

## On-Line Syllabi

You can access your syllabi either through Educator, Alverno's course management software, or using an information kiosk on campus.

### Finding a syllabus using Educator

You can access a syllabus for a class using Educator from any computer with Internet access (on-campus or off-campus). You will need to know your network user name and your Educator password.

#### Quick directions (for experienced Educator users)

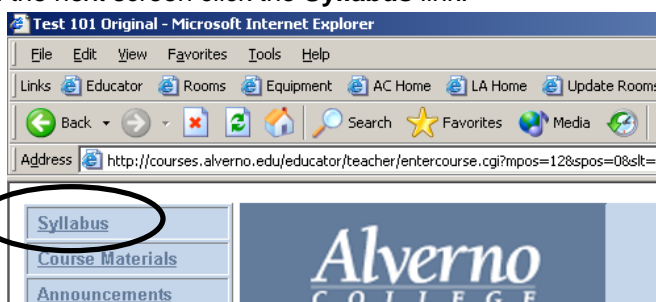
1. Log into Educator (<http://courses.alverno.edu>)
2. Enter the appropriate course
3. Click the **Syllabus** link
4. Click **View Syllabus**.

To get to Educator from Alverno's web page ([www.alverno.edu](http://www.alverno.edu))

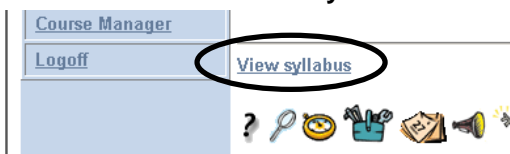
- Click Current Students
- Click the Educator link

#### Detailed directions (for new Educator users)

1. Open Internet Explorer (or any web browser). In the Address box type <http://courses.alverno.edu> and press the **Enter** key.
2. You will be at the main login screen for Educator. Enter your user name (your Alverno network username) and your Educator password, and click **Sign In**. Your initial Educator password is a lower case "s" followed by your student ID number including any leading zeros. If your Alverno ID# is 0023456, your password will be s0023456. If this is your first time in Educator, you will be prompted to change your password. You may change it to anything you wish, but make sure you use all lowercase letters.
3. A list of courses that you are registered for will appear. Click on **Enter Course** for the appropriate course.
4. On the next screen click the **Syllabus** link.



5. On the next screen click **View syllabus**.



6. To print the syllabus, choose **Print** from the **File** menu.

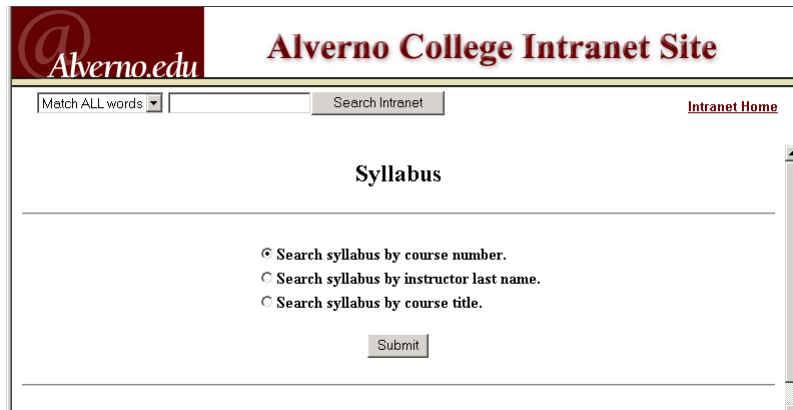
### **Problems:**

I don't know my network user name	Come to the Computer Center with your Alverno ID. A lab assistant can look up your network user name.
I don't know my Educator password	<ul style="list-style-type: none"> <li>• Your initial Educator password is a lower case "s" followed by your student ID number including any leading zeros. If your Alverno ID# is 0123456, your password will be s0123456.</li> <li>• If you changed your initial Educator password, and don't remember what you changed it to, fill out the help form that appears when you enter a wrong password on the Educator login screen. Your password will be sent to your Alverno email address.</li> </ul>
The course I'm registered for doesn't appear in the list after I log onto Educator	The courses that appear for you in Educator are updated weekly after registration starts. Updates are done daily the week before classes start. Check back in one week (or the next day). You can also check an information kiosk on campus, and search by course number, course title or the instructor's last name.

### Finding a syllabus from kiosks on campus

You can access a syllabus for a class from one of the information kiosks on campus or from one of the computers in the Computer Center. Information kiosks are located in the Commons lobby, the Nursing Education building lobby and the Alphonsa Hall lobby.

1. At a kiosk, click on **Student and Faculty information**. In the Computer Center go to <http://intranet.alverno.edu> and then click on **Faculty/Staff/Student Information**.
2. Click on **Syllabus**
3. A screen similar to the following will appear:



The screenshot shows the Alverno College Intranet Site. At the top left is the Alverno.edu logo. To the right is the text "Alverno College Intranet Site". Below this is a search bar with a dropdown menu set to "Match ALL words", a text input field, and a "Search Intranet" button. A link for "Intranet Home" is in the top right. The main heading is "Syllabus". Below it are three radio button options: "Search syllabus by course number.", "Search syllabus by instructor last name.", and "Search syllabus by course title.". A "Submit" button is at the bottom.

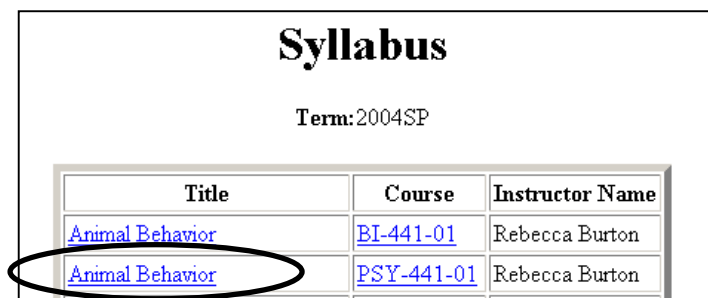
You can search by the course number, instructor last name, or course title. For example, given the following course in the Course Offering Booklet:

Animal Behavior
PSY 441 01 D 2 R. Burton

The course title is Animal Behavior, the course number is PSY-441-01, and the instructor's last name is Burton. **Note: If you search by course number, you must enter the dashes between the course prefix, course number and section number.**

Click on the search selection button you wish to use and then click **Submit**.

4. You will be prompted to enter a title, course number, or last name. You do not have to enter the entire entry to find a match. For example, if you weren't sure of the spelling of the last name in the example above you could enter "Bur" and click on the submit button.
5. After clicking **Submit** a list of courses matching the criteria you specified will appear. Click on the appropriate Title of the course to see the syllabus.



The screenshot shows the "Syllabus" page with "Term: 2004SP". Below is a table with three columns: Title, Course, and Instructor Name. The first row shows "Animal Behavior" (underlined), "BI-441-01", and "Rebecca Burton". The second row shows "Animal Behavior" (underlined), "PSY-441-01", and "Rebecca Burton". The second row's "Animal Behavior" is circled in black.

Title	Course	Instructor Name
<a href="#">Animal Behavior</a>	<a href="#">BI-441-01</a>	Rebecca Burton
<a href="#">Animal Behavior</a>	<a href="#">PSY-441-01</a>	Rebecca Burton