

How to do an assignment in Owlnet\VIA

1. Log into Quicklaunch and choose Owlnet
2. Click on My Courses on the right hand side of the screen and choose your course
3. Click on Coursework on the right hand side of the screen.
4. Click on the assignment that you need to do
5. Click on the blue box that says Launch the Tool. That will then take you to the login screen for Live Text shown below.



6. Put in your full WWU e mail address and then your password. If you don't know your password, click on Forgot Your Password.
7. Once you sign in it will take you automatically to your assignment for that class. Shown below.

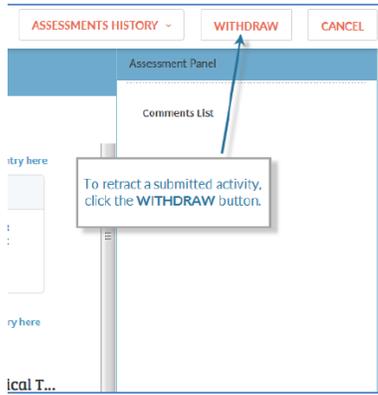
← In progress - Law, Ethics and Morality - E - 01 FUL - 3 Spring 1617

Activity	Title	Open submission	Due	Status
Homepage	Poverty and Gender Paper Required	8:27 AM 04/21/2017	11:55 PM 04/29/2017	Awaiting assessment

8. Then you would just click on the title of the assignment and it will take you to where you can upload your paper.
9. Once the screen loads, it will have instructions on what your paper needs to have in it. Once you are done click on Select file to find your paper on your computer and click on the orange submit button on the top right hand of the screen. If you are not done and do not want to submit it yet just click on save. Shown Below



10. If you realized that, you submitted the wrong paper you can click the Withdraw button on the top right hand corner of the screen. The only time you cannot withdraw it is when your instructor has already started assessing, the activity due date has passed; the course end date has passed.



11. Once you put in the correct file, you may submit your assignment to your instructor. The instructor will see that you submitted your paper on VIA and will start the assessing process on your assignment.