Ordering Your Books

Once your registration has been approved by your advisor you can order your books by utilizing the option on the myUIU portal (student tab) or at www.peacockconnection.com. You can also call 1-866-225-2808 if you need assistance. Following registration approval, order your required textbooks as soon as possible so you are prepared for the first day of class.

Ensuring Your Computer is Ready

Prior to your first class using Pearson LearningStudio (PLS), it is important to ensure you meet the minimum technical requirements. Take the time to click on the Technical Requirements tab located on the login page at www.uiuonline.com and take the browser test.

To log into your online course go to www.uiuonline.com and enter your User ID and Password. If you do not know your password click the “Forgot Password” link on the login page.

Student Orientation Tutorial (SOT)

Prior to your first class, complete the Student Orientation Tutorial available in PLS so that you are familiar with the online classroom. This will permit you to become comfortable navigating the site as well as posting discussion material and submitting drop box assignments. For online courses, you will have access to the tutorial once your enrollment has been processed, which is usually about 48 hours after your advisor approves your registration. For self-paced courses, you will have access to the tutorial three days prior to the course start date.

To access the tutorial, log in to PLS at www.uiuonline.com and click the ‘Academics’ tab in the upper left corner. You will find the Student Orientation Tutorial listed under ‘Special Courses.’
Accessing Your Class

1. Go to www.uiuonline.com
2. Enter your User ID and password.
3. Click on the “Academics” tab to find the appropriate course title in your course list. You will have access to your course and the syllabus three days prior to the term start date.

Additional Reminders, Tips and Helpful Information

- You will access your class at www.uiuonline.com. If you forgot your password click the “Forgot Password” link on the login page.
- If you have not yet received an email with your username and password for the myUIU portal and information about your University email account, please contact your advisor. You will need this information to attend class, and instructors will communicate with you via your University email address only. Be sure to activate your University email account right away and check it frequently.
- Review your syllabus thoroughly so you are aware of your specific course requirements, including due dates, participation, etc.
- The attendance requirements for online courses, self-paced courses, and center courses are different. It is your responsibility to familiarize yourself with your specific course requirements.
- **FOR ONLINE CLASSES:** Online course attendance is defined as posting to a discussion forum, submitting an assignment to the Dropbox, or completing an Exam in PLS. The chat function and emails are not considered for participation. You will want to make sure you post (or submit an assignment to the drop box) at least once during the first seven days of class to validate your enrollment. MERELY LOGGING INTO THE CLASSROOM OR EMAILING YOUR INSTRUCTOR IS NOT CONSIDERED ATTENDANCE OR PARTICIPATION. Failure to participate in the first seven days of the term will result in a grade of NA (nonattendance) and removal from the class. Be sure you post after class begins on Monday; posting on any day prior to the term start date will NOT validate your enrollment. After completing the first week of class, you must not allow yourself to be inactive for 14 consecutive days or you will be administratively withdrawn from the course and receive a grade of AW (administrative withdrawal). Your rate of tuition due will be based on your last date of posting in the class. Instructor allowance of late work DOES NOT excuse student attendance or participation and does not supersede University policies.
- **FOR SELF-PACED CLASSES:** You must complete at least ONE ASSIGNMENT within the first sixty (60) days of the course or you will receive a grade of AW (administrative withdrawal) and be charged a processing fee. Instructor allowance of late submission DOES NOT supersede this policy.
- If you have questions regarding PLS, contact Pearson 247 support at 1-877-889-9848 or via email or chat at http://247support.custhelp.com/. If you have questions about the myUIU portal or your University email, contact the UIU helpdesk at 563-425-5876 or helpdesk@uiu.edu. Other questions can be directed to your Academic Advisor. Have a great term!