ACE Online

Today’s Session: Adding bank questions

Getting Ready: You will need a valid HawkID and password

Follow up:
If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

For future events and trainings, please refer to https://teach.its.uiowa.edu/events/upcoming.

We will be adding bank questions to you ACE Online evaluation.

PART ONE – Accessing the ACE Online Program

Points of access
You can access the ACE Online Program via ICON and myui.

Access via ICON
1. Open a new browser: Chrome or Firefox.
2. Go to https://icon.uiowa.edu.
3. Click HawkID Login.
4. Enter your HawkID and Password.

5. Click Log In.

6. Click Student Tools.

7. Click Course Evaluations (ACE).
8. Enter your HawkID and Password.

9. Click Log In.
Access via MyUI

1. Open a new browser: Chrome or Firefox.
2. Go to https://myui.uiowa.edu.
3. Click Course Evaluations.
4. Enter your HawkID and Password.
5. Click **Log In**.
PART TWO – Adding a Bank Question to an Evaluation

Viewing your evaluations

1. From the top menu click My Questions.

2. Choose the following to reflect the current term and course:
3. Click **Show Questions**.

![My Questions](image)

**Adding a bank question**

1. Click **Search Question Bank**.

![Add New Question](image)
2. Use the Filter option to narrow your question search.

3. Once you have chosen the question you wish to add to your evaluation click Add.

4. Repeat these steps for each bank question you wish to add your evaluation.
Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the Office of Teaching, Learning & Technology in advance at 319-384-4357.

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