

This Quick Start Guide provides information to help you start using OWLv2.

CREATE AN ACCOUNT (K-12)

1. Go to login.cengage.com.
2. Click **Create Account**, then click **Instructor**.
3. When asked if you teach at a US higher education institution, click **No**.
4. Find your institution by location and click **Continue**.
5. Enter the required information, set your password, and accept the license agreement.
6. Click **Register**.

For security, your institution must verify that you are an instructor before your account is activated.

SIGN IN

Sign in to your Cengage account to access your course materials.

1. Go to login.cengage.com.
2. Click **Sign In**.
3. Enter your email address and click **Next**.
4. Enter your password and click **Sign In**.
Your Cengage Dashboard displays.

Forgot Password

You can reset your Cengage password from the sign-in page.

1. Go to login.cengage.com.
2. On the sign-in page, click **Need help signing in > Forgot password**.
3. Type your email address and click **Reset via email**. Cengage sends you an email.
4. Open the email and click **Reset Your Password**.
5. Type your new password in both password fields.

GET STARTED

Find most OWLv2 features on the following pages:

Home

Check if students have overdue assignments and if any assignments are ready for manual grading.

Courses

View your courses and course links, create new courses, and edit course information.

Users

Enroll and unenroll students in your courses and sections.

Assignments

Create new assignments, and view and edit existing assignments.

Gradebook

View your students' grades, edit their assignment scores, and set grading policies.

Study Tools

Access your eBook and assign study tool activities.

CREATE A COURSE

You can create a course from scratch or copy an existing course.

1. From the Courses page, click **Create a New Course**.
2. Select **Build a Course Manually**, **Copy an Existing Course**, or **Import a Course via a File Previously Exported from OWLv2**.

If you are copying an existing course:

- a. Select **Start with a course already in your account** or **Modify a template course designed by Cengage Learning**.
 - b. Click **Continue**.
 - c. Select a course or template.
3. Click **Continue**.
 4. Enter the course information.
 5. Click **Create Course**.

ENROLL STUDENTS

Provide your students with the course link so they can enroll in your course, or manually enroll your students.

Provide the Course Link

1. Click the **Courses** tab.
2. Locate the Course/Section Key column on your Courses page.
If you do not see the Course/Section Key column displayed, click **Change Information Displayed Below > Course/Section Key > Save**.

3. Distribute the enrollment instructions to your students.
 - To print the instructions, click **Print > Print**.
 - To email the instructions, click **Email**.
 - To download the instructions, click **Print > Download**

Alternatively, click **Copy** and paste the Course Link in your syllabus.

Enroll Students

1. Click the **Users** tab.
2. Select a course or section from the dropdown menu.
3. Click **Enroll User(s) > Enroll or Unenroll Users As Students > Continue**.
4. Select a student from Available Users.
5. Click **Enroll**.

CREATE ASSIGNMENTS

Create assignments in OWLv2 to assign to your students.

1. Click the **Assignments** tab.
2. Click **Create Assignment**.
3. Select an assignment type.
4. Enter the assignment information.
5. Add content to the assignment.
6. Set the assignment options, including grading policies.

SYSTEM REQUIREMENTS

SUPPORTED BROWSERS

Windows®

- Chrome™ current and preceding version
- Firefox® current and preceding version
- Edge current and preceding version

macOS™

- Chrome current and preceding version
- Firefox current and preceding version
- Safari® current and preceding version

iOS

- Safari current and preceding version (limited functionality)

NOTE Java™ content does not work on iOS.

Student assignments and eBooks work on iOS.

Features and content are not optimized for a small screen size and might be difficult to use.

WORKSTATION RECOMMENDATIONS

- Download bandwidth: 5+ Mbps
- RAM: 2+ GB
- CPU: 1.8+ GHz / multi-core
- Display: 1366 × 768, color
- Graphics: DirectX, 64+ MB
- Sound (for some content)

MORE INFORMATION AND SUPPORT

Search the online help for answers to most questions. Information in this guide is intended for US instructors. For international support, visit the online help.

help.cengage.com/owlv2/instructor/

OWLv2 STATUS

Check the current status of OWLv2 at techcheck.cengage.com.

CONTACT US SUPPORT

ONLINE: support.cengage.com
CALL: 800.354.9706