Steps to set up all of your accesses BEFORE leaving for Italy

1. Set up your HawkID and password.

You will receive an email from Stephanie Schnicker with your HawkID and a temporary password. Navigate to the ICON Course Management System using the link below. Once you log in with your temporary password, the system will prompt you to set up a permanent password. Please be sure to remember this password as it will be your access for all UI systems.

https://uiowa.instructure.com/

2. Download the UI Anywhere VPN.

To prevent fraud, the university restricts access to university systems by off-campus users. You can download the UI Anywhere VPN by using the HawkID and password you set up in step one. By downloading this VPN to the computer you will use in Italy, you will have access to all the UI systems as if you are on campus in Iowa.

- Log in to the UI VPN website (vpn.uiowa.edu) using your HawkID and password.
- Select **Cisco AnyConnect VPN Client**.
- Click on the appropriate installer for your operating system to download the installer file.
- When the download is complete,
  - For Windows installs, double-click the .msi installer file and follow the on screen instructions to install the client.
  - For Mac installs, double-click the .dmg image file, then double-click the .pkg file to install the client.
- After the client is installed, launch the client (**Start>All Programs>Cisco** folder on a PC or **Applications>Cisco** folder on a Mac). The first time you launch the client, you may need to enter the server name **vpn.uiowa.edu**, then click **Connect (Windows) or Select (Mac).**
- Lastly, log in with your HawkID and passphrase to connect to the VPN
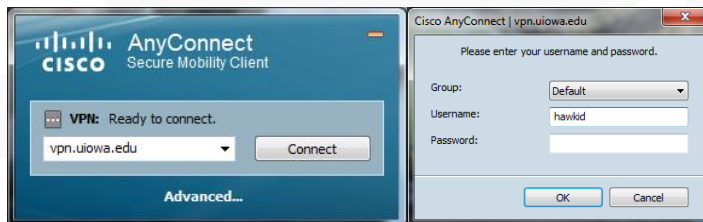
Windows client   **Mac client**

3. Set up the Duo Two-Step Login

In order to take your FERPA training and to approve the workflow requisition for your travel insurance coverage, you will need to access Employee Self-Service. For security purposes, as of February 2017, all University employee have to have this set up to access Self-Service. For more information on what the two-step login in is, please see the following website.

https://its.uiowa.edu/duo

- You cannot set up the two-step login off-campus for security purposes. Please call our ITS help desk at 319-384-4357 to grant you a 24-hour grace period to enroll while off-campus.
- Navigate to this website and log in with your HawkID and password.
  https://login.uiowa.edu/uip/login.page?service=https://apps.its.uiowa.edu/uip-tools/hawkid-login
- Follow the instructions from Step #4 on found here: https://its.uiowa.edu/support/article/104144 Please keep in mind that you may not be receiving texts or calls to your phone number while in Italy so you may need to consider using the application instead.

4. Set up your travel insurance coverage.

While you are teaching for CIMBA, you are covered under CISI Insurance. In order for that insurance to generate in the UI system, the CIMBA office created a travel requisition in workflow that shows your dates of travel, etc. Your approval of this requisition is what enables the insurance company to provide coverage.

- Send Stephanie Schnicker your flight information as well as your dependent enrollment form if you plan to purchase coverage for a spouse or child traveling with you. Using this information, *she will confirm via email* when the requisition has been set up and routed to you in workflow.
- Ensure that you are logged into the UI Anywhere VPN.
- Log into Employee Self-Service using your HawkID and password
  https://login.uiowa.edu/uip/auth.page?type=web_server&client_id=hris&redirect_uri=https%3A%2F%2Fhris.uiowa.edu%2Fportal%2Findex.php&response_type=code&scope=workflow.api.hris .
- Click into your Workflow Inbox under the Universal Workflow heading in the upper right head corner.
- Select the requisition and follow the steps to approve. You will need to route the form to a supervisor. Please search for Stephanie Schnicker. This will then run the requisition back through the CIMBA office to finalize.

Approximately 2 weeks before your scheduled departure date, you will receive an email to your University of Iowa email (if you have it set up; instructions below in step 4) with your policy documents. If you do not receive them, you can also log on the CISI Insurance website directly by creating an account with your birthday. All of your documents will be there.

https://www.mycisi.com/CISIPortalWeb/pub/login.aspx?PT=GEN

5. Take UI FERPA Training.

You will be utilizing the UI's course management system while teaching in Italy, which gives you access to all of our students' academic records. In order to utilize this system (without ITS manually removing your accesses to your ICON course), you will need to take our FERPA training. It is relatively short and should only take 25 minutes or so.

- Log into Employee Self-service using your HawkID and password
  https://login.uiowa.edu/uip/auth.page?type=web_server&client_id=hris&redirect_uri=https%3A%2F%2Fhris.uiowa.edu%2Fportal%2Findex.php&response_type=code&scope=workflow.api.hris .
- Under the Learning and Development header, click My Training.
- At the top of the page, click My Training again.
- Use the box to search for FERPA and enroll in the course.
- Complete the training with a grade of 80% or higher.

6. Set up and/or routing your University of Iowa email (optional).

With your appointment at the university, you have access to set up a UIowa email account. While some faculty like to use their home institution account, others prefer to have their CIMBA communications separate from their other work. Please note that all emails from students out of the ICON Course Management System and your policy documents from CISI Insurance will be set to your UI account so it is easiest if you take the steps below.

To create a Hawkmail account,

- Log into MyUI.uiowa.edu using your HawkID and password.
- Click Email Tools under the Student Information Header.
- Click Request an Email Account and follow the prompts.

After you have set up your Hawkmail Account, to route/forward your UI email to a personal account,

- Log into MyUI.uiowa.edu using your HawkID and password.
- Click Email Tools under the Student Information Header.
- Click Update Email Routing/Forwarding Address and follow the prompts.

Using University of Iowa systems

ICON Course Management System (https://uiowa.instructure.com/)

ICON is the course management system at the University of Iowa that you can use to post content, announcements, set up quizzes, use Dropbox and Turnitin features, etc. Your classes will show up when you click on Courses in the left side navigation bar. While uploading and designing your course site is fairly intuitive, please find faculty guides here:

https://its.uiowa.edu/sites/its.uiowa.edu/files/wysiwyg_uploads/Overview%20and%20Content-alt.pdf
https://community.canvaslms.com/docs/DOC-4131.

It is important to remember to publish your course once you have it ready so students can see the material. You can do this by clicking Publish in the upper right hand corner of your course's home page. To change specific settings (only have open at certain times, view in student mode, etc.), click Settings on the course's navigation on the left.

There are a few important things to note about ICON:

- Not all of your students are from the University of Iowa and therefore may not have experience with this system. Please be sure to communicate to students during the first days of class that you plan to use ICON and they are responsible for the content posted there.
- If you email out of ICON, it will email to the students' UI email accounts. Please remind them to have that email set up and to either check the account or route to a personal email account so they don't miss any important updates. Similarly, if students email you through ICON, it will go to your UI account as well (see step 4 above). Please be clear of expectations for communication.

MAUI

MAUI is the administrative database for student and course information. You will not need to use MAUI frequently except to check your roster at the beginning of the semester and to upload your final grades at the end. Both functions can be found by navigating to My Courses off the home page after logging in with your HawkID and password. Your courses will display with links to find your Class List and Final List. You can ignore the Special Permission, Attend list, and Midterm Lists. You will need to be sure you have completed the FERPA training to retain access to MAUI.

At the end of our CIMBA semester, to submit your final grades,

- Click Edit in the Final List column in My Courses.
- Input the grade for each student.
- Either click Save and Complete later if you did not complete everything, or
- Click Submit Final Grades to DEO for Approval.

ACE Online Course Evaluations

The University of Iowa gathers course evaluations completely online for its classes. CIMBA highly values these evaluations not only so faculty can improve their courses in the future, but also to help us determine faculty for future terms.

Here are some facts to help you answer questions you may receive from students:

- Students will log into the online evaluation portal by going to MyUI.uiowa.edu and clicking on Course Evaluations on the home page. Then they will need to log in with their HawkID and password.
- Course evaluations are accessible for any device that connects to wi-fi (computer, laptop, tablet, smart phone, etc.).
- Students can complete evaluations outside of the classroom within the evaluation period. They can save any progress and complete at a later time. Responses will not count, however, unless they actually finish and submit the evaluation. Once evaluations are submitted, they are final and cannot be edited.

In order to get the best response rate possible, here are some suggestions:

- Allow students time in class to complete the evaluations on a personal device. It is best if this could be sometime in the middle of a class period so students do not just rush through or ignore it at the end of class so they can leave early.
- Reiterate the importance of feedback, both positive and negative, and give an example of how past feedback has been used to improve the class.
- Remind students that the evaluations are completely anonymous.
- Results cannot be seen until final grades are submitted.

You will be able to view your results after final grades have been submitted on the UI home campus. This means they will be available for you late December for the fall, mid-May for the spring, and late August for the summer term.

- Navigate to MyUI.uiowa.edu and click Course Evaluations at the top of the page under Student Learning.
- Log in using your HawkID and password.
- Under the Home dropdown in the upper left corner, select My Courses.

The most helpful report will be the Instructor Report. It will combine the quantitative and qualitative responses of students. If you would like to see each individual response instead of aggregate data (still anonymous), you can use the Responses pdf. The course evaluations will also be viewed by both the CIMBA staff as well as the UI department chairs.

Employee Self-Service

Your Employee Self-Service site is where most of your HR information is stored and can be changed. By logging in with your HawkID and password, you can

- Change your direct deposit information.
- Update your current address and contact information.
- Find your annual tax documents.
- Access your workflow for travel requisitions.
- Find My Training for FERPA or other trainings.

https://login.uiowa.edu/uip/auth.page?type=web_server&client_id=hris&redirect_uri=https%3A%2F%2Fhris.uiowa.edu%2Fportal%2Findex.php&response_type=code&scope=workflow.api.hris