

Building Inclusivity through Anti-Racism Training on OWL Training Instructions

Technical Support: If you encounter any challenges accessing OWL, you may contact the WTS helpdesk at 519 661-3800 or Ext. 83800 or on the web <https://wts.uwo.ca/helpdesk/>

Getting Started

1. Access the OWL training site: “[Building Inclusivity through Anti-Racism \(Employee Version\)](#)”

2. Enter your Western username and password to access owl.
Select “**Log In**”.

3. Select “**Yes, add me**”, when prompted to join the site.

4. You will be redirected to the **overview** page. Read through the page and select “**Instructions/Start**” from the menu on the left. Click on the module link on **step 1** of “Instructions/Start” page.

Complete the Online Module

Press “**Continue**” at the end of each section to complete all sections of the module.

Complete the Quiz

1. Once you complete the module, select “**Quiz**” on the OWL menu on the left.
 - a. Then select “**Quiz**” under the *Assessments* from the main window.

Overview

START/Instructions

Online Module

Quiz

Certification

Site Info

Help

Quiz

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Search

Title Time Limit Due Date/Time

Quiz n/a Dec 31, 2031 12:00 AM

Viewing 1 to 1 of 1

Show 20 Items

Previous 1 Next

2. Select “**Begin Assessment**” to take the quiz.

Begin Assessment Cancel

Note: You must receive a score of 8 or higher out of 10 to pass. If you do not pass on your first attempt, you may take the quiz again.

3. Select “**Submit for Grading**” when you are done the quiz.

Save Exit Submit for Grading

4. Select “**Submit for Grading**” again on the *Assessment Submission Warning* page.

OWL

Sites Blair

Home Building Inclusivity / Anti-Racism (Employee)

Overview

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Gradebook

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Help

Quiz

Assessment Submission Warning

You are about to submit this assessment for grading. Click **Submit for Grading** if you really want to submit for grading. Otherwise, click **Previous** to return to the previous screen.

Course Name Building Inclusivity / Anti-Racism (Employee)

Creator Blair Trewartha

Assessment Title Building Inclusivity through Anti Racism Quiz

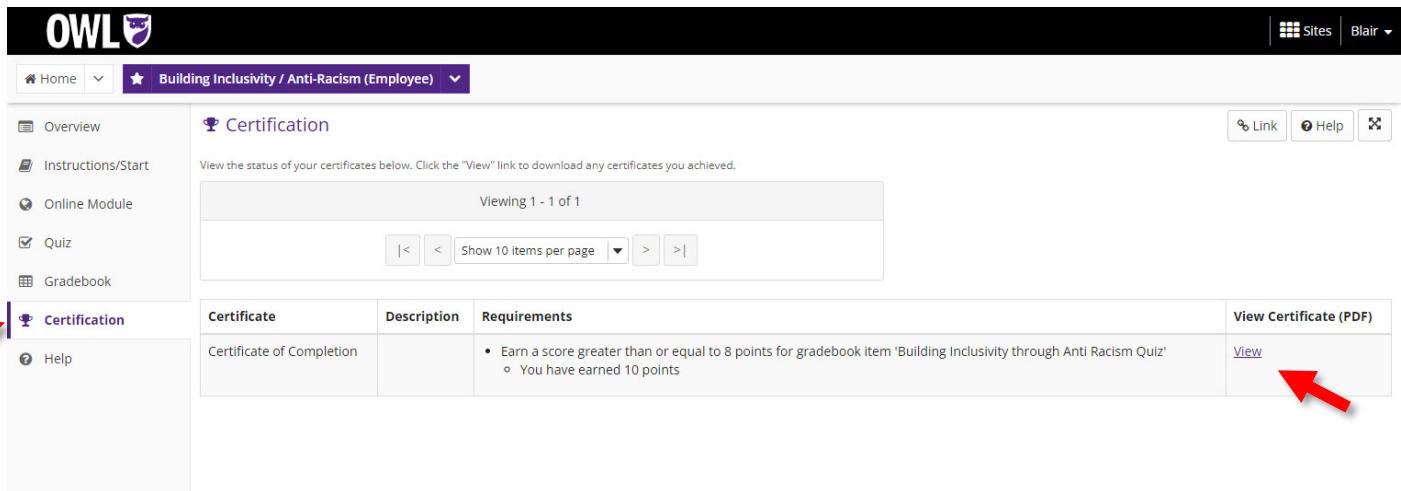
Submit for Grading Previous

Gateway Help & Support Western University

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Check your results – Obtain your Certificate

1. Select “**Certification**” from the OWL menu on the left.
 - a. If you have passed, select “**View**” from the *View Certificate (PDF)* column on the right to see your certificate.




The screenshot shows the OWL interface for the 'Building Inclusivity / Anti-Racism (Employee)' module. The left navigation menu has 'Certification' selected, indicated by a red arrow. The main content area shows a table with one row for 'Certificate of Completion'. The requirements listed are: 'Earn a score greater than or equal to 8 points for gradebook item 'Building Inclusivity through Anti Racism Quiz'' and 'You have earned 10 points'. A red arrow points to the 'View Certificate (PDF)' link in the rightmost column of the table.

Certificate	Description	Requirements	View Certificate (PDF)
Certificate of Completion		<ul style="list-style-type: none">Earn a score greater than or equal to 8 points for gradebook item 'Building Inclusivity through Anti Racism Quiz'You have earned 10 points	View

- b. If you did not receive a score of 8 or higher, you will see the words “**Requirement not met**” Please complete the quiz again by selecting “**Quiz**” from the left menu. You may need to review parts of the module to prepare.

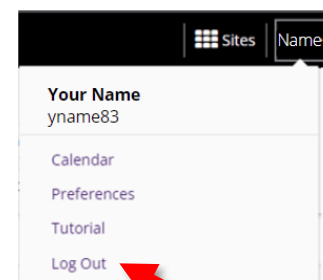
Description	Requirements	View Certificate (PDF)
	<ul style="list-style-type: none">Earn a score greater than or equal to 8 points for gradebook item 'Quiz'You have earned 0 points	Requirement(s) not met



Log Out

When you have completed the training, and successfully passed the quiz:

1. Select your first “**Name**” in the top right corner of your screen.
2. From the drop down, then select “**Log Out**” to log out of OWL once you have completed the training.



The screenshot shows the user profile dropdown menu in the top right corner of the OWL interface. The user's name 'Your Name yname83' is displayed. Below the name are several menu items: 'Calendar', 'Preferences', 'Tutorial', and 'Log Out'. A red arrow points to the 'Name' dropdown button, and another red arrow points to the 'Log Out' option.