

ACE Online

Today's Session: ACE Reminder to Students

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 various reports available through the ACE Online program.

PART ONE – Accessing the ACE Online Program

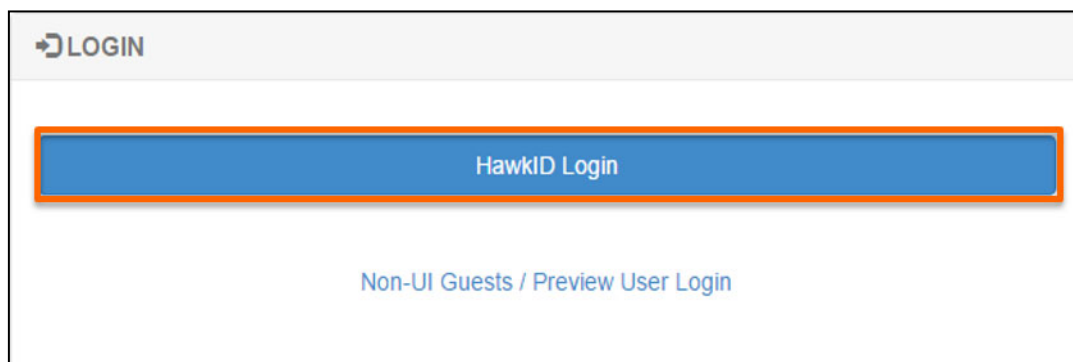
Points of access

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

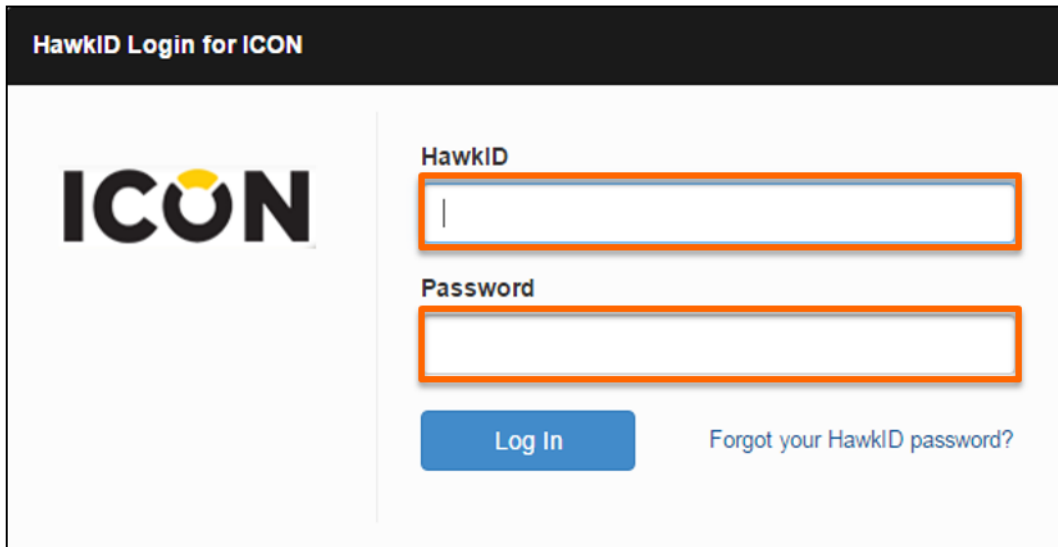


Access via ICON

1. Open a new browser: Chrome or Firefox.
2. Go to <https://icon.uiowa.edu>.
3. Click **HawkID Login**.

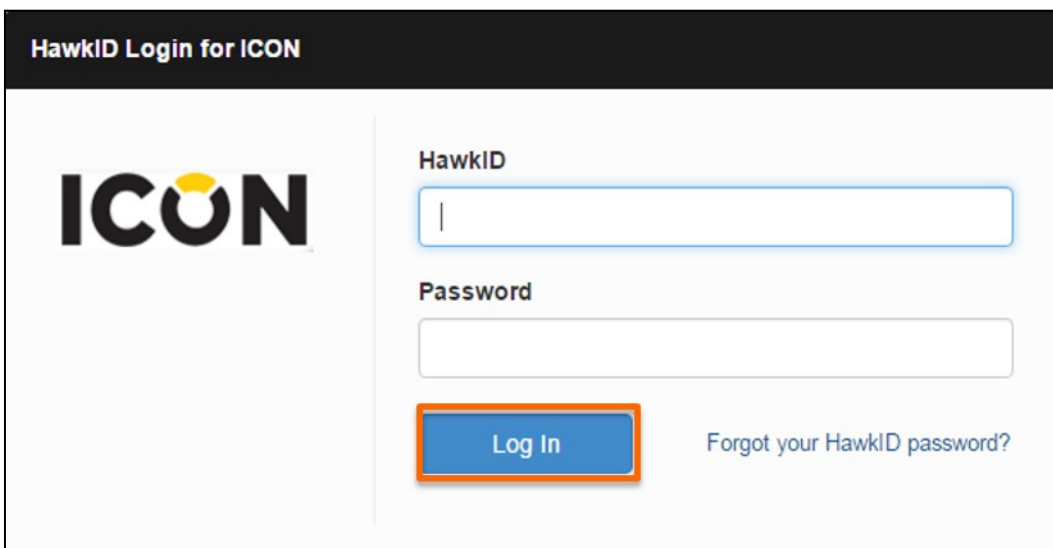


4. Enter your HawkID and Password.



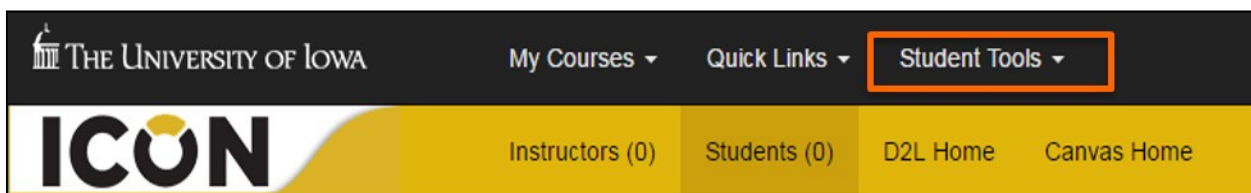
The screenshot shows the 'HawkID Login for ICON' page. On the left is the ICON logo. On the right, there are two input fields: 'HawkID' and 'Password'. Both fields are highlighted with orange boxes. Below the fields is a blue 'Log In' button and a link that says 'Forgot your HawkID password?'.

5. Click **Log In**.



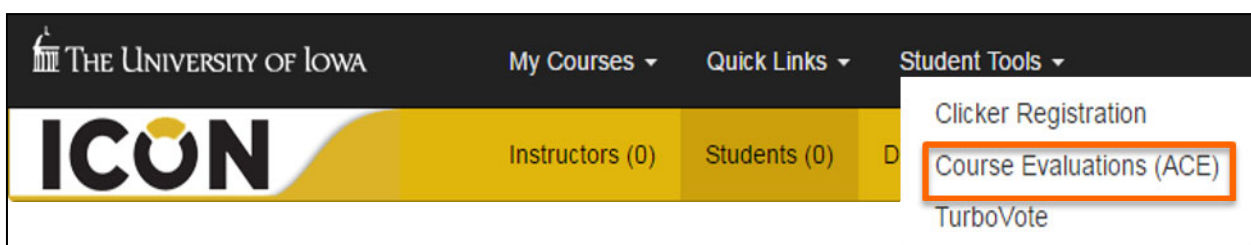
This screenshot is identical to the previous one, but the 'Log In' button is now highlighted with an orange box, indicating it has been clicked.

6. Click **Student Tools**.



The screenshot shows the top navigation bar of the website. It includes the University of Iowa logo, 'My Courses', 'Quick Links', and 'Student Tools'. The 'Student Tools' dropdown menu is highlighted with an orange box. Below the navigation bar, there is a yellow banner with the ICON logo and links for 'Instructors (0)', 'Students (0)', 'D2L Home', and 'Canvas Home'.


7. Click **Course Evaluations (ACE)**.



This screenshot is similar to the previous one, but the 'Student Tools' dropdown menu is open, showing options like 'Clicker Registration', 'Course Evaluations (ACE)', and 'TurboVote'. The 'Course Evaluations (ACE)' option is highlighted with an orange box.

8. Enter your HawkID and Password.

HawkID Login for CollegeNET, Inc.



HawkID


Password

[Log In](#) [Forgot your HawkID or password?](#)

You will be logged in to this service securely. Information which will allow you to access the site you requested will be transmitted to the site. This information will be encrypted before it is sent. Please see the [ITS Help Desk Shibboleth support pages](#) for additional information.

9. Click **Log In**.

HawkID Login for CollegeNET, Inc.



HawkID

Password

[Log In](#) [Forgot your HawkID or password?](#)

You will be logged in to this service securely. Information which will allow you to access the site you requested will be transmitted to the site. This information will be encrypted before it is sent. Please see the [ITS Help Desk Shibboleth support pages](#) for additional information.



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.

The screenshot shows the 'HawkID Login for CollegeNET, Inc.' page. On the left is the University of Iowa logo. On the right are two input fields: 'HawkID' and 'Password', both highlighted with orange borders. Below the fields is a blue 'Log In' button and a link for 'Forgot your HawkID or password?'. At the bottom, there is a security notice: 'You will be logged in to this service securely. Information which will allow you to access the site you requested will be transmitted to the site. This information will be encrypted before it is sent. Please see the ITS Help Desk Shibboleth support pages for additional information.'

5. Click **Log In**.

HawkID Login for CollegeNET, Inc.



HawkID

Password

[Forgot your HawkID or password?](#)

You will be logged in to this service securely. Information which will allow you to access the site you requested will be transmitted to the site. This information will be encrypted before it is sent. Please see the [ITS Help Desk Shibboleth support pages](#) for additional information.

PART TWO – Reminders



Accessing the Reminder function

1. From the My Courses page you will see an envelope icon next to each open course.

Spring 2017				
Course	Response Rate	Evaluators	Reports Available	Reminder
Upcoming ⓘ BME 2710 : Engr Drawing, Design, & Solid Modeling 0001 (Stand-alone)	0%	0 / 45	Report available on 6/26/17 8:00AM	
Upcoming ⓘ CBE 2050 : Severe and Unusual Weather 0EXW (Stand-alone) Same As: CEE20500EXW	0%	0 / 36	Report available on 6/26/17 8:00AM	

2. Click the **Envelope icon** next to the course you wish to send a reminder for.

Spring 2017				
Course	Response Rate	Evaluators	Reports Available	Reminder
Upcoming ⓘ BME 2710 : Engr Drawing, Design, & Solid Modeling 0001 (Stand-alone)	0%	0 / 45	Report available on 6/26/17 8:00AM	
Upcoming ⓘ CBE 2050 : Severe and Unusual Weather 0EXW (Stand-alone) Same As: CEE20500EXW	0%	0 / 36	Report available on 6/26/17 8:00AM	

3. The email format tool will open so that you may fill in the reminder.

Course: BME 2710 Engr Drawing, Design, & Solid Modeling ×
0001

From

Subject

Body

Data fields
course.name
end.date
user.firstname
user.lastname

Save **Send**

- a. Below is an example of a completed reminder.

Course: BME 2710 Engr Drawing, Design, & Solid Modeling ×
0001

From

Subject

Body

Data fields
course.name
end.date
user.firstname
user.lastname

Save **Send**

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the Office of Teaching, Learning & Technology in advance at 319-384-4357.

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