

Instructions for Setting up a Test or Assignment in OwlNet


Step 1:

ne > UIT Model Courses - UIT > Model Course > UIT 510 08 - Model Course > Main Page Current view: Fa

3 - Model Course

Options Settings Layout Rearrange

Course



Handouts

+ Add a Handout

Chapter Reviews/Study Questions [unit]

- Handout 2 (.doc, 40K)

Week #1 History of the Western Horse

- Spanish Colonial Horses Part I and II (.doc, 332K)
Read prior to class on Thursday
- Early Development of the Western Horse (.ppt, 713K)
- Western Issues Syllabus (.doc, 77K)
All due dates in the calendar at the end of this document have been revised to reflect our in class discussion regarding Thanksgiving break. Content other than the calendar is the same.
- Research Paper Instructions and Scoring Rubric (.docx, 14K)
Students: The due date for the final completed paper has been revised (I had you turning it in on Thanksgiving day:)) All other due dates in this document are correct.

UIT 510 08 - Model Course

- Attendance
- Coursework**
- Gradebook
- Collaboration
- Course Information
- Main Page
- Syllabus
- Grader Guidelines
- Add a Page
- Poetry Contest**
- Context Manager
- Usage Statistics

Quick Links

- My Courses
- My Pages

- To begin setting up a test or assignment in OwlNet, first, click on the “Coursework” link.

Step 2:

Coursework

Access Options Settings

- Add an Assignment**
- Student List
- Manage Units & Types
- Configuration
- View the Gradebook

Recent submissions

Teresa Matthews submitted test, Friday 10/30, 11:55 PM
Corey Thompson submitted test, Friday 10/30, 11:55 PM
Robert Harrison submitted test, Friday 10/30, 11:55 PM
Kurt O'Connor submitted test, Friday 10/30, 11:55 PM
Christina Dubbert submitted test, Friday 10/30, 11:55 PM

Case Study [Click to close](#)

Edit due dates

Assignment	Due Date	Unit	Type	Status	
Case Study #2	4/7/2053, 3:25 PM	Case Studies	Case Study	Complete	
Case Study #3	4/7/2053, 3:25 PM	Case Studies	Case Study	Complete	
Case Study #4	4/7/2053, 3:25 PM	Case Studies	Case Study	Complete	
Case Study #1	7/24/2053, 3:25 PM	Case Studies	Uploaded Case Study	Complete	
		Chapter			

➤ Next, click “Add an Assignment”.

Step 3:


The screenshot shows a course management interface for 'UIT 510 08 - Model Course'. A central dialog box titled 'What would you like to use to create your assignment?' is open. It is divided into two sections: 'Specific activities' and 'All other activities'. Under 'Specific activities', there are three options: 'The Online Test format' (with a '1+1' icon), 'The File Upload format' (with a file upload icon), and 'The Forum format' (with a forum icon). Under 'All other activities', there is 'The Basic format' (with a book icon). At the bottom of the dialog, there is a note: 'Don't want to make an assignment after all? You can just go back to the Main screen.' The background shows course settings, including a sidebar with 'Attendance', 'Coursework', 'Gradebook', 'Collaboration', 'Main Page', 'Grader Guidelines', 'Add a Page', 'Poetry Contest', 'Context Manager', and 'Usage Statistics'. There are also 'Quick Links' for 'My Courses', 'My Pages', and 'Copy Courses'. The top right has settings, help, and print icons. The bottom left shows a date and time selector set to 11/9/2015 at 11:55 PM.

- Select the format you would like to use for your new assignment or test. You can choose from online test, file upload, forum, or basic formats.

Step 4:


Back to Main Screen Help with creating an assignment


Step One: General Assignment Information


 The **Online Test** format
For giving online tests to your students.


Change the format


Name:

Unit: 

Type: 

Due date:  11 : 55 PM Show this due date in the course calendar


Accept late submissions until:  11 : 55 PM


Open: Now (you must build the test in the test builder before you can activate it)
 Later (opening date to be determined)
 On:  11 : 55 PM

Display to students before it's open

Grading:




Show grade:


Step Two: Online Assignment Options (Optional, Click to expand) 


Step Three: Instructions & Files (Optional, Click to expand) 


- Next, fill out the general assignment information, Online Assignment Options, and Instructions & Files. Once you are satisfied with your settings, click “Save your new assignment”.

Step 5:

Coursework   

 [Access](#) [Options](#) [Settings](#)


 **Example Test** ◀ Previous *Other assignments* Next ▶
Case Study in Chapter Reviews/Study Questions

 due **Tomorrow, 11:55 PM** [Edit this assignment](#) [Edit all grades](#) [More ▼](#)

Student Results			
▲ Student	Files	Grade	Turned in
Harrison, Robert	0		Still open
Matthews, Teresa	0		Still open
O'Connor, Mr. Kurt	0		Still open

✿ Scored out of 100 points
0% of students are finished
0% have been graded


Show withdrawn and emulated students





 **Example Test** ◀ Previous *Other assignments* Next ▶
Case Study in Chapter Reviews/Study Questions

- Once you save your new assignment, you can go back and edit the options you chose and edit grades. Clicking “More” will give you more options, such as deleting the assignment or giving a class-wide bonus on the assignment.


Step 6:







Presentation [Click to close](#)

 Edit due dates

Assignment	Due Date	Unit	Type	Status	
National Clinicians Assignment	4/7/2053, 3:25 PM	Assignments and Projects	 Presentation	Complete	
Research Project	4/7/2053, 3:25 PM	Assignments and Projects	 Presentation	Complete	

Test [Click to close](#)

 Edit due dates

Assignment	Due Date	Unit	Type	Status	
Perfomance Task: Cleve Wells	4/7/2053, 3:25 PM	Assignments and Projects	 Test	Complete	
<i>test</i>	Friday 10/30, Closed	Exams	 Online Test	Inactive (Not visible)	
Example Test	Tomorrow, 11:55 PM	Chapter Reviews/Study Questions	 Uploaded Test	0 of 3 complete	

- The new test or assignment will now be located in the list of assignments in Coursework.