

Alverno College Student Technology Ready Reference

Resource	What is it?	Where do I find it?	Can I use from off-campus?	What is my user name for this resource?	Password Tips
Alverno College Web Page	Your entrance to all Alverno web-based resources – Click on the Current Student Link	http://www.alverno.edu	Yes		
Alverno Network	On-campus access to Alverno’s computer resources. Use computers on campus to save to your home directory (H:), print , or use course-specific software . Wireless access to the Alverno network is available in the Library Reference Room, the Commons, Mug and Pipeline.	Log onto any computer on campus	No	<i>Your network user name</i>	<i>Your network password</i>
Alverno Library	The Alverno Library web page. Use to search for articles, books, videos, course reserves, or other web-based resources; contact a librarian; view and renew library materials you have checked out.	http://depts.alverno.edu/library	Yes	Use your last name when prompted	Use your 14 digit library barcode when prompted, to access a library database
Alverno Student Web Mail	Web link to your Alverno email . As an Alverno student you are required to check your Alverno email regularly. Click the Address Book link to look up an instructor’s email address.	http://student.alverno.edu	Yes	<i>Your network user name</i>	<i>Same as your network password</i>
IOL – Interactive Online	Web link to your information in the college administrative database . Use IOL to Search for Classes; view your Academic Evaluation, Class Schedule, Course History, Faculty Information, Progress Report, Student Information, Validation Report; Communications, Financial Aid and Register for Classes.	https://iol.alverno.edu	Yes	Typically your first name, middle initial and last name.	Your IOL password is not synchronized with your network password
Educator – course management software	Web link that your instructors may use to provide access to course materials or online activities . Use to view and print the syllabi for your courses.	http://courses.alverno.edu	Yes	<i>Your network user name</i>	Your Educator password is not synchronized with your network password
DDP – Diagnostic Digital Portfolio	Web link to help you follow your learning progress throughout your years of study. Use to complete and view selected assessments and assignments (key performances), criteria, instructor and peer feedback, and your self assessments.	http://ddp.alverno.edu	Yes	<i>Your network user name</i>	<i>Same as your network password</i>
Alverno Intranet	An on-campus-only web page with student tools. Use to set up spam filters and email exceptions .	http://intranet.alverno.edu	No	<i>Your network user name</i>	<i>Same as your network password</i>
Alverno Student Web Server	A web server where you have personal web space that can be used for class work as well as for personal web pages	http://studentweb.alverno.edu	Yes	<i>Your network user name</i>	Your Student Web Server password is not synchronized with your network password

Top Technology Tips for Students

Technology Use Policies

You are responsible for reading and following the Alverno College Technology Use Policies which can be found in your Student Handbook. The Student Handbook is available on-line at http://www.alverno.edu/current_students/stu_handbooks.html

Top Five Reasons to Read your Alverno Email Regularly

1. It is an official way that the College uses to communicate with you
2. Your instructors may use it to communicate with you
3. Your IOL (Interactive Online) password is sent to your Alverno email address
4. Registration and Advising information, along with information from Financial Aid and the Business Office, is sent via Alverno email
5. Student Services distributes the weekly Campus NewsNet via Alverno email

Student Web Mail

To look up an instructor's email address:

1. Logon to your email
2. Click New Message; click Address Book
3. Enter a name to search for; choose "From: Alverno Staff/Faculty"; click Search

To delete email messages:

1. Mark the message (click checkbox by message)
 2. Click the Delete link
 3. Click the Purge Deleted Link
- If you do not purge your deleted messages, you may exceed your quota for email space

Educator email:

- Educator includes a separate email system
- **Your Educator email will be forwarded to your Alverno email account**
- You can adjust Educator email preferences—log into Educator, click Email and then click Preferences

User Names

Your user name is the same for the campus network, the DDP, email and Educator. You have a different user name for IOL.

Sample user names for Susan B. Anthony:

Network: anthonsb
IOL: susanbanthony

Passwords

Your passwords must be:

- 6-8 characters long
 - Letters or numbers only; NO punctuation, spaces or special characters
 - Start with a letter
 - Must include at least 1 letter and 1 number
- Passwords are cAsE- sensitive
- Changing your **network** password **WILL change** your **DDP** and **email** passwords. Your DDP and Student Web Mail passwords are synchronized with your network password
 - Changing your **network** password **WILL NOT change** your **Educator, IOL** or **Student Web Server** passwords. Your Educator, IOL and Student Web Server passwords are not synchronized with your network password

Home Folder

- Your personal space (85 mb) on the Alverno network servers. Also known as your H: Drive
- Your Home folder can only be accessed from on campus
- Double-click My Computer and look for your username under the list of available network drives

Saving Files & Making Backup Copies

Make a backup copy of ALL your important work. You can save files to

- Your Home Folder (only available when you are on campus)
- A USB flash drive (available for purchase in the bookstore) or other removable media

You can upload files to

- The My Resources area of your DDP (available on campus and off campus)

Do NOT save files to the hard drive of Alverno computers. The files will be erased when the computer is shut down or restarted.

Printing

- You will receive a 400-page printing balance at the beginning of each semester
- Additional pages may be purchased in the Computer Center at 10¢ (b/w) or \$1 (color) per page with a \$5.00 minimum purchase

Getting Help

- Alverno's computer / information literacy tutorials can be found at <http://depts.alverno.edu/cil>
- You can register for CIL 100 (Basic Computer Skills) and/or Computer Literacy (CL) Workshops offered each semester
- On-line help is available in IOL, the DDP, Educator, and Student Web Mail
- For detailed directions for using any of Alverno's technology resources, look on the Academic Computing web page at <http://depts.alverno.edu/ac>
- For Research help, Ask A Librarian at <http://depts.alverno.edu/library/>