Assignments in OWL (Sakai)
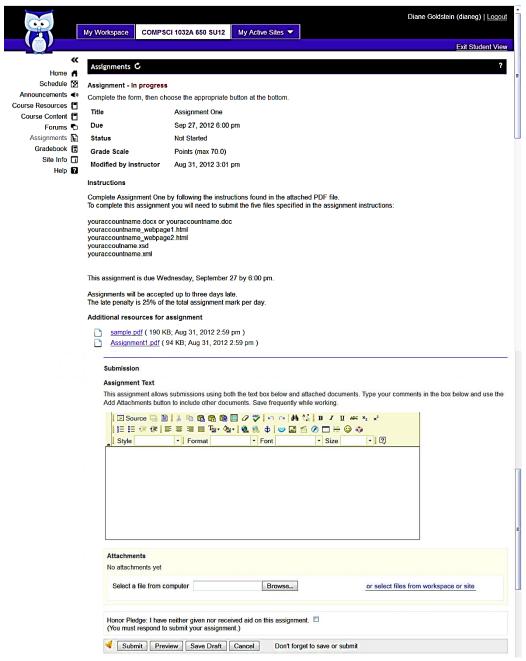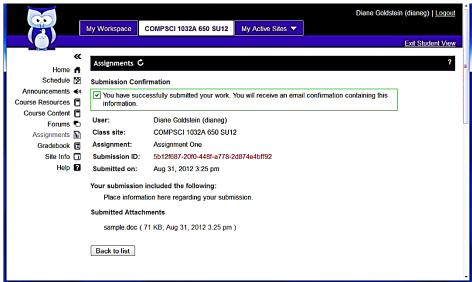
Submitting Assignments:

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:

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.