Ordering your Books

You will want to order your required textbooks as soon as possible after your advisor approves your course registration so you have all necessary items in hand and are prepared for the first day of class. Once your registration has been approved by your advisor you can order your books by utilizing the option on myUIU (student tab) or at [www.peacockconnection.com](http://www.peacockconnection.com). You can also call 1-866-225-2808 if you need assistance.

Ensuring Your Computer is Ready

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

To log into the Online campus go to [www.uiuonline.com](http://www.uiuonline.com) and enter your User ID and Password. Your User ID and Password are the same as the User Name and Password you use to log into myUIU.

Student Orientation Tutorial (SOT)

Prior to your first Online class using the PLS platform, you will want to complete the Student Orientation Tutorial so that you are familiar with the online classroom environment and are comfortable navigating the site as well as posting discussion material and drop box submissions. 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.

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

Access to your online course and syllabus will be available the Friday prior to the term start date. To go to class, you will log in to PLS and click the ‘Academics’ tab in the upper left corner. Your class or classes will be listed under the appropriate term heading.

Additional Reminders, Tips and Helpful Information

- You will access your online class at [www.uiuonline.com](http://www.uiuonline.com). Your user name and password is the same that you use to log in to myUIU.
- If you have not yet received an email with your username and password for myUIU 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.
- You will be able to access your online course the Friday prior to the term start date. You will want to review your syllabus thoroughly so you are aware of your specific course requirements, including due dates, participation, etc.
- The requirements for online attendance and participation are different from center courses. It is your responsibility to familiarize yourself with your specific course requirements.
- Online course attendance is taken in any area of the web-based classroom, excluding chat/emails. You’ll want to make sure you post in the main area of the course (or submit an assignment in the drop box) at least once during the first seven days of class so that you are marked active in the class. 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.
- If you have questions regarding PLS, contact Pearson 247 support at 1-877-889-9848 or [helpdesk@uiuonline.com](mailto:helpdesk@uiuonline.com). If you have questions about myUIU or your University email, contact the UIU helpdesk at 563-425-5876 or [helpdesk@uiu.edu](mailto:helpdesk@uiu.edu). Other questions can be directed to your Academic Advisor.

Have a great term!