ACE Online

Today’s Session: ACE Reminder to Students

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 various reports available through 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 – Reminders

Accessing the Reminder function

1. From the My Courses page you will see an envelope icon next to each open course.

![Image of Spring 2017 courses with reminder icons]

2. Click the Envelope icon next to the course you wish to send a reminder for.
3. The email format tool will open so that you may fill in the reminder.

   ![Email Format Tool Example]

a. Below is an example of a completed reminder.

   ![Completed Reminder Example]
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