

On-Line Syllabi

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

Accessing a syllabus using Educator

You can access a syllabus for a class by 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)

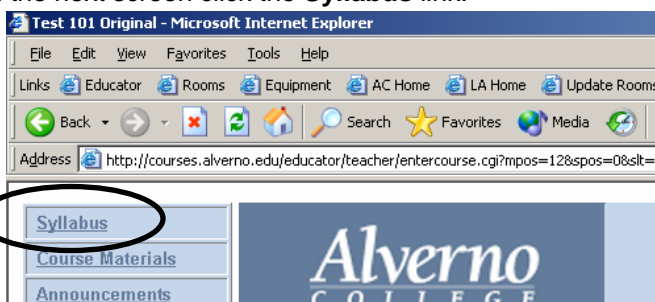
1. Log into Educator (<http://courses.alverno.edu>)
2. Enter the appropriate course
3. Click the **Syllabus** link
4. Click **View Syllabus**.

To get to Educator from Alverno's web page (www.alverno.edu)

- 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 in <http://courses.alverno.edu> and press the Enter key.
2. You will be at the main login screen for Educator. Type in 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 click the Print icon or 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"> • 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. • 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 within 24 hours.
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. Starting about a week before classes start, the update is done daily. Check back in one week (or the next day) to see if the course appears. You can also check an information kiosk on campus, and search by course title, course number or the instructor's last name.

Accessing a syllabus from kiosks on campus

You can access a syllabus for a class by using Educator 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 **Student and Faculty information**
2. Click on **Syllabus (Current)**
3. A screen similar to the following will appear:

Syllabus

Search syllabus by course number.
 Search syllabus by instructor last name.
 Search syllabus by course title.

[Intranet Home](#)

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

Fall 2006	Waitlisted	PSY-250-01 (049501) Abnormal Psychology		08/30/2006-12/06/2006 Interactive Monday, Wednesday 03:10PM - 05:00PM, Teaching/Learning & Tech Cntr., Room 201	J. Ullman	0 / 25 / 4	4.00		Undergraduate
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The title is Abnormal Psychology, the course number is PSY-250-01, and the instructor's last name is Ullman. (Note: If you search by course number, you must enter the dashes between the course prefix, course number and section number.)

4. Click on the search selection button you wish to use and then click on Submit.
5. 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 "Ull" and click on the submit button.
6. After clicking on Submit a list of courses matching the criteria you specified will appear. Click on the appropriate Title of the course to see the syllabus.

Syllabus

Term:2006FA

Title	Course	Instructor Name	
Abnormal Psychology	PSY-250-01	Julie Ullman	<input type="button" value="Email"/>