

How to recall an assignment in Owlnet

1. Log into Owlnet
2. Click on your course Under the My Course link on the right hand side of the screen.
3. Click on Coursework on the right hand side of the screen.
4. Then click on the assignment that you are working on.
5. You will then see the list of your students. Click on the student name that you need to open the assignment for them again.
6. Once you have clicked on the student name, you can click on Reopen “the assignment name” to let Student name do more work on it. Shown below

The screenshot displays a student's assignment status in Owlnet. At the top left, a yellow box indicates the student's case study is "not yet graded". To the right, an "Enter a Grade" section shows three options: "25/25" (checked), "Partial", and "0/25" (marked with a red X). Below this, a blue arrow points to the "Reopen the case study" link, which is intended to allow the student to do more work. Other visible options include "View detailed history for this assignment" and "Notes". The notes section states the case study was turned in on time on Tuesday, May 16 at 2:36 PM. There is also a feedback section with the message "You have not entered any feedback yet." and links to "Add a feedback comment" and "Add a feedback file". At the bottom, it lists files uploaded by the student, including "EDU500Feb16.docx" and a ".docx" file, with a "Download all of Robert's files" link.

case study is
not yet graded

Enter a Grade

| | | |
|-------|---------|------|
| | | |
| 25/25 | Partial | 0/25 |

[Reopen the case study](#) to let [redacted] do more work on it

[View \[redacted\] detailed history](#) for this assignment

Notes

This case study was turned in **on time** on **Tuesday, May 16 at 2:36 PM**

You have not entered any feedback yet.

[Add a feedback comment](#) [Add a feedback file](#)

Here are the files [redacted] has uploaded for this case study:

EDU500Feb16.docx (.docx, 127K, 5/16/2017 2:36 PM)

[Download all of Robert's files](#)

7. Once you clicked on reopen for the assignment, a box will appear to keep the due date the same or you can change it. Then you need to click Reopen “the assignment name” shown below.

Reopen the case study ✕


Reopening this assignment lets [redacted] keep working on the case study to add new (or update submitted) files.

The **due date** for the additional work should be:

Unchanged: Thursday, July 24 at 3:25 PM

: :

Note to Robert:



8. Then the student can go back into that assignment and click on the trash can to delete the wrong document at the end of the file name. They then can go back and click upload a file and upload the correct document, then submit the assignment again.