IOL: Progress Code Entry

Follow the steps below to enter progress codes in IOL for the classes you teach. IOL is available daily from 6am – 3am, from on or off campus, anywhere you have an internet connection

Note: You can access the form more than once for a given class, so you do not need to complete all progress code entry in one sitting.

Task	Screen Shot
1. Go to https://iol.alverno.edu. 2. Click the Log In tab. 3. Enter your IOL user ID and password. 4. Once you are logged in, click the Faculty picture. 5. On the Faculty Menu, click *Assign Progress Codes* in the lower left quadrant.	**Alverno** COLLEGE **INTERACTIVE ONLINE** CHANGE PASSWORD | LOG OUT | MAIN MENU Welcome Katherine! IOL Availability Daily from 6:00AM - 3:00AM US Central Time. IOL is scheduled to be unavailable during the following times: No scheduled downtime. Prospective Students Current Students Faculty Employees Advisors
You can use the Assign Progress Codes web form to obtain a list of your classes for a specific term or date range. 6. Select a term from the drop-down list box, or enter start and end dates to define the date range. **Note:** If you enter dates, you must enter both the start and end dates. If you don't enter either a term or a date range, you will see a list of all of your classes. 7. After selecting the term or date range, click the Submit button to see the list of classes.	**Assign Progress Codes** Term [▼] Select a term or date range to restrict your class list Start Date [ ] End Date [ ] SUBMIT

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Task	Screen Shot
8. In the Assign Progress Codes form, select the class for which you want to enter progress codes. 9. Click the Submit button.	**Assign Progress Codes**

Assign Progress Codes

| Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
○	ENGL-100-01 Composition	08/15/06	12/22/06						2006/FA
⦿	ACCT-101-01 Financial Accounting	09/01/07	12/31/07	OLDM	101	09:00AM - 10:00AM	MWF		2007/FA
○	ACCT-101-BOOK1 Financial Accounting	09/01/07	12/31/07						2007/FA
○	ACCT-101-BOOK2 Financial Accounting	09/01/07	12/31/07						2007/FA

SUBMIT

Task	Screen Shot

Use the Assign Progress Codes form to enter progress codes for your students. You may return to this web form to enter progress codes or modify already-entered progress codes until the date specified by the Registrar's Office. Use your tab key or mouse to move through the list.

10. Enter the following as necessary:
- **Progress Code:** Enter the progress code for each student, both in the course and the associated validations.
- **Incomplete Date:** If you enter a progress code of Incomplete, you will be required to enter an associated incomplete date. If you do not update an Incomplete progress code or extend the incomplete date, IOL will convert the Incomplete to Unsatisfactory after the date you entered has passed.
- **Last Date of Attendance/Never Attended:** If the student stopped attending your class without officially withdrawing, enter the date the student last attended this class, or check the Never Attended box if they didn't attend class at all.

Note: If you attempt to change a progress code that has already been verified by the Registrar's Office, you will get an error message stating that the progress code cannot be changed. You must fill out a Progress Code Change form, available in the Registrar's Office, in order to change this code.

Students who are graduating soon are highlighted in red as their progress codes are a priority.

11. After you have entered progress codes, click the Submit button to proceed to the confirmation form.

Screen Shot:
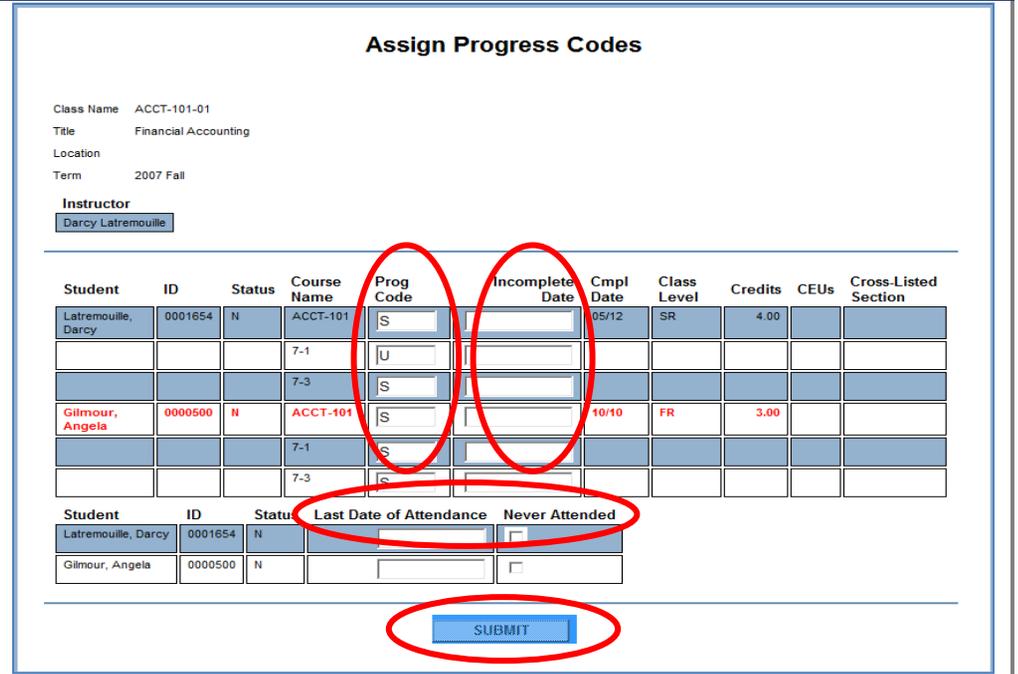
Assign Progress Codes

Class Name   ACCT-101-01
Title   Financial Accounting
Location
Term   2007 Fall
Instructor
Darcy Latremouille

Student	ID	Status	Course Name	Prog Code	Incomplete Date	Cmpl Date	Class Level	Credits	CEUs	Cross-Listed Section
Latremouille, Darcy	0001654	N	ACCT-101	S		05/12	SR	4.00		
			7-1	U						
			7-3	S						
Gilmour, Angela	0000500	N	ACCT-101	S		10/10	FR	3.00		
			7-1	S						
			7-3	S						

Student	ID	Status	Last Date of Attendance	Never Attended
Latremouille, Darcy	0001654	N		☐
Gilmour, Angela	0000500	N		☐

SUBMIT

Task	Screen Shot
12. On the Progress Code Confirmation page, review the progress codes you entered. (To enter more than one progress code at a time, remember to use your tab key or mouse to move through the list on the previous screen.)	**Progress Code Confirmation** Class Name ACCT-101-01 Title Financial Accounting Location Term 2007 Fall **Instructor** Darcy Latremouille ** Your changes have been saved. Modified records are shown below ** (table below)

Progress Code Confirmation

Class Name   ACCT-101-01
Title   Financial Accounting
Location
Term   2007 Fall

Instructor
Darcy Latremouille

** Your changes have been saved. Modified records are shown below **

Student	ID	Status	Course Name	Prog Code	Incomplete Date	Last Date of Attendance	Never Attended	Cmpl Date	Class Level	Credits	CEUs	Cross-Listed Section
Latremouille, Darcy	0001654	N	ACCT-101	S		11/15/10		05/12	SR	4.00		
			7-1	U								
			7-3	S								
Gilmour, Angela	0000500	N	ACCT-101	S				10/10	FR	3.00		
			7-1	S								
			7-3	S								

OK