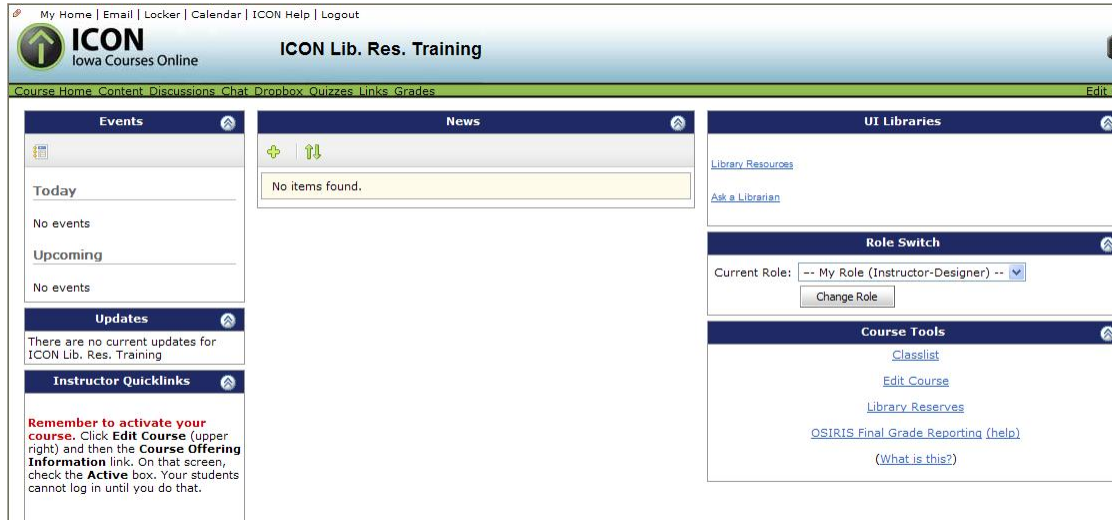


Icon Instructions for Instructors

Give Library Reserve Staff access:


Click on the Library Reserves tool and add the staff from the appropriate library following the on screen instructions.



Getting into Your ICON Course

- Go to <http://icon.uiowa.edu/>.
- Under *Log in to ICON* (left), enter your HawkID and password and click **Login**.
- You will be on your ICON My Home page. Scroll down to My ICON courses. You can search by title or course number.
- Click the course title. You will see the Course Home.

By default, your ICON course is unavailable to students; that is, they cannot access it even though their names may appear in the Classlist. To make your course available:

1. Click **Edit Course** on your course homepage (in NavBar or the *Course Tools* box at right).
2. Click the  **Course Offering Information** link.
3. Click in the *IsActive* box.
4. Click **Save**.
5. Click **Course Home** (left NavBar).

Making your course *unavailable* at the end of the term allows you to keep the students' data without allowing them access. To make the course unavailable repeat the steps above, but remove the check next to *IsActive*.