

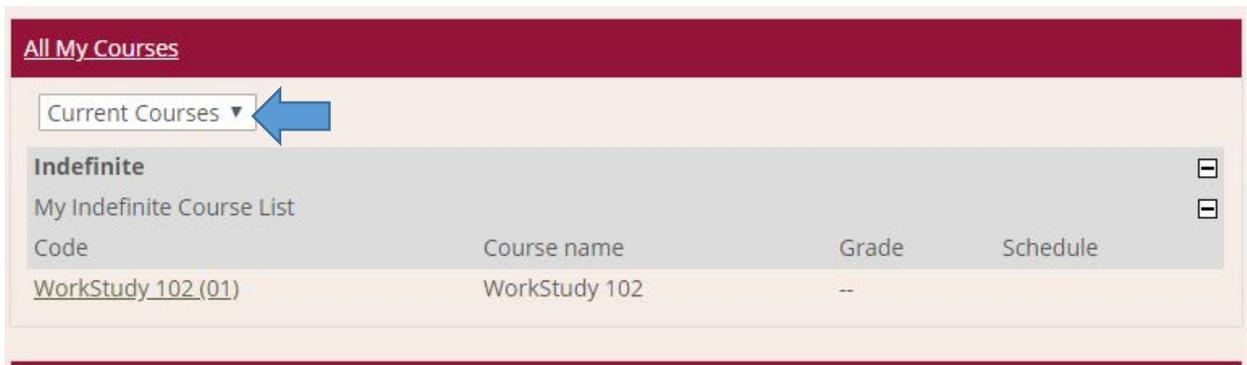
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## Access to All My Courses

**Summary:** The All My Courses portlet allows students to view current, past, and future courses. Courses are grouped by academic terms.

1. Login to WWU Quicklaunch
2. Click on Student All My Courses
3. Find the All My Courses heading in the red. Current Courses are displayed by default. To find courses that are currently not in session, click the drop down menu to see the options Past Courses, Current Courses, and Future Courses.



Code	Course name	Grade	Schedule
<a href="#">WorkStudy 102 (01)</a>	WorkStudy 102	--	

4. Course information will be displayed according to year and term. Example, took a screen shot of past course from a student and it shows the recent past courses. You can scroll down to see older courses that you have taught or taken. Shown below

**All My Courses**

Past Courses ▾ [Hide all schedules](#) [Hide all course lists](#)

**2017-2018 Academic Year Spring**

My 2017-2018 Academic Year Spring Course List

Code	Course name	Grade	Schedule
<a href="#">BUS 332 (01 FUL)</a>	Business Communications	--	Tue, Thu 9:25-10:40 AM;
<a href="#">MIS 370 (03 FUL)</a>	MIS Advanced Projects	--	Sun 12-12:01 AM;
<a href="#">MIS 450 (01 FUL)</a>	Systems Analysis	--	Tue, Thu 8-9:15 AM;

My 2017-2018AcademicYearSpring Schedule (Schedule blocks are rounded to the half-hour, see above for precise start and end times)

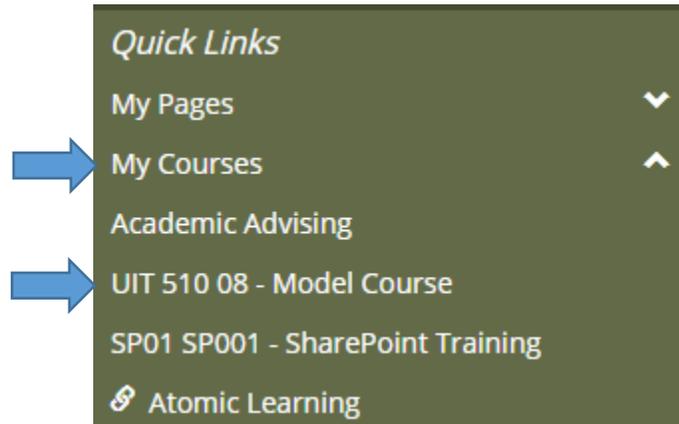
	Sun	Mon	Tue	Wed	Thu
8			MIS 450 (01 FUL)		MIS 450 (01 FUL)
10			BUS 332 (01 FUL)		BUS 332 (01 FUL)
12					
2					
4					
6					

2017-2018 Academic Year Fall

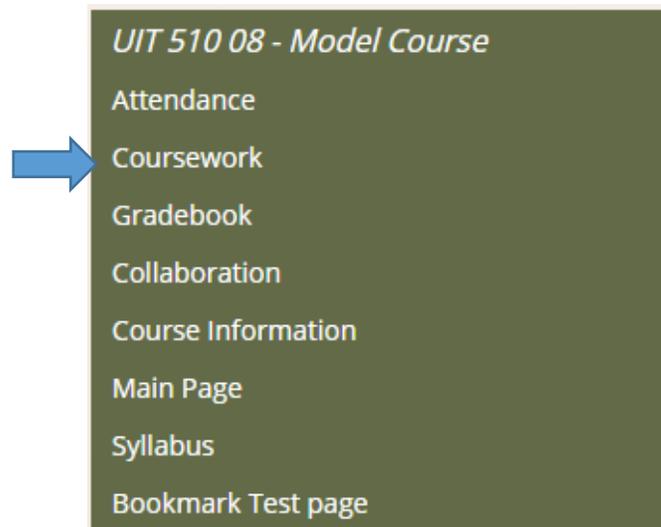
- You can then click on the course code name and that will take you to that course from that term. You will be able to see grades and work from the previous course.

## Coursework Student View

1. Login to WWU Quicklaunch and choose the Student All My Courses portal.
2. On the right side of your screen, you will see the Quick Links Section. Click My Course option.



3. Select which course you have your assignment (shown above).
4. Select Coursework from under your course name on the right hand side of the screen.



5. Choose the Quiz/Assignment

## Coursework

### Due Next:

-  [Case Study #1](#) (In progress)  
due **Friday 12/28, 3:25 PM**
-  [Test4](#) (In progress)  
due **5/15/2019, 11:55 PM**

This page lists the assignments for this course. View one to see all the details about what you need to do to complete it, and (eventually) the grade you earned.

Generally, assignments are added throughout the course, so be sure to check back often.

### Case Study [Click to close](#)

- [Case Study #1](#)  In Progress  
*Case Study in Case Studies due **Friday, December 28 at 3:25 PM** (Included in final grade)*
- [Research Paper Final](#) (--/45, awaiting grade)

### Homework [Click to close](#)

- [Training Equipment Assignment](#) Open  
*Homework in Assignments and Projects due **Monday, April 7 at 3:25 PM** (Included in final grade)*
- [Study Questions #4](#) Open  
*Homework in Chapter Reviews/Study Questions due **Monday, April 7 at 3:25 PM** (Included in final grade)*

### Quiz [Click to close](#)

- [Test4](#)  In Progress  
*Quiz in Exams due **Wednesday, May 15 at 11:55 PM** (Included in final grade)*  
Good luck



6. A screen like such will pop up and you will Click Take This Test if you are ready.
7. At any point, you can Save Progress, leave, and comeback as long as it's before the Quiz/Assignment deadline. Then upon your completion of the Quiz / Assignment, you will click Submit this Quiz.

**Test4**  
Quiz in Exams   Time limit: No time limit   Length: 3 questions   Scored out of: 15 Points   [Exit this Quiz](#)

Time Remaining: **Not Timed**   [Save Progress](#)   Progress has never been saved

**Quiz**

1) What operating system is used by UIT7? (5pts)

- Windows
- Mac
- Linux
- Office 2016
- All of the above

2) What city is WWU located in? (5pts)

- St Louis
- Columbia
- Fulton
- Springfield
- None of the above

3) In what year was William Woods University founded? (5pts)

- 1870
- 1900
- 1914
- 1921

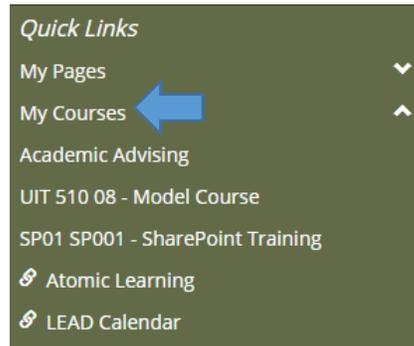
This is the end of the test. You can go back and review/change your answers, or you can submit your work. Once you submit the test for grading you will not be able to change your answers and will not be able to review the questions or answers until the graded test is returned to you.

[Submit this Quiz](#)

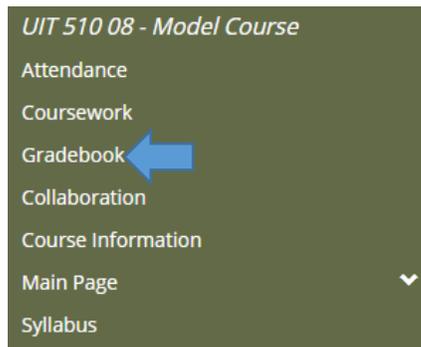


## Feedback and Grade

1. Log in to WWU Quicklaunch account and choose My Courses
2. Click on the My Courses link on the right hand side of the screen under the Quick Links heading



3. Select the course that you will be working with.
4. On the right hand side of your screen, you will see your course section you will click on the Gradebook link.



5. You will then see your assignments under each unit and the grade that you got for that particular assignment in the box of that unit. You can also click on the assignment to see the grade and the feedback that the instructor has given you for that particular assignment.

## Gradebook

Your grade sheet for Model Course (UIT 510-08)

**F (0%)**

This is your current grade based on the scores you have earned so far. It may change if any new scores are entered.

[Add a comment](#)

### Assignment Grades

**Case Study** Type info: 16% of final grade; 2 assignments

Type grade	<a href="#">Research Paper Final</a>	--/45
<b>No grade yet</b>	<a href="#">Case Study #1</a>	--/10
--/-- points		

**Homework** Type info: 16% of final grade; 2 assignments

Type grade	<a href="#">Study Questions #4</a>	--/20
<b>No grade yet</b>	<a href="#">Training Equipment Assignment</a>	--/25
--/25 points		

**Quiz** Type info: 0% of final grade; 1 assignment

Type grade	<a href="#">Test4</a>	0/15 (0%, F)
<b>F (0%)</b>		
0/15 points		

**Test** Type info: 20% of final grade; 1 assignment

Type grade	<a href="#">Test5</a>	0/5 (0%, F)
<b>F (0%)</b>		
0/5 points		

## Coursework

**Research Paper Final**  
Case Study in Assignments and Projects

Your case study is  
**not yet graded**

[Add a comment](#)

[For the full assignment information, read the instructions](#)

Here are the files you uploaded for this case study:

[How to upload an assignment in Ownet \(Graduate Co.docx \(.docx, 168K, 7/10/2018 3:51 PM\)](#)

*This case study has been turned in, so you can no longer add or edit files.*

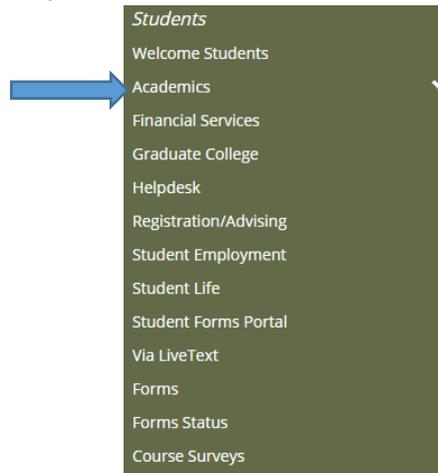
**Research Paper Final**  
Case Study in Assignments and Projects

## Final Grades

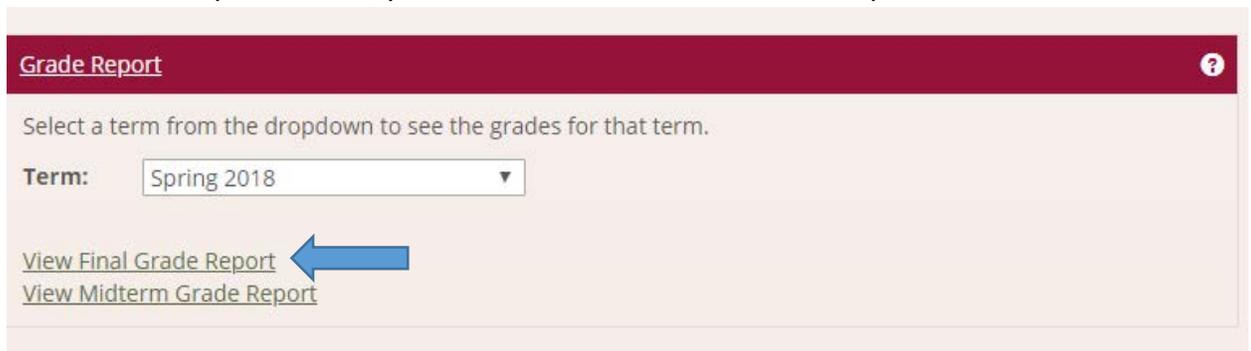
1. Log in to WWU Quicklaunch, choose the OwlNet portal.
2. Click on the Students Link in the green banner at the top.



3. Then on the right side of your screen, you will see the Students section and you will want to click Academics option.



4. Under Grade Report section, you will see View Mid-Term Grade Report and click it.

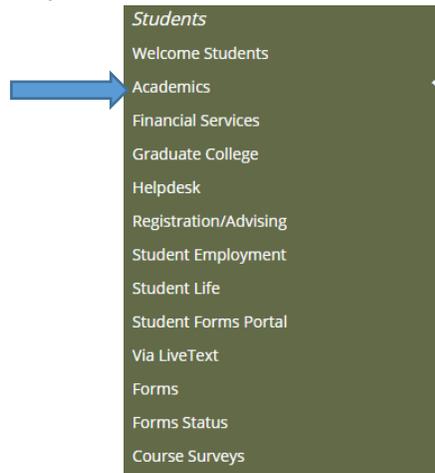


## Mid-Term Grades

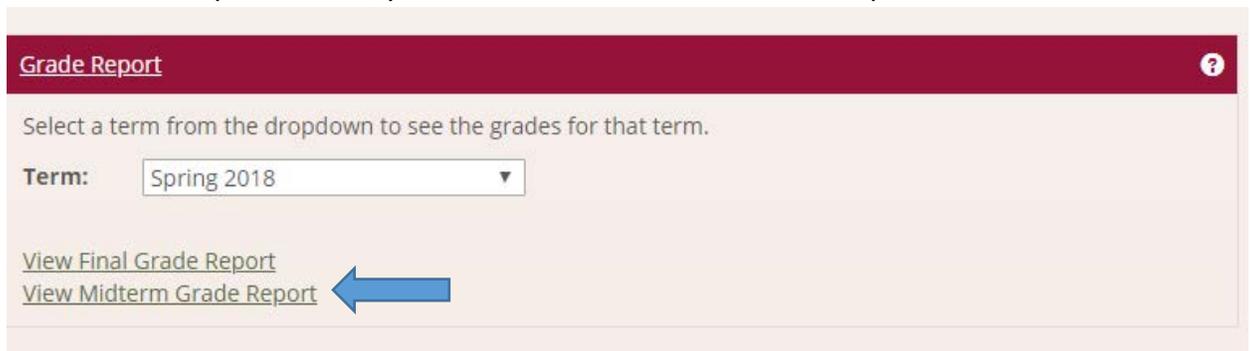
1. Log in to your WWU Quicklaunch account and choose OwlNet.
2. Click on the Students Link in the green banner at the top.

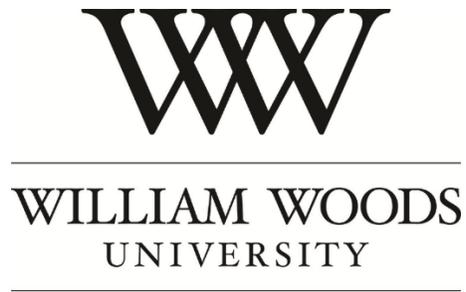


3. Then on the right side of your screen, you will see the Students section and you will want to click Academics option.



4. Under Grade Report section, you will see View Mid-Term Grade Report and click it.





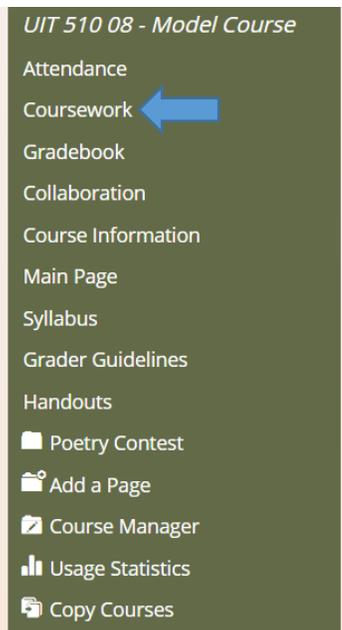
## How to upload an assignment in Owlnet

1. Log into your WWU Quicklaunch account and choose My Courses

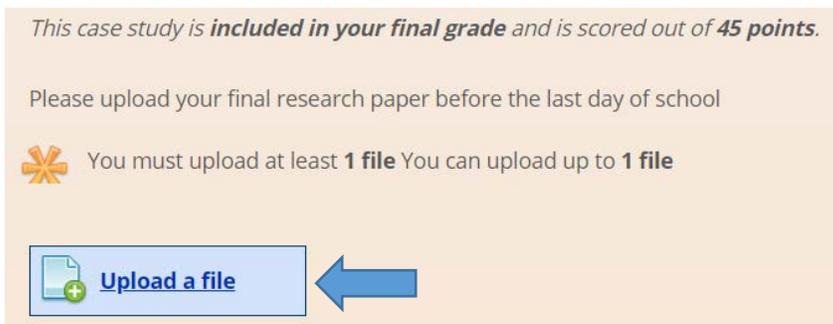
The screenshot shows the 'All My Courses' page. At the top, there is a dark red header with the text 'All My Courses'. Below this is a light-colored area with a dropdown menu labeled 'Current Courses'. Underneath the dropdown is a section titled 'Indefinite' with a collapse icon. Below that is a table titled 'My Indefinite Course List' with columns for 'Code', 'Course name', 'Grade', and 'Schedule'. The table contains three rows of course information.

Code	Course name	Grade	Schedule
<a href="#">SP01 (SP001)</a>	SharePoint Training	<a href="#">A (100%)</a>	
<a href="#">Train (101)</a>	Academic Advising	::	
<a href="#">UIT 510 (08)</a>	Model Course	::	

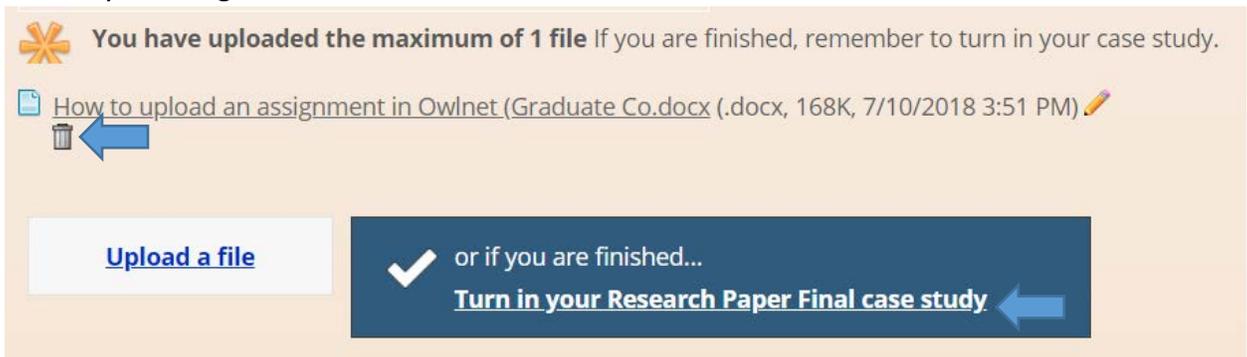
2. Click on coursework on the right hand side of the screen



3. Click on the assignment that you need to upload too.
4. Scroll down do the bottom of the screen, under the rubric and click on the Upload a file link.

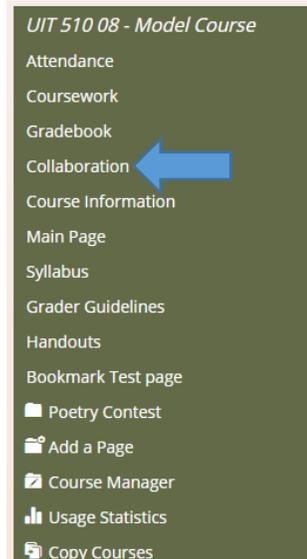


5. It will then ask you to look for the file. You do not have to put a label or description in the box. Find the file and click add file.
6. It will give you an option to turn in your work or if you uploaded, the wrong one you can click the trash can next to the document that you uploaded and delete it. Then you can go back and upload the correct one. Once you are finished with your assignment click Turn in your assignment

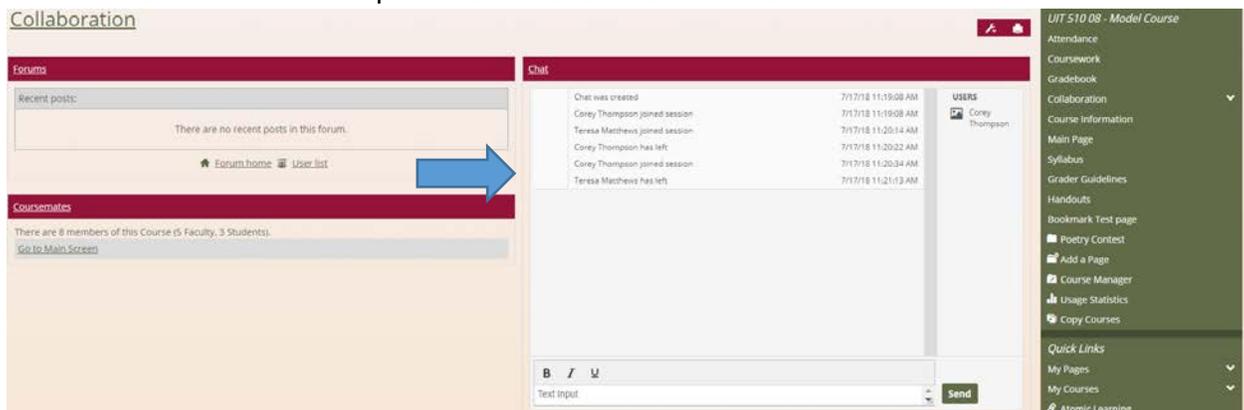


## How to use the chat feature in OwlNet

1. Log into WWU Quicklaunch and choose My Courses, then select the course you wish to chat in.
2. Click on Collaboration



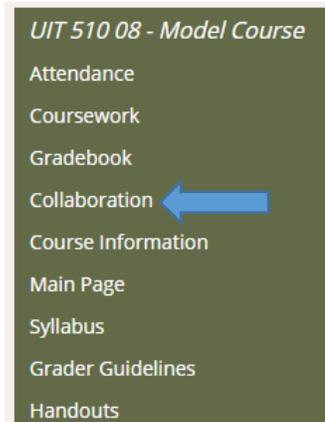
3. The Chat feature will show up on the center of the screen. Shown Below



4. In the center of the box it will show you who has joined the session and who has left the session. It also displays the name of the users on the right side of the chat box; it is helpful to see who is in the chat if you have fair amount of users in the class.
  - You have to be in the Collaboration page with the chat, if you go to the main page of the course or even to the coursework page of the course, it will show that you have left the chat.
  - You can go back to the chat feature and it will join you in the session.

# Posting to Forum

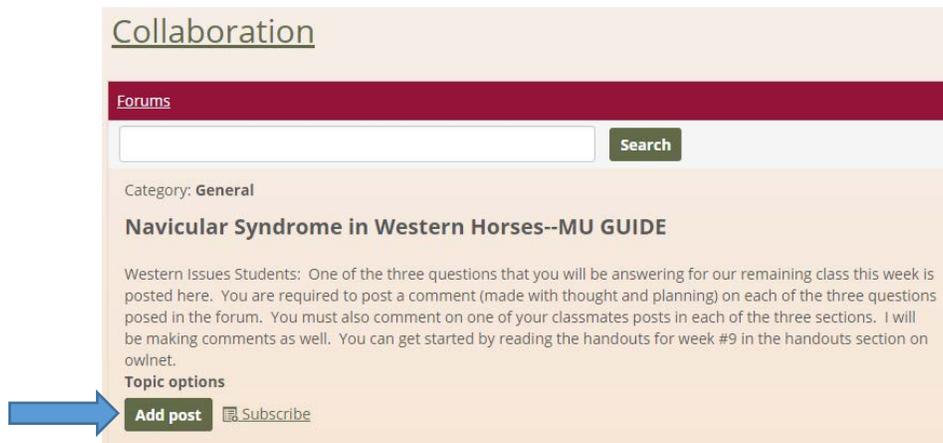
1. Log in to your WWU Quicklaunch and choose All My Courses
2. Click on the course you want to work with.
3. On the right hand side of the screen click on Collaboration



4. Click on Forum Home



5. Select your topic for discussion
6. Select Add Post.



7. Then write your post. (At this point, you will be able to add images or browse through your files and link it to post).

**Add post**

Subject:

Your post:

Verdana 11pt **B** *I* U **A** **A** *I*        

Moxie Manager From my computer

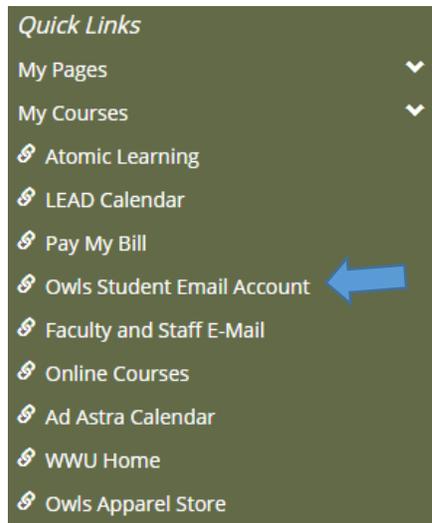
Files:    
(Maximum combined image and file size: 204800 K)

Show my photo

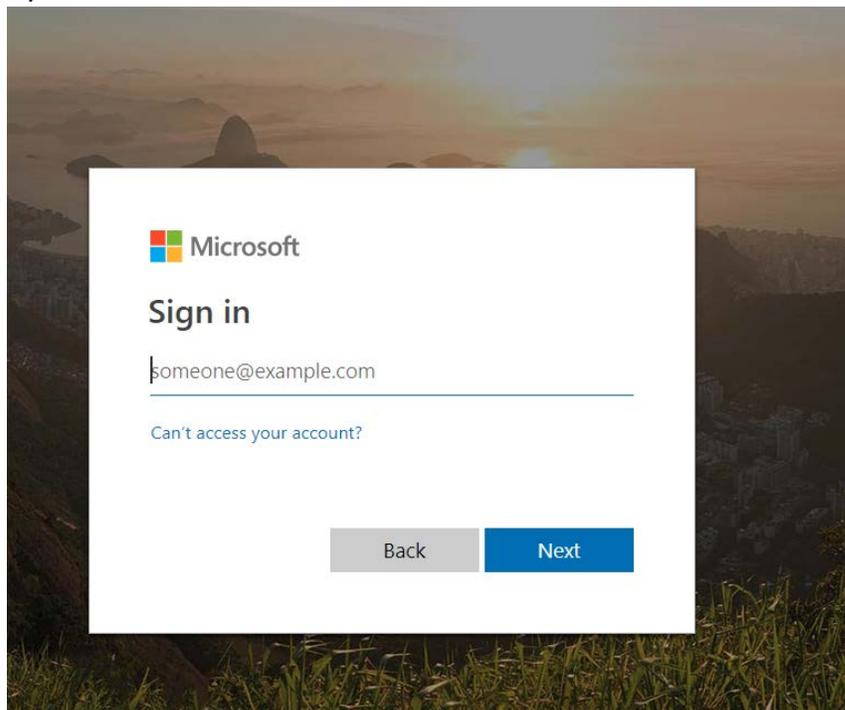
8. When you have finished click Submit.

## E-Mail through OwlNet

1. Log in to your WWU Quicklaunch and choose All My Courses, then the course you wish to email through.
2. On the right hand side of the screen, click Owls Student E mail Account under your Quick Links heading.



3. The Link will take you to a Microsoft page where you can put in your e mail and your password to your e-mail.



# My Account Information

1. Log in to your WWU Quicklaunch account and choose Student Financial Services.
2. Under the Statements & Payments Important Information heading, click on Pay Your Bill Online.

The screenshot shows the 'Students' section of the WWU Quicklaunch interface. At the top, there is a header 'Students' and a sub-header 'Registered Courses for Current Semester'. Below this is a table with columns for Year, Term, Course Code, Course Title, and Instructor. The table is currently empty, displaying 'Showing 0 to 0 of 0 entries'. Below the table, there is a breadcrumb trail 'Students > Financial Services' and a section titled 'Statements & Payments Important Information'. This section contains a message: 'MY ACCOUNT BALANCE INFORMATION IS NOT AVAILABLE BETWEEN TUESDAY 12PM - THURSDAY 8AM WEEKLY. When accessing My Account Balances please click on the dollar amount next to Accounts Receivable for the most recent breakdown of charges.' Below the message are two buttons: 'PAY YOUR BILL ONLINE' (with a dollar sign icon) and 'accept awards'. A blue arrow points to the 'PAY YOUR BILL ONLINE' button.

Students

Registered Courses for Current Semester

Admin This Query

Information Only - Use Quick Links "My Courses" for accessing in-seat main campus

Show 10 entries

Year	Term	Course Code	Course Title	Instructor
No data available				

Showing 0 to 0 of 0 entries

Students > Financial Services

Statements & Payments Important Information

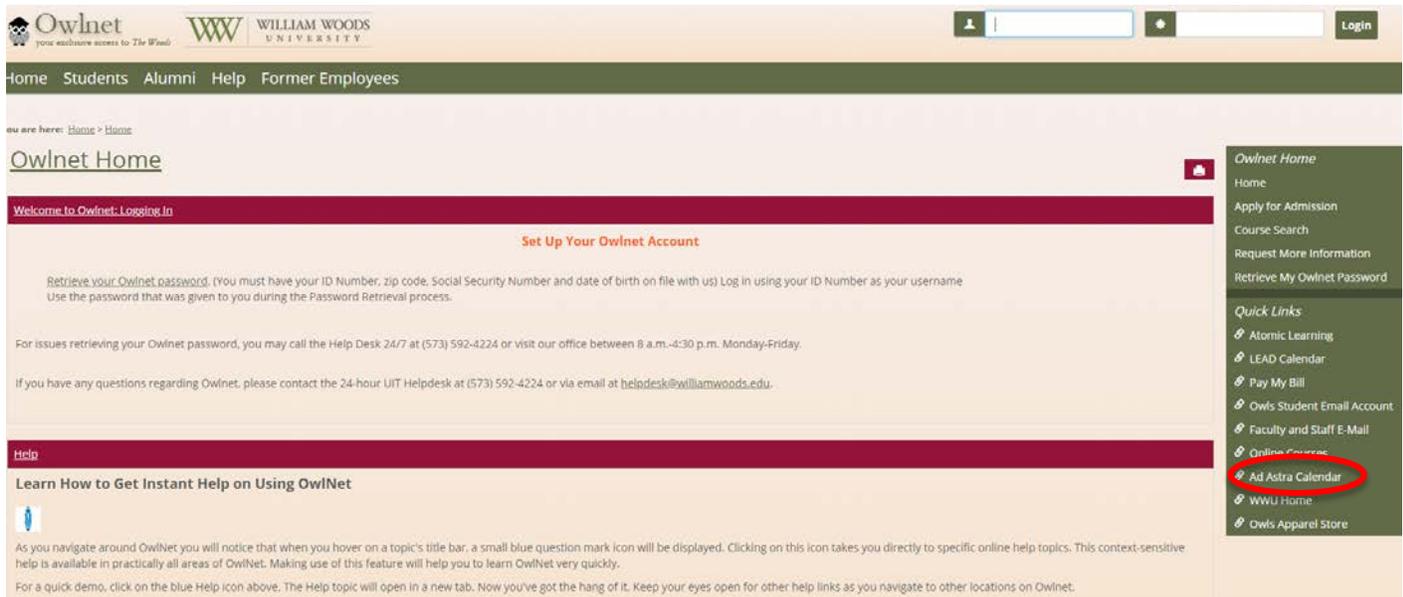
[Edit Content](#)

MY ACCOUNT BALANCE INFORMATION IS NOT AVAILABLE BETWEEN TUESDAY 12PM - THURSDAY 8AM WEEKLY.  
When accessing My Account Balances please click on the dollar amount next to Accounts Receivable for the most recent breakdown of charges.

To access Ad Astra-

1. Log into WWU Quicklaunch,
2. Choose Ownet from the Quicklaunch portal.
3. Click the Ad Astra Calendar link on the right sidebar under Quick Links.



The screenshot displays the Ownet website interface. At the top, there is a navigation bar with the Ownet logo and William Woods University branding. Below this is a main navigation menu with links for Home, Students, Alumni, Help, and Former Employees. The main content area features a "Welcome to Ownet- Logging In" section with a "Set Up Your Ownet Account" heading. A sidebar on the right contains a "Quick Links" section with various links, including "Ad Astra Calendar", which is circled in red. Other links in the sidebar include "Atomic Learning", "LEAD Calendar", "Pay My Bill", "Owls Student Email Account", "Faculty and Staff E-Mail", "Online Courses", "WWU Home", and "Owls Apparel Store".

4. Click on Request an Event to access the Ad Astra Form.

WILLIAM WOODS UNIVERSITY

User Name: Password: Log In Remember Me?

ASTRA HOME CALENDAR ACADEMIC RESOURCES EVENTS

Event List

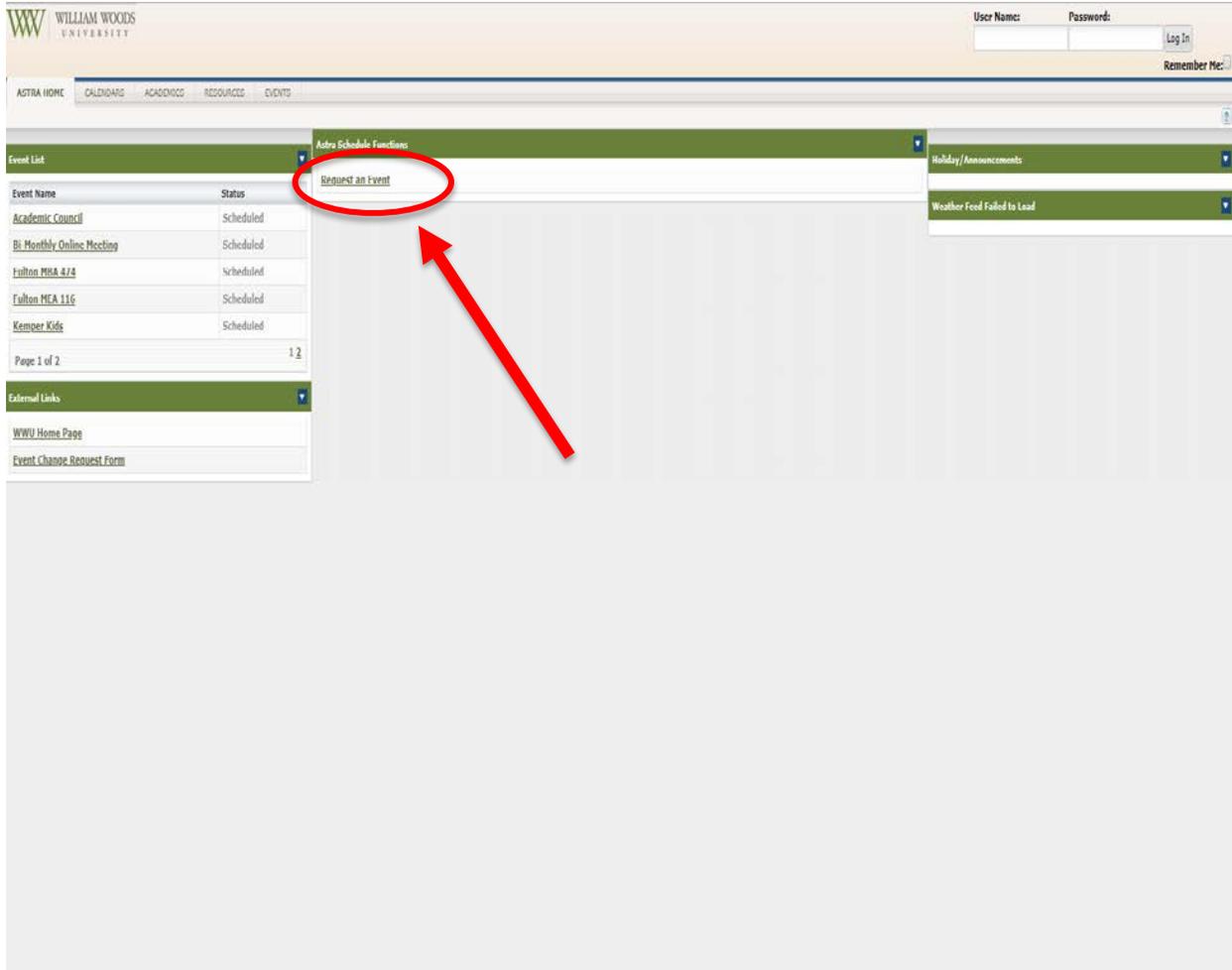
Event Name	Status
Academic Council	Scheduled
Bi-Monthly Online Meeting	Scheduled
Fulton MHA 4/24	Scheduled
Fulton MHA 11/6	Scheduled
Kemper Kids	Scheduled

Page 1 of 2

External Links

- WWU Home Page
- Event Change Request Form

Request an Event



Once you fill out the information in the top part of the form, navigate to the bottom left corner of the page to edit the date and time of the event.

Editing...

**Event Request (Event request form)**

Please fill out the following form to request a room on campus.

Requests must be made no less than 24 hours in advance.

If you require any tables, chairs, or a special room setup, kindly email maintenance at [maint@williamwoods.edu](mailto:maint@williamwoods.edu) and/or put them in the special requests box below. Not doing so will result in a delay of approving your event.

**Contact Information**

Customer Name:

Your Name:\*

Email Address:\*

Phone Number:

**Event Details**

Event Title:\*

Estimated Attendance:

Event Description:

Please list your setup or other equipment needs:

**Room and Resource Needs**

Meeting Name\*:  Max Attendance:

Meeting Type\*:

Description:

Requires Room

**Meeting Recurrence**

Start Time:    End Time:

July 2018							August 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	29	30	31	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25

Next, choose the date by clicking the date on the calendar and the time by using the drop down menus for start and end times. Once you have done that, click the create

button with the green plus above the calendar box and it will add the event to the bottom right corner module.

**Event Details**

Event Title\*: Event

Estimated Attendance: 0

Event Description:

Please list your setup or other equipment needs:

**Room and Resource Needs**

Meeting Name\*: 12:00 AM

Meeting Type\*: 12:30 AM

Description: 1:00 AM

Max Attendance: 0

Requires Room

Meeting Rec: 1:30 AM

5:00 AM

5:30 AM

6:00 AM

Single Meeting: 6:30 AM

Start Time: 11:00 AM

End Time: 12:00 PM

**Meetings**

Create  Request Rooms  Delete

Name	Start Date	Start Time	End Time	End Date
None				

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

August 2018

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

To add a room, click the checkbox next to your event and click the Request Rooms button.

WILLIAM WOODS UNIVERSITY Logout guest | Help

ASTRA HOME CALENDARS ACADEMICS RESOURCES **EVENTS**

Events | **Event Request**

Editing...

**Event Request (Event request form)**

If you require any tables, chairs, or a special room setup, kindly email maintenance at [maint@williamwoods.edu](mailto:maint@williamwoods.edu) and/or put them in the special requests box below. Not doing so will result in a delay of approving your event.

**Contact Information**

Customer Name:   
 Your Name:\*   
 Email Address:\*   
 Phone Number:

**Event Details**

Event Title:\*   
 Estimated Attendance:   
 Event Description:   
 Please list your setup or other equipment needs:

**Room and Resource Needs**

Meeting Name\*:  Max Attendance:   
 Meeting Type\*:     
 Description:   
 Requires Room

**Meeting Recurrence**

Single Meeting(s) **Recurring**

Start Time:  End Time:

July 2018							August 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	29	30	31	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8

	Name	Start Date	Start Time	End Time	End Date
<input checked="" type="checkbox"/>	Event	07/18/2018	11:00 AM	12:00 PM	07/18/2018

Copyright © 2000 - 2012. All Rights Reserved. /astraproduct/events/EventReqForm.aspx Astra v7.5.12.76 SqlServer

A list of locations on campus and their availability for that day/time will come up and you can go through the pages and decide which one(s) you want. Click on which one you want and then click okay.

WILLIAM WOODS UNIVERSITY

Logout guest | Help

ASTRA HOME CALENDARS ACADEMICS RESOURCES EVENTS

Events | Event Request

Editing... Submit Cancel

Event Request (Event request form)

If you require any tables, chairs, or a special room setup, kindly email maintenance at [maint@williamwoods.edu](mailto:maint@williamwoods.edu) and/or put them in the special requests box below. Not doing so will result in a delay of approving your event.

Contact Information

Customer Name:

Your Name:

Assign Room

Filter

Saved Filter: All Rooms

Room

Show Shared Rooms

Show Alt Room Configs

Capacity:

Between 0 and

Room Type

Feature

Region

Building

Room

Facility Layout

Search

Room	Score	Event
		7/18/2018 Wed 11:00am-12:00pm
ADM 306	100	Avail (Request)
KAC 206	100	Avail (Request)
BUR 206	100	Avail (Request)
ALD ABR - Aldr...	100	Avail (Request)
CEM CEMCR ...	100	Avail (Request)
DUL LWL - Low...	100	Unavailable
BUR 106	98	Avail (Request)
BUR 102	98	Avail (Request)
BUR 204	94	Avail (Request)
ADM 309	94	Avail (Request)
CHP 101	93	Avail (Request)
SL 101	93	Avail (Request)
BUR 103	91	Avail (Request)
BUR 216	91	Avail (Request)
ADM 301 - Edu...	91	Avail (Request)
WEB WEB - W...	91	Avail (Request)

Meetings: 0 of 1

Page 1 of 5

OK Cancel

Single Meeting(s) Recurring Spanning

Start Time: 11:00 AM End Time: 12:00 PM

July 2018 August 2018

Name	Time	End Time	End Date
Assign rooms to selected meetings			
Event	07/18/2018	11:00 AM	12:00 PM
			07/18/2018

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/astraproduct/events/EventReqForm.asp Astra v2.5.12.76 SqlServer

Your screen will return to the Ad Astra form but if you look in the bottom right the room will be added to your event.

WILLIAM WOODS UNIVERSITY Logout guest | Help

ASTRA HOME CALENDARS ACADEMICS RESOURCES **EVENTS**

Events: **Event Request**

Editing... **Submit** **Cancel**

### Event Request (Event request form)

If you require any tables, chairs, or a special room setup, kindly email maintenance at [maint@williamwoods.edu](mailto:maint@williamwoods.edu) and/or put them in the special requests box below. Not doing so will result in a delay of approving your event.

#### Contact Information

Customer Name:

Your Name:\*

Email Address:\*

Phone Number:

#### Event Details

Event Title:\*

Estimated Attendance:

Event Description:

Please list your setup or other equipment needs:

#### Room and Resource Needs

Meeting Name\*:  Max Attendance:

Meeting Type\*:   Requires Room

Description:

#### Meeting Recurrence

Single Meeting(s) **Recurring** Spanning

Start Time:  End Time:

July 2018 August 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

#### Meetings

	Name	Start Date	Start Time	End Time	End Date
<input checked="" type="checkbox"/>	Event	07/18/2018	11:00 AM	12:00 PM	07/18/2018

Copyright © 2000 - 2012. All Rights Reserved. /astraproducts/EventReqForm.aspx Astra v7.5.12.76 SqlServer

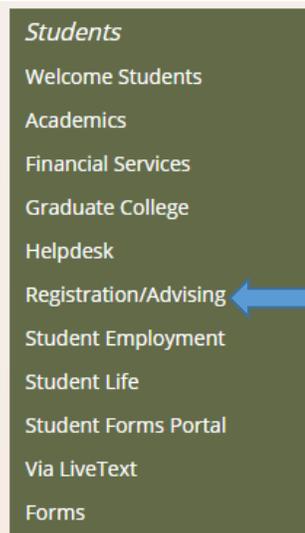
To finish, you **must** click **Submit** at the top of the page.

## How to Buy Your Books Online

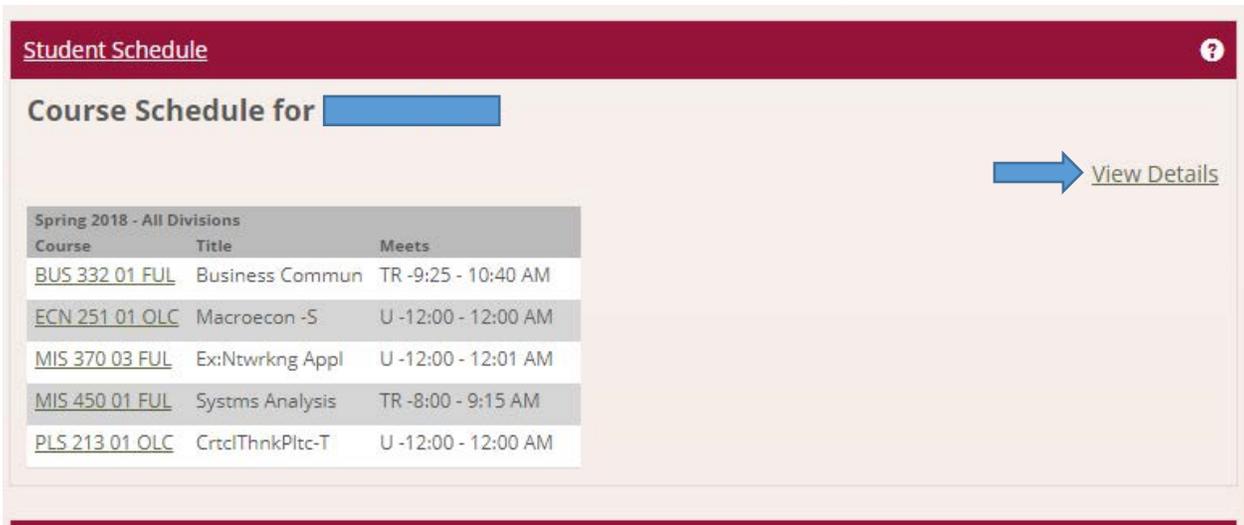
1. Log in to WWU Quicklaunch and then choose the OwlNet portal.
2. Click on the Students link in the green ribbon towards the top of the screen.



3. Click on the Registration/Advising Link on the right hand side of the screen.



4. Look for Student Schedule and click on View Details link on the right side of the box.

The image shows a screenshot of the "Student Schedule" page. At the top is a maroon header with the text "Student Schedule" and a question mark icon. Below the header is a section titled "Course Schedule for" followed by a blue rectangular box. To the right of this section is a blue arrow pointing to a "View Details" link. Below this is a table with the following data:

Course	Title	Meets
<a href="#">BUS 332 01 FUL</a>	Business Commun	TR -9:25 - 10:40 AM
<a href="#">ECN 251 01 OLC</a>	Macroecon -S	U -12:00 - 12:00 AM
<a href="#">MIS 370 03 FUL</a>	Ex:Ntwrkng Appl	U -12:00 - 12:01 AM
<a href="#">MIS 450 01 FUL</a>	Systms Analysis	TR -8:00 - 9:15 AM
<a href="#">PLS 213 01 OLC</a>	CrtcdThinkPltc-T	U -12:00 - 12:00 AM

5. Make sure it is set to the proper term and click the + boxes to show textbook information

Student Schedule - Schedule Details

Course Schedule for [Redacted]

Term Data is only available for current or pre-registered courses.

Term: Spring 2018 Division: All Divisions

Search

Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
<input checked="" type="checkbox"/>	<a href="#">BUS 332.01.FUL</a>	Business Commun	3.00	Current	LT	Lockwood, Mr. Charles N	TR 9:25 - 10:40 AM	1/8/2018 - 4/27/2018	MAIN / BUR / 216
<input checked="" type="checkbox"/>	<a href="#">ECN 251.01.OLC</a>	Macroecon -S	3.00	History	LT	Clark, Anthony Steven	U 12:00 - 12:00 AM	1/8/2018 - 3/2/2018	WEB / WEB / web

6. Click on Buy This Book link for each that you wish to buy.

Student Schedule - Schedule Details

Course Schedule for Nina McKee

Term Data is only available for current or pre-registered courses.

Term: Spring 2018 Division: All Divisions

Search

Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
<input checked="" type="checkbox"/>	<a href="#">BUS 332.01.FUL</a>	Business Commun	3.00	Current	LT	Lockwood, Mr. Charles N	TR 9:25 - 10:40 AM	1/8/2018 - 4/27/2018	MAIN / BUR / 216
<input checked="" type="checkbox"/>	<a href="#">ECN 251.01.OLC</a>	Macroecon -S	3.00	History	LT	Clark, Anthony Steven	U 12:00 - 12:00 AM	1/8/2018 - 3/2/2018	WEB / WEB / web

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Copyright: 2017 Publisher: McGraw Hill			
Description: <a href="#">Buy This Book: 9781259663048</a>			

7. Select the condition you wish to purchase and add it to cart.

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