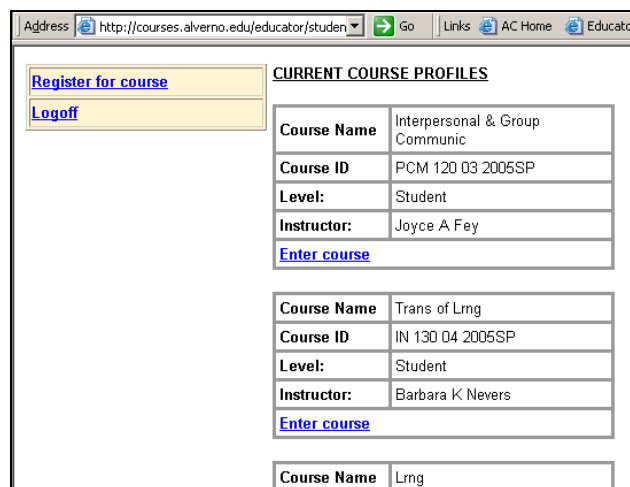


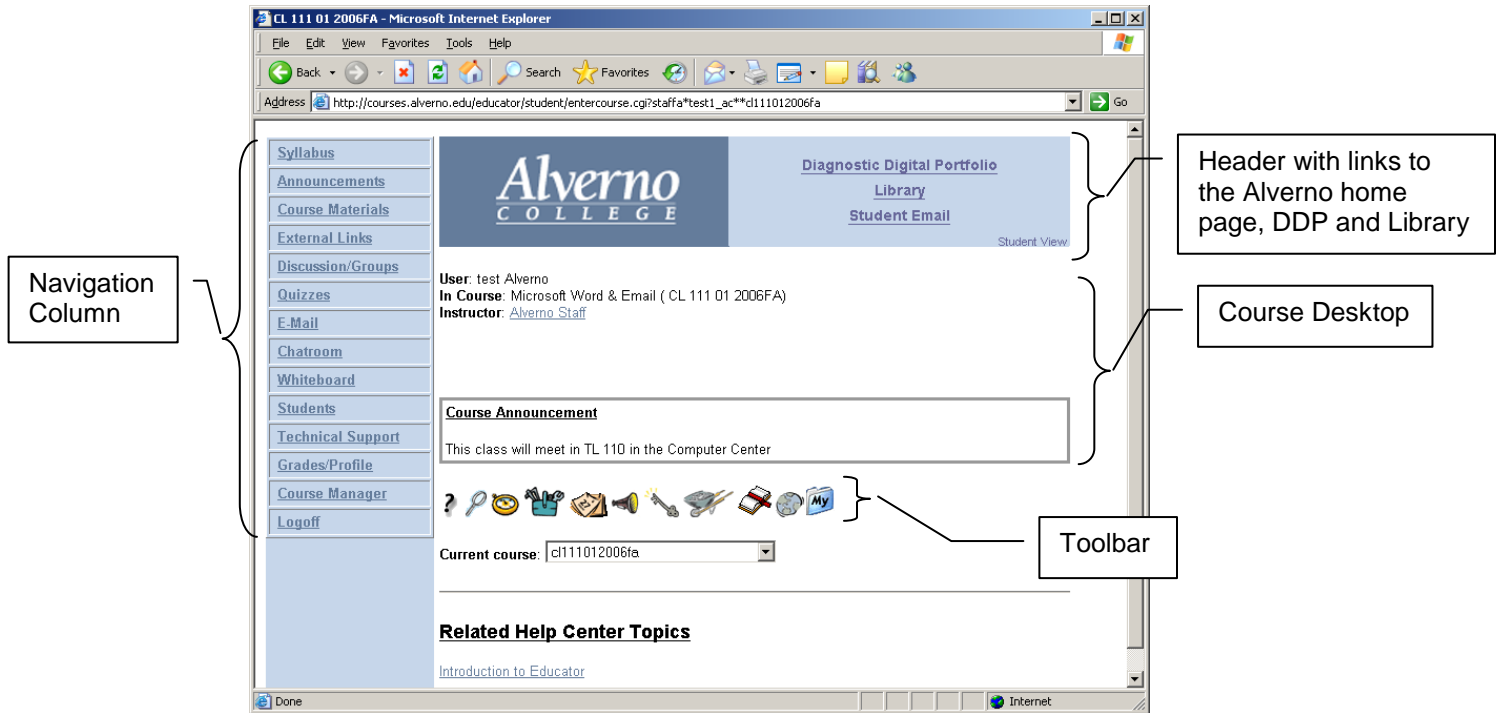
## Student Directions for Logging into Educator












1. Open a browser such as Internet Explorer or Firefox. In the Address or Go To box type in the URL: [courses.alverno.edu](http://courses.alverno.edu) and press the Enter Key (or Return key on a Macintosh).
2. You will be at the main login screen for Educator. Type in your **user name** (your Alverno network username) and password. If this is your first time entering Educator **your initial password is a lower case s followed by your student ID number**. For example if your student ID number is 0123456, your password will be s0123456. 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. After you log in and change your password (if necessary), you will be on the Course Manager screen. All of your courses should be listed. To enter a course, locate the course and click the **Enter Course** button.

Your list of courses is updated by information from Datatel and should match your current schedule. If your list of courses does not match your course schedule, or the course you wish to enter is NOT listed, contact Technology Services ([techservices@alverno.edu](mailto:techservices@alverno.edu)).



4. You will now be in your Educator course. There are four main areas on each Educator screen:
  - a. The banner or **head** at the top of the screen. The Alverno header contains active links to Alverno's home page, Alverno's Library and the Diagnostic Digital Portfolio
  - b. The **navigator column** which lists the links and sublinks that let you move around your course
  - c. The **course desktop** where the course content appears
  - d. The **toolbar** with links to frequently used areas



Toolbar Icons	Description
	Tutorial – Educator’s On-line help
	Explorer – search for specific file or object in a course; search the Alverno library catalog (TopCat) or the Internet.
	Compass – allows you to quickly “Jump” to any place in any of your Educator courses
	Miscellaneous Tools - Equation Editor, Calculator, Wireless Educator Emulator
	Calendar
	Notification Feature – allows you to choose to be e-mailed or paged when certain course events occur
	Security –allow you to change password or allow multiple log-ins
	Workload – lists work you have to do
	Usage – lists your activity in a course
	Ucompass User Groups
	My Folders – allows you to quickly jump to your folder in a course