ACE Online

Today’s Session: Understanding the My Courses Page

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 exploring the My Courses page of the ACE Online program.

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 – Understanding the “My Courses” page

**REFERENCE—The “My Courses” Page**

1. **Semester:** Denotes which semester the reports are for.
2. **Status:** Denotes the status of your evaluations.
3. **Course:** Denotes course number, title, and section.
4. **Response Rate:** Percentage of students that have completed their evaluations. This data will update while course evaluation periods are open.
5. **Evaluators:** Number of students that have completed an evaluation / total number of students enrolled in the course. This data will update while course evaluation periods are open.
6. **Course Reports:** Available quantitative reports for a course or date the reports will be available for review.
7. **Comments:** Qualitative reports for a course.
8. **Responses:** Each individual completed evaluation for a course.
9. **Instructor Report:** Combination of quantitative and qualitative reports for a course.
10. **Reminder:** For the instructor to send reminders to students that have NOT completed an evaluation for a course.
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.

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Equal Opportunity and Diversity, the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), diversity@uiowa.edu.