# Information for Students Taking Courses in uiuLearn

UPPER IOWA UNIVERSITY
EDUCATION BUILT FOR LIFE

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## Welcome

Thank you for your registration! Below is information you need to know before you begin your courses.

## Ordering Textbooks

Once your advisor approves your registration, order textbooks by utilizing the option in the myUIU portal (Academics tab) or go to https://bncvirtual.com/uiu. Order textbooks as soon as possible to have them for the first day of class.

## Browsers

A browser is a program that allows a computer to display web pages on the internet. Examples include Google Chrome, Mozilla Firefox, and Apple Safari. As of January 2020, Internet Explorer is not supported for uiuLearn. Chrome enables best user experience (UX) for uiuLearn. For more information, see the uiuLearn and Web Browsers training.

## Logging in to uiuLearn

uiuLearn single sign on (SSO) capability enables efficient access to uiuLearn, your student Office 365 email and calendar, and OneDrive content cloud. To log in:

1. Navigate to the uiu.edu web site and click the Login link at the top left corner of the page.
2. In the new window, click the uiuLearn link. (You may have to scroll down.)
3. On the Sign in window, type your full UIU email address in the designated field→click the Next button.
4. In the Enter Password window, type your password→click the Sign In button.

**UX Tip**: For quickest access, bookmark the uiuLearn login page. (See Bookmarks section below.)
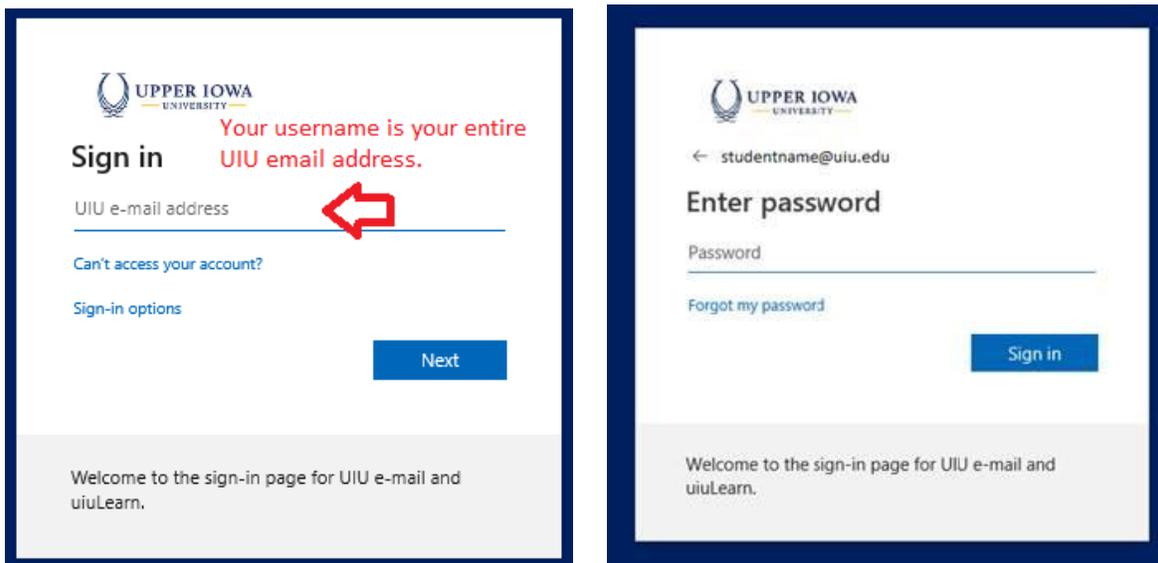


## Office 365 Widget

When using a PC or laptop, the Office 365 (O365) Widget is found in the upper right-hand corner of the uiuLearn global homepage and course homepages. (If you are using a device, scroll down to view the widget.) The first time you log in to D2L, click the Sign In button to log in to your O365 account. From them on, you will only need to click the toggle to reveal your email list. Click the calendar icon to view your calendar, or click the cloud icon to the right to access your OneDrive cloud storage and content.
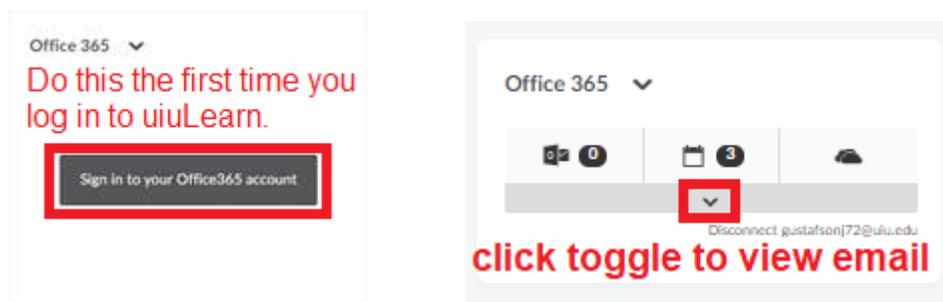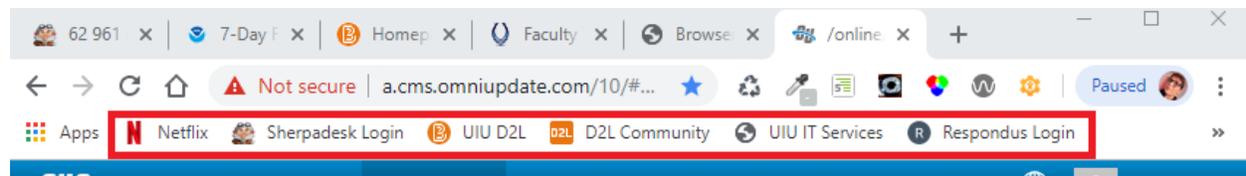


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# Chrome Bookmarks

Bookmarking web pages enables you to get to frequently used pages in one click. Since Chrome is the top recommended browser for uiuLearn, this step-by-step tutorial will cover bookmarking steps in Chrome.

1. To create a bookmark quick link to a specific web page, click the customization icon ⋮ in the top right corner of your browser window. A dropdown menu will appear.
2. Hover your cursor over the Bookmarks dropdown item→when the new menu appears, select Bookmark this tab.
3. When the pop-up window appears, you can type a short tab name. (e.g., uiuLearn)
4. To open the Bookmarks bar, hold down the Control (Ctrl) and Shift keys at the same time and hit the letter B or go through the above steps again and select the "Show bookmarks bar" option.
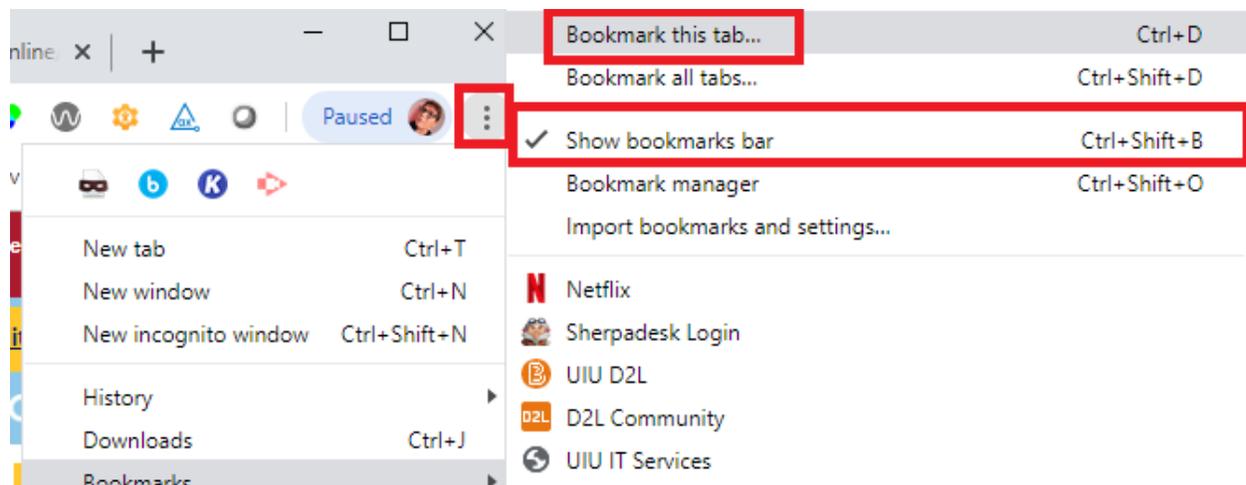


If you have performed the above steps correctly, you should see your new Bookmark tab displayed. The Bookmarks bar is outlined in red in the image below. To go to any of your bookmarked pages, click once on any of the tabbed items to go to the associated web page.



# Support for Logging In

If you have questions about these changes or need help, email the IT Help Center at helpdesk@uiu.edu with a subject line **uiuLearn SSO**.

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## Student Orientation Course

Prior to your first class, you may choose to participate in the uiuLearn Student Orientation Course to receive a walkthrough of uiuLearn. All students have access to this course. To easily access the course, click on the 'Student Orientation Course' link in your dropdown course list or in the My Courses widget.

## Accessing Your Online Courses

Use the My Courses widget on the uiuLearn global homepage to find your courses. You will have access to your course on the first day of the session. If you would like to browse your course's syllabus ahead of time, please go to myUIU and click on the 'Academics' tab to search through a listing of current and/or future syllabi.

# Additional Reminders, Tips and Helpful Information

- Your uiuLearn password is the same password used when logging in to the myUIU portal.

- If you have not yet received an email with your username and password for the myUIU portal and information about your UIU email account, please contact admissions or 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 syllabi thoroughly so you are aware of specific course requirements, including due dates, participation, etc.

- The attendance requirements for online courses, web-based self-paced courses, and center courses are different. It is your responsibility to familiarize yourself with your specific course requirements.

## Course Attendance

Course attendance for the Online Program is defined as posting at least one or more times to any area of the online classroom EACH week. The Online Program course week begins on Monday and ends the following Sunday. **You must meet the attendance minimum to stay active in the course**. If you do not meet this attendance requirement (post in any area of the online classroom) for 14 consecutive days you will receive an Administrative Withdrawal (AW) for the course which may affect your financial aid funds for payment of the course. Financial aid and tuition adjustments will be calculated based on the day you last posted to the online classroom. Merely logging into the online classroom is not considered a posting for attendance or participation purposes.

## Course Participation

You are expected to actively participate and contribute to the learning experience in your course. Participation means providing substantive comments, questions and contributions that advance the learning process for you and/or other students in the course. If you actively participate in the course, you should not have an attendance issue. For grading purposes, the faculty member will determine quality of postings for participation. Merely logging onto the classroom website is not considered posting for attendance or participation purposes.

## Validation of Enrollment/Non-Attendance

Registration for each online course must be validated by attending class (posting one or more times to any area of the online classroom) during the first seven days of the term. Failure to validate enrollment when courses begin will result in a grade of NA (non-attendance) and removal from the course. An NA will be recorded on your transcript and financial aid funding may be affected.

## Withdrawal Procedure

If you wish to withdraw from an active online course, you must notify your academic advisor by phone or email prior to the published last day to drop a class, which is the last day of the fifth week of the term. A grade of W will be recorded on your permanent record. Informing the course faculty member is not sufficient notice for a withdrawal.

If you do not withdraw from the course before the last day of the fifth week of the term, you will receive a letter grade (A, B, C, D, or F as appropriate) in the course based on what work you did complete in the course in relationship to the total course requirements. The policy of attendance for the program is a minimum to stay registered in the course. Upper Iowa University does not distinguish among types of absences.

## Administrative Withdrawal

Prior to the last date to withdraw, if a learner stops attending an online class (has not posted one or more notes to any area of the online classroom) for 14 consecutive days, the university will initiate an administrative withdrawal. A grade of AW will then be recorded in the student's permanent record. This will affect financial aid funding.

- FOR WEB-BASED 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 $99 processing fee.  Instructor allowance of late submission DOES NOT supersede this policy.

- If you have questions regarding uiuLearn, contact D2L 24/7 support at 1-877-325-7778 or via email at helpdesk@d2l.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 session!

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