



## Overview

Using the OWL Grade Book you can easily enroll individuals into your OWL course. This manual will provide an overview of all of the roles that can be assigned, as well as step by step instructions on how to enroll members into your course.

## Accessing the Grade Book

To access the Grade Book you must be under the **Teach** tab. The Grade Book link is located in the left-hand navigation bar under Instructor Tools. Once you click on Grade Book you should see something similar to the image below.

## Enrolling Members

To enroll someone into your OWL course, click on Enroll Members at the top of the Grade Book. The enroll members page will appear.

To enroll someone into your course you need their UWO username. The username is the first part of their UWO email address, for example: jsmith4. Enter their username into the field labeled "User name".

You must then select the role you wish to assign to them. There are four roles available.

Each role offers different permission and access to your OWL course.

**Student:** Select the Student role if you need to enroll a student into your course. You do not have to enroll all of your students, this is done automatically for you. However, sometimes course access may be delayed for an individual student (often during the add/drop period). In this case you may enroll the student so that they may have access to your course immediately. The student role only has access to the Student View tab.

**Teaching Assistant:** This role provides access to the Teach and Student View tabs. This role allows your TA's to access the Grade Book and interact with the students. It does not provide access to the Build tab. Sometimes you may want your TA's to have design privileges. In this case you can assign both the Teaching Assistant role and the Section Designer role to give them access to all of the tabs.

**Auditor:** The Auditor role is reserved for those who merely wish to review your course (such as a department head), but do not need to interact with the students, or partake in the design process.

**Section Designer:** This role provides access to the Build and Student View tabs. It is primarily for those who are involved in the course design process and do not need to interact with the students.

Once you have selected the appropriate role, click **Enroll**. A summary of the user and the role you have selected will be shown. If the information is correct, click **Save**. The individual will now be enrolled in your course.

GETTING HELP WITH ONLINE COURSES

The OWL Administrators manage and support the OWL online learning environment and can be contacted at webct-admin@uwo.ca. ITS instructional faculty contacts are listed at: <http://www.uwo.ca/its/itrc/webct-itrc-contacts.pdf>

QUESTIONS ABOUT OWL TOOLS

The Instructional Technology Resource Centre (ITRC) provides support for the development and use of instructional technology materials and tools. The ITRC is available for drop-in faculty support in Room 4320, Support Services Building and the Teaching Support Centre, Room 122, D.B. Weldon Library. The ITRC can be reached at 519-661-2111 Ext. 85513

OWL TRAINING

Hands-on OWL training is offered regularly throughout the year. A link to the training schedule will be on the OWL homepage at <http://webct.uwo.ca/>

INSTRUCTIONAL DESIGN

Faculty are encouraged to visit the Teaching Support Centre, Room 122, D.B. Weldon Library, (519-661-2111, ext. 84622 or [tsc@uwo.ca](mailto:tsc@uwo.ca)) to discuss issues of course design.

OWL MANUALS, TUTORIALS, AND ONLINE SUPPORT

After logging into OWL, you should see a link to Faculty Support – Online Learning at Western where you can access the OWL reference manual and animated tutorials for common tasks. A faculty discussion area is also available.

STUDENT PROBLEMS WITH OWL

If your students are experiencing problems with OWL, please direct them to the ITS Customer Support Centre at 519-661-3800. Troubleshooting information is also available online. A list of common problems and solutions are available at: <http://webct.uwo.ca/commonProblems.html>.

Students should also ensure their computer is properly prepared by visiting:



Need Help with OWL?  
Instructional Technology Resource Centre  
Room 4320 Support Services Building / Room 122 D.B. Weldon Library  
519-661-2111 ext. 85513  
<http://www.uwo.ca/its/itrc/>  
[itrc@uwo.ca](mailto:itrc@uwo.ca)