

Logging on for the First Time

1. Go to <http://owl.cengage.com>.
2. Click the **Register** link in the **General Chemistry** section of the center **Choose Your Course** section.
3. Click the link for our textbook (**Chemistry & Chemical Reactivity, 7th Edition; Kotz, Treichel, Townsend**). The link will have a picture of our textbook next to it, and should be second in the list.
4. Click the link for our institution (**Northern Kentucky University - Highland Hts., Kentucky**).
5. Double-check the book and institution shown on the webpage (start over if they are not correct).
6. Click the arrow button located underneath **Student Registration** for the **Chemistry Department**.
7. Click the arrow button next to your section of CHE 120 of CHE 121 (e.g., **CHE 120 Section X Fall 2009**).
8. Fill in the required information. Enter your NKU ISO # (found on your student ID) in the space provided. For your "Login" and "Password", use something that you can remember, and write them down! Enter the "Access Code" found in a folder purchased at the bookstore or email following online purchase. If you don't have an access code, you can purchase one online at <http://nkuchem.ichaptersites.com>.
9. Click the **CONTINUE** button, confirm all the entered information, and click the **CONTINUE** button again.
10. Carefully read the **Licensing Agreement** page, then click the **I AGREE** button.
11. You should now be able to login to the OWL site following the directions below. The first time you log on you will see a welcome screen and be given the opportunity to change any of your contact information.

Logging On

1. Repeat steps 1 through 5 above, but now click the arrow button located underneath **User Login Page** for the Chemistry Department. Alternatively, you can use the OWL links located on your instructor's BlackBoard course page or the General Chemistry webpage.
2. You should be on the **OWL Student Login** page for the NKU chemistry department.
3. Enter your Login and Password.
4. Click on the **LOG IN** button. (You may have to scroll down the page.) You should now be on the **Course Menu** page (or wherever you were when you last logged off).
5. If you can't get past this screen, use the **Login Help** link on the left side of the page and follow the instructions.

Working on Your Assignments

1. On the **My Courses** page check that you are rostered in the correct OWL course. If it is *incorrect*, click **Add/Switch Course** to the left and follow the directions.
2. Click on the link for your course.
3. If there are any **Course Notes**, read them and then click the **Assignment List** link at the left to see a list of all assignments you can complete. Alternatively, you can click the **Assignment Folders** link to see your assignments organized into folders.
4. Click on the link of the name of the assignment on which you want to work. It is important to do the tutorial assignments (Intro to OWL 1-3) first to learn to how to enter answers (including special formatting) correctly and to test if your computer has the right software (Flash and Shockwave).

5. If multiple units are in the assignment, click on the link for the first subunit.
6. Click on the first question or info page link to start the assignment.
7. Use the buttons across the top of the screen (or the **Previous Item** and **Next Item** links on the left side) to navigate between info pages and questions.
8. When you get to a question, type in your answer(s), and then click the **CHECK ANSWER** button.
9. Usually, your score, the correct answer(s), and feedback will be shown. (You may have to scroll down the page.)
10. If you *did not* get the problem right, you may click the **Redo Question** button to the left (*if available*) to try the problem again. Otherwise you can try again during another attempt of the unit.
11. Click the **Unit Menu** button to the left to return to the complete unit list for the assignment to switch between subunits and check your progress.
12. When you are done working, click the **Assignments List** button and check your current grade. You may repeat assignments to improve your grade as many times as you like until the due date. Your highest grade will then be recorded. You must complete the entire tutorial or simulation in order to receive credit.
13. Click the **Sign Out** button in the top right corner underneath your name to exit the OWL system. Be sure to always log out when you are finished!

Miscellaneous

1. Click the **Course Notes** button to see any instructor announcements.
2. Click the **Past Due Assignments** to repeat any assignments that are already due for additional practice (note that your grade for that assignment will no longer change).
3. Click the **User Info** button to change your email, phone information and password.
4. Click the **Chemistry Tables** and **e-Book** buttons to view helpful information.
5. Click the **Support** button for lots of online help and contact information for technical issues (don't use these links to ask questions of your instructor).
6. Click the **Send Message** button during an assignment to report a problem or ask your instructor a question.

If you have any problems, please contact your instructor or the local OWL Administrator:

Dr. Walters, 572-5315, SC 348, walterske@nku.edu