ACE Online

Today’s Session: Understanding the My Courses Page

Getting Ready: You will need a valid HawkID and password

Follow up: If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

We will be exploring the My Courses page of the ACE Online program.

PART ONE – Accessing the ACE Online Program

Points of access
You can access the ACE Online Program via ICON and myui.

Access via ICON
1. Open a new browser: Chrome or Firefox.
2. Go to https://icon.uiowa.edu.
3. Click HawkID Login.
4. Enter your HawkID and Password.

5. Click Log In.

6. Click Student Tools.

7. Click Course Evaluations (ACE).
8. Enter your HawkID and Password.

9. Click **Log In**.
Access via MyUI

1. Open a new browser: Chrome or Firefox.
2. Go to https://myui.uiowa.edu.
3. Click Course Evaluations.
4. Enter your HawkID and Password.
5. Click **Log In**.
PART TWO – Understanding the “My Courses” page

REFERENCE—The “My Courses” Page

1. **Semester**: Denotes which semester the reports are for.
2. **Status**: Denotes the status of your evaluations.
3. **Course**: Denotes course number, title, and section.
4. **Response Rate**: Percentage of students that have completed their evaluations. This data will update while course evaluation periods are open.
5. **Evaluators**: Number of students that have completed an evaluation / total number of students enrolled in the course. This data will update while course evaluation periods are open.
6. **Course Reports**: Available quantitative reports for a course or date the reports will be available for review.
7. **Comments**: Qualitative reports for a course.
8. **Responses**: Each individual completed evaluation for a course.
9. **Instructor Report**: Combination of quantitative and qualitative reports for a course.
10. **Reminder**: For the instructor to send reminders to students that have NOT completed an evaluation for a course.
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