click **Take** for the assignment "Intro: Working with OWL" and complete the assignment.
4. When finished, click the **Assignments** tab at the top of the page again and choose the next Intro assignment. Repeat until you've completed all four assignments then click the person icon again and choose "Return to Instructor View."

STEP 4: DELETE THE CHAPTERS YOU WON'T COVER

It makes your course more manageable if you delete the chapters you won't cover during this semester. This step deletes the pre-made assignments but you can still remake any chapter assignments if you change your mind later.

1. Click the **Assignments** tab near the top of the page and then select the chapters you don't cover in your course.
2. Choose **Delete** from the Options at the top of the page (Click **Show All Options** if the Options aren't visible to you)**.**
3. Click **OK** to confirm.

STEP 5: MANAGE ASSIGNMENTS

Now that you have a basic course, you have three options for how to customize your course.

A) You can use this template course "as is" and simply adjust assignment due dates appropriately. Students will be assigned all of the content for each chapter that is available for your text.

   1. To change dates, click the **Assignments** tab near the top of the page and then select one or more assignments.
   2. Choose **Modify Dates** from the top of the page**.** Use the "Specify Dates for Each" to change the dates individually for each assignment.

3. Set the Available date and the Due Date.
   Late Penalty: If you want to employ a late penalty, input an Unavailable Date that is **after** the Due Date and set the Late Penalty percentage. (See Appendix: Working with Late Penalty and Practice Feature for more information)

4. Click **Save dates.**

TIP: Be consistent! Set assignment Available date and Due date at the same time and day each week so students know what to expect and can schedule their time. For example, set all assignments to be *Available* at 9:00 AM Mondays and *Due* Sunday nights at 11:59 PM.
TIP: Set the Available date for all assignments you're not ready to work with yet in the distant future. Students won't see the assignment until the Available date has passed.
TIP: Assigning all the material for all chapters is quite a lot of work for students. See the Average Completion Time that's shown on the Assignments page to make sure you're giving an appropriate amount of homework. We recommend setting most Multimedia Assignments and Adaptive Study Plans to "not graded" (Optional) and removing questions from the end of chapter sets. (See Appendix: Creating and Modifying Assignments)

B) Modify any assignment by adding or removing items, changing its name, or changing the assignment options like scoring and whether feedback is presented. Click **Edit** in the Actions column next to the assignment's name.
   Choose **Edit Assignment Information** to change the assignment's name and dates.
   Choose **Edit Assignment Options** to change the scoring options, point value, feedback appearance, attempt or time limit and other assignment options. (See Appendix: Explanation of Assignment Options)
   Choose **Edit Assignment Content** to preview the content in each assignment and add and remove items. (See Appendix: Creating and Modifying Assignments)

C) You can create additional or alternative assignments from scratch. Click the orange **Create Assignment** button and follow the prompts to choose the material for you own assignment. (See Appendix: Creating and Modifying Assignments)

QUICK TIP
Adding more information to your assignments view can be an efficient way to see all the information for your course. Click
1. Click **Change Information Displayed on This Page** from the Options at the top of the page (Click **Show All Options** if the Options aren't visible to you).
2. Check off all boxes.

Select the information you wish to display on the Assignments page.

Default	Additional		
☑ Status	☑ Taken (# Students)	☑ Categories	☑ # of Questions
☑ Available Date	☑ Possible Score	☑ Assignment Type	☑ # of Students
☑ Due Date	☑ Average Score	☑ Time Allowed	☑ Last Modified Date
	☑ Gradability	☑ Takes Allowed	☑ Unavailable Date

3. Click Save.
This will add columns to your assignment list so you can see all information at a glance without having to click on Assignment Options individually.

QUICK CONTENT OVERVIEW

Your course has lots of different content items that serve different purposes and address different learning styles and teaching styles. It's helpful to understand types of material so you can decide how it can best be used for your course.

Assignment Type	Description	Suggested Use
Intro Assignments	Explain navigation, assignment structure, grading, and have built-in tools to ensure each student's browser is set up correctly.	Always use! Assign at the start of each semester to help students get started.
Mastery Assignment	Questions are delivered in groups. Students must get a certain number correct to earn credit (usually 2 out of 3. You can change this in Assignment Options). Contain 3-way randomization to reduce pattern learning and encourage conceptual understanding. Multiple tries allow students to work at own pace with question-specific feedback and extra resources for fully supported learning.	Assign as the bulk of the homework. The fully supported environment sets students up for success and allows them to work at their own pace until they master the topic.
Activities, Problems, and/or EOCs Assignment*		
EOCs (End of Chapter)	Questions match those in the textbook and provide a solid review of the material covered in a chapter. Have more limited feedback than Mastery questions.	Assign after Mastery homework as a chapter review or mix and match questions from many chapters as a mid-term or final exam review. The EOC assignments have a LOT of questions so you'll want to review and remove some to make them manageable for students.
Math Review	Help students refresh the math skills they'll need to be successful in your course.	Assign entire assignment as not-graded optional at the start of semester OR insert individual questions into chapter assignments where the specific math skills are needed.
Tutors, Simulations, Visualizations, Interactive Examples, ChemWork	Multimedia activities designed to promote conceptual understanding through guided simulations, virtual labs, observation exercises, or step-wise problem solving. Always available as an optional resource within Mastery assignments or you can assign for credit.	Assign a few before each lecture as a concept instruction so students come to class already engaged with the topic. Also great as an extra credit assignment.
Test	Run in a special mode and are made from available test banks. Offer students questions with minimal or no feedback for student assessment. Note: Use Create Assignment to see questions. Pre-made test assignment aren't included with your course template.	Assign as exam preparation or use them as at-home quizzes or exams. Deliver your full course exams if you have a proctored testing environment available.
Reading	Direct students to specific chapters or sections in their eBook (Non-graded) Note: Use Create Assignment to see questions. Pre-made Reading assignment aren't included with your course template.	Assign for students for pre-lecture, review or emphasize important information in the textbook.
Quick Prep	Learning module to help students review key chemistry concepts and essential skills. Consists of a pretest that helps students identify the concepts they need to practice and study and provides an adaptive study plan based on the results.	Assign at the start of the semester OR ask students to complete during break before course begins. Takes on average 20 hours to complete but you can reduce this by specifying focus topics in Assignment Options.
Adaptive Study Plan	Evaluates a student's proficiency and then provides an adaptive study plan based on the test results. Designed as a self-directed learning path.	Set it up as a non-graded assignment so students can use it as self-directed study that doesn't count towards final grade. Alternately, assign for a grade on chapter-by-chapter basis before an exam as review.
External Web Link Assignment	Build a simple assignment that will open an external website. (Not-graded)	Direct students to online resources such as research papers, experiment videos, or other ancillary material.

*Note that all content types are not available for all texts.

STEP 6: MESSAGE STUDENTS

Let your students know that OWLv2 will be required for the course and send them enrollment and purchase instructions.

1. Click the **Course** tab near the top of the page.

2. Click the course name. Click **Student Registration Instructions**.

3. Copy and paste the information from the Student Registration Instructions page into an email and send to all students.

STEP 7: MANAGE THE GRADEBOOK

The Gradebook is where you grant extensions for assignments, download grade reports, see student's work and get snapshots of your class progress. First, click the **Gradebook** tab near the top of the page then choose the task from the list below.

Choose Assignments

Click the "X" next to any assignment column to hide it. Open **Manage Columns** to restore hidden assignments.

Click **Manage Columns** and then **Edit Assignment Filter** to quickly filter assignments by type or due date. *Recommended filter*: Choose Unavailable and use *Before* today's date. Check all Assignment types and choose only "Graded" assignments. This will filter your gradebook to show all completed assignments that count towards final grade to give you a current snapshot of student progress.

Download a Grade Report

Click **Export Course Gradebook** in the upper right corner

Select the format to export. Choose from a standard Excel spreadsheet or optimize your report for your Learning Management System.

Click **Export** and save the report to your computer

Identify Students At Risk

The default view of the gradebook automatically provides quartile shading to give you an instant picture of student performance. Click the Total Score column header to sort your students by score in order to easily identify students at risk of failing.

Send a Class-Wide Email

Click the person icon 👤 in the upper right corner of the assignment table.

Use the Send Email to Users feature to send a message to your entire class or just select students.

View Student Work

Click any assignment's score for a student to go to the Edit Grade Details page.

Set the Question and Attempt number to see the exact question the student was asked and his/her answer.

Reset a Student Take

Click any assignment's score for a student to go to the Edit Grade Details page.

Use the reset take feature to open the assignment again for a student after it has been submitted. Remember that you'll also need to give the student an extension if the unavailable date has already passed.

Grant Extension or Adapt Assignment Options for Individual Student

Click any assignment's score for a student to go to the Edit Grade Details page.

Choose **Customize Assignment Options.**

Modify assignment availability dates and grant date extensions for individual student

Change a Student's Score

Click any assignment's score for a student to go to the Edit Grade Details page. Note you can also leave a message here to the student about their assignment.

Change Gradebook Appearance

Click the **Show All Options** bar to see appearance options.

Click **Edit Grading Categories** to group assignments together into customized categories. Note that you can weight categories for further gradebook customization.

NEED MORE?

SELF TRAINING VIDEOS

We have a set of self training videos the cover many of the essential course management skills. Choose **Help** from the top of any OWLv2 page and choose [Training Videos](#).

TECH SUPPORT

Choose the **Cengage Technical Support** icon from the top of any page. Fill in the required information and click **Create Case** button at the bottom.

SEARCHABLE HELP TOPICS

Choose **User Icon** from the top of any OWLv2 page and choose **Textual Help**.

TRAINING AND SUPPORT

You can request an in-person or online training and review pre-recorded seminars through [Cengage Learning Engagement Services](#). First Day of Class Materials and the full Instructor Smart Start Guide are also available here.

Appendix A: Manually Created Courses

If you choose to create a course manually instead of using the provided template course it's important to include the Introductory Assignments. The Intro Assignments explain navigation, assignment structure, grading, and have built-in tools to ensure each student's browser is set up correctly.
To put these important assignments into your course:
1. Click the **Assignments** tab near the top of the page.
2. Click the **Create Assignment** button.
3. Choose **Activities, Problems, and/or EOCs**
4. Name the assignment " Intro: Working with OWL." Set an available date at or before the first day of class and the due date 2-3 weeks into the semester. Leave the "Allow students to practice this assignment after the unavailable date" checked so students can reference the material after the due date.
5. Click **Continue**
6. Click the "+" next to "Introduction to OWLv2" to expand it.
7. Check the "Working with OWL" group and click **Continue**.
8. Click **Include All** to include all the available questions and click **Continue.**
9. Click **Save Changes** on the Assignment Options page to use the default assignment settings.
Repeat the steps and create two more assignments. One for "Intro: Non-Mastery Assignments and Answering Questions" and one for "Intro: ChemDoodle Sketcher and ChemDoodle 3D."
Repeat steps 1-2 then choose **Mastery.** Name the assignment "Intro: Mastery Assignments" and again expand the "Introduction to OWLv2" heading to include all of the Mastery introductory material.
When finished, you should have four introductory assignments.
Intro: Working with OWL (from **Activities, Problems, and/or EOCs**)
Intro: Non-Mastery Assignments and Answering Questions (from **Activities, Problems, and/or EOCs**)
Intro: Mastery Assignments (from **Mastery**)
Intro: ChemDoodle Sketcher and ChemDoodle 3D (from **Activities, Problems, and/or EOCs**)

Appendix B: Working with Late Penalty and Practice Feature

When you set dates for an assignment you'll notice three date options.
Available: This is the date when the student will be able to start work on the assignment.

Due: This is the date when the assignment is due.

Unavailable: This is the date when the assignment is closed and students can no longer access it. Usually the Unavailable Date and the Due date are the same unless you want to employ a late penalty for an assignment.

There are two places where you can set a late penalty from the **Assignments** page.

Option 1:

1.Select one or more assignments by putting a checkmark next to its name.

2. Choose **Modify Dates** from the top of the page**.** Use the "Specify Dates for Each" to change the dates individually for each assignment.

3. Set the Available date and the Due Date.

Late Penalty: If you want to employ a late penalty, input an Unavailable Date that is **after** the Due Date and set the Late Penalty percentage.

Allow Practice: After a student submits an assignment you can set how the assignment is released for practice. Practice mode allows students to go back and rework assignments, but all work is used for study only and is not counted toward their grade. We recommend checking off the first box to "Allow students to use this assignment for practice, but only after the unavailable date" for all your assignments. This means that when the assignment is no longer available for a grade, it is released to your whole class for practice. Checking the second box "And, immediately after their final submission f the assignment for grading" means that as soon as a student submits the assignment, s/he can immediately re-open it and use it for practice. S/he doesn't have to wait for the unavailable date. We recommend refraining from using this option for any assignment that is higher stakes where you don't want students helping each other by scrolling through the practice answers while other students are still working.

Option 2: Click Edit next to any assignment and choose **Edit Assignment Information**. You can set the late penalty, assignment dates and practice options all from this page.

Appendix C: Explanation of Assignment Options

The Assignment Options page is where you set each assignment's attributes such as score, attempt limit and feedback options. Below is an explanation of each option. Helpful hints for each option can also be accessed by clicking the [?] next to any option.

Prerequisite

Select point value or percentage completion for another assignment that a student has to satisfy before being able to access this assignment.

Grading

Possible Score - By default one point is given for each question or each Mastery set for an assignment. You can change the overall score for the assignment or set its status to Not Graded. Not Graded means the assignment will appear as a "Practice" assignment in the student's assignment list.

Pass/Fail at - Set the pass/fail percentage. Scores will appear as "Passed" or "Failed" in the gradebook instead of as a point or percentage value.

Extra credit - Assignment will appear with a note in student view as "extra credit"

Questions - Set the question attempt limit.

Resource Availability - These options control the availability of the learning resources for students.

Links within questions - Selecting "Yes" option means the resource or eBook will be available to the student as a Review Topic link. Set the option to "No" to remove these helpful links for extra challenge.

Feedback during Assignment - These options control the amount of feedback shown to students during their assignment take.

Show hints - Selecting "Yes" shows hints to students. Note that most questions don't contain hints at this time.

Show feedback - Choose to show feedback or only show feedback after last attempt.

First question submission error detection - Selecting "Yes" gives the student a warning if there's an error in their answer and gives them one chance to self-correct any mistakes before submitting.

Feedback after Assignment - These options control what the student will see after they submit the entire assignment for grading.

> **Show overall assignment score**
> *Never* - Student's score is not shown and assignment details are unavailable.
> *Immediately after assignment take* - Student's score will show in their assignment list. We recommend using this option so students can see their score after submission.
> *Beginning* - Set the date when you want to make the score available for student viewing.
> **Plus, show question details, student responses and question scores.**
> *Never* - Student's work on the assignment will never be shown.
> *Immediately after assignment take* - Students will be able to see the questions they were asked during the last attempt and the answers they submitted.
> *Beginning* - Set the date when you want to make the student's work available to them for viewing.
> **Plus, show correct answers and feedback**
> *Never* - Students will not be able to see the correct answers and feedback.
> *Immediately after assignment take* - Students will be able to see the correct answers and full feedback for the questions.
> *Beginning* - Set the date when you want to make the correct answers and feedback available to the student. Note that because of the randomized variables within questions, sharing answers between students is very difficult and it's relatively safe to allow the correct answers and feedback "immediately after assignment take."

Appendix D: Creating and Modifying Assignments

This appendix gives a detailed description for creating new assignments from scratch or modifying existing assignments.

1. Click the orange **Create Assignment** button (If instead you want to modify an assignment click **Edit** next to the assignment and choose **Edit Assignment Content** and then click the **Add More...** button. Then skip to step 5)**.**

2. Choose the type of assignment you want to create. For an explanation of assignment types and suggested use see the *Overview of Assignment Types* table above.

3. Click **Continue.**

4. Type a name for your assignment and choose the Available date and the Due date. Click **Continue**.

5. Expand the chapter list by clicking the "+" symbol next to the text name. All of the available questions are divided by chapter and section so you can easily find what you need by topic. Select the chapters/sections you want to draw content from. Use the filtering tools at the bottom of the page if desired and click **Continue**.

- Scroll through the list of available questions and select any one. A preview of the content will open in the space at the bottom of the page so you can see exactly what you're assigning.
- Use the **Include Selected** button to move any questions to the Included area.
- As you create your assignment you can preview all the content at the bottom of the page. You'll see a running tally of how many questions you've chosen and the total average time for your entire assignment. You can re-order the questions by dragging them up or down.
- TIP: Use *Ctrl + click* to select multiple items simultaneously or *Shift + click* to select a consecutive group of items simultaneously.
- When you've included all the items you want for your assignment click **Continue**.
- Choose the assignment options (See *Appendix C: Explanation of Assignment Options* above)
- Click **Save Changes.**

Note that you can't combine different types of assignments together. When you're creating an assignment from scratch or modifying an assignment you can only use the material that's available for that single assignment type. The reason for this is because each type of assignment has a unique way to deliver the questions and some require a special grading structure. If you'd like to deliver different types of assignment content together, simply make multiple assignments and have the same start and due date for all so they appear together in the student's assignment list.