

# Assignments in OWL (Sakai)

## Submitting Assignments:

1. From the menu on the course site select **Assignments**.
2. Choose from the list of assignments and select the name of the assignment to open it.
3. Once the assignment is opened it will appear similar to the following:

The screenshot shows the Sakai OWL interface. At the top, there's a navigation bar with 'My Workspace', 'COMPSCI 1032A 650 SU12', and 'My Active Sites'. A user profile for 'Diane Goldstein (dianeg)' is visible with a 'Logout' link. Below this is a sidebar menu with options like Home, Schedule, Announcements, Course Resources, Course Content, Forums, Assignments (selected), Gradebook, Site Info, and Help. The main content area is titled 'Assignments' and shows 'Assignment - In progress'. It includes a table with details: Title (Assignment One), Due (Sep 27, 2012 6:00 pm), Status (Not Started), Grade Scale (Points (max 70.0)), and Modified by instructor (Aug 31, 2012 3:01 pm). Below the table are instructions, a list of required files (youraccountname.docx, .html, .xsd, .xml), a due date notice, a late penalty policy, and additional resources (sample.pdf, Assignment1.pdf). The 'Submission' section contains an 'Assignment Text' box with a rich text editor and an 'Attachments' section with a 'Browse...' button. At the bottom, there's an 'Honor Pledge' checkbox and a row of buttons: Submit, Preview, Save Draft, Cancel, and a reminder 'Don't forget to save or submit'.

Home  
Schedule  
Announcements  
Course Resources  
Course Content  
Forums  
Assignments  
Gradebook  
Site Info  
Help

My Workspace COMPSCI 1032A 650 SU12 My Active Sites

Diane Goldstein (dianeg) | Logout

Exit Student View

### Assignments

Assignment - In progress

Complete the form, then choose the appropriate button at the bottom.

Title	Assignment One
Due	Sep 27, 2012 6:00 pm
Status	Not Started
Grade Scale	Points (max 70.0)
Modified by instructor	Aug 31, 2012 3:01 pm

**Instructions**

Complete Assignment One by following the instructions found in the attached PDF file.  
To complete this assignment you will need to submit the five files specified in the assignment instructions:

youraccountname.docx or youraccountname.doc  
youraccountname\_webpage1.html  
youraccountname\_webpage2.html  
youraccountname.xsd  
youraccountname.xml

This assignment is due Wednesday, September 27 by 6:00 pm.

Assignments will be accepted up to three days late.  
The late penalty is 25% of the total assignment mark per day.

**Additional resources for assignment**

[sample.pdf](#) ( 190 KB; Aug 31, 2012 2:59 pm )  
[Assignment1.pdf](#) ( 94 KB; Aug 31, 2012 2:59 pm )

**Submission**

**Assignment Text**

This assignment allows submissions using both the text box below and attached documents. Type your comments in the box below and use the Add Attachments button to include other documents. Save frequently while working.

Style Format Font Size

**Attachments**

No attachments yet

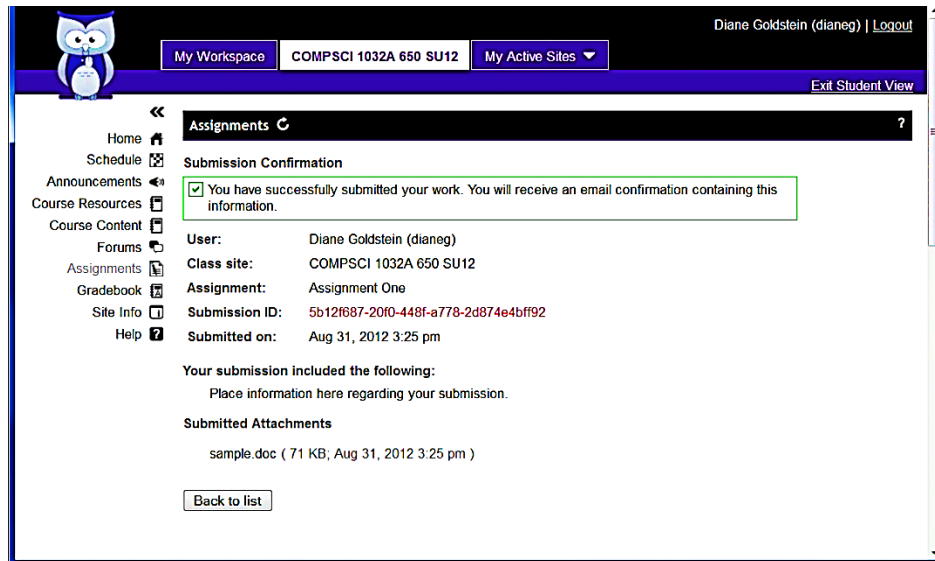
Select a file from computer   [or select files from workspace or site](#)

Honor Pledge: I have neither given nor received aid on this assignment. ☐  
(You must respond to submit your assignment.)

Don't forget to save or submit

4. To work on the assignment, follow the instructions provided in the attached assignment PDF file. Any files required to complete the assignment will also be attached.
5. Once the assignment is complete, attach your files to the assignment by selecting the **Browse** option to find and select the file(s) on your computer.
6. Comments concerning your assignment may be added by typing them into the assignment text box provided. Any comments provided will be used to assist the Teaching Assistant in the marking of the assignment.
7. If you wish to view your completed assignment, select **Preview**.

8. To save your assignment to complete later, select **Save Draft** at the bottom of the screen. When you want to reopen the assignment, you'll find it listed with a status of "In progress". **Note:** While the assignment is saved as a draft, the instructor cannot see it. For the instructor to see it, it must be submitted.
9. When the assignment is completed and all of the assignment files have been attached you will need to agree to the **Honor Pledge** by checking the box, then selecting **Submit** at the bottom of the screen. Once the assignment has been successfully submitted it will appear similar to the following:



10. Once you have successfully submitted the assignment you will receive an email message confirming your submission. The confirmation email will be sent to your Western email account with the sender "OWL" and the subject line "Email notification for assignment submission". If you do not receive a confirmation, check to see that you've successfully submitted the assignment. Keep this email as proof of your assignment submission.

### Checking a grade on an assignment:

1. Select the **Assignments** option from the menu. When the **Assignments** page appears, you'll see the title of your assignment and information about its status.
2. Once the assignment has been marked you can select the assignment to be provided with more details. In addition to seeing your assignment grade you will also see all of the original assignment instructions. Comments may have been added to the text that you submitted and you may need to scroll down to see them. In addition, you will find an **Excel file** attached to your assignment. This file will provide the complete details of your assignment mark.