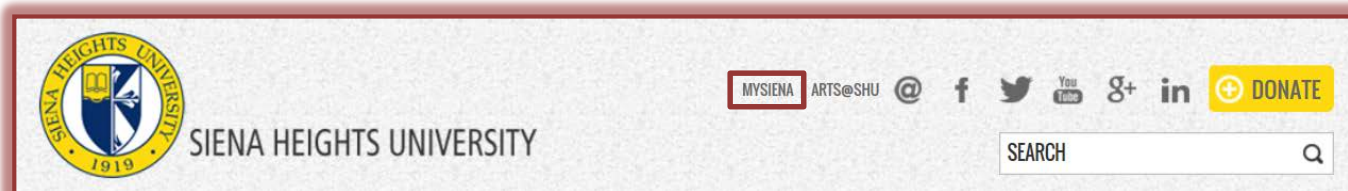


Access eCollege from My Siena-Faculty

To access eCollege, you need to click on the My Siena link on the Siena Home Page. There is a link to eCollege under the My Tools area that allows you to click on your course or the eCollege Homepage link to access your courses. Computers on the Adrian campus will automatically load the My Siena page when faculty open Internet Explorer.

Access a Course during Term Dates

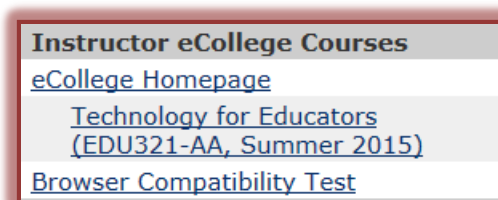
- ✦ Open the **Siena Heights University** Web site (www.sienaheights.edu).
- ✦ Click the **My Siena** link on the right side of the window (see illustration below)



- ✦ The **My Siena** page should display.
- ✦ Input your **Username** and **Password** in the appropriate boxes (see illustration below).



- ✦ Click the **Login** button or press the **Enter** key on the keyboard.
- ✦ On the right side of the window, scroll to the area for **Instructor eCollege Courses** (see illustration below).



- ✦ Below the **eCollege Homepage** link, a list of the courses you are teaching using eCollege will appear.
- ✦ Click on the link for the course.
- ✦ This will take you directly to the course.
 - ★ Faculty can access courses using this link twenty-one (21 days) before the start of a term and for two weeks (14 days) after the end of the term.
 - ★ Outside of these periods of time, faculty can access their courses by following the instructions in the next section.
 - ★ Students have access to their courses one week (7 days) before the beginning of the course and for two weeks (14 days) after the end of the course.
 - ★ These time lines cannot be extended without substantial cost to the university.

Access a Course Before/After Term Dates

Follow these instructions to access a course from a previous term or an upcoming term.

- ✦ Click the **eCollege Homepage** link under the **Instructor eCollege Courses** area.

Instructor eCollege Courses
eCollege Homepage
Technology for Educators (EDU321-AA, Summer 2015)
Browser Compatibility Test

- ✦ This will take you directly to the **eCollege Home Page**.
- ✦ To access a list of the courses you have taught or will be teaching, click the **Academics PSH** tab (see illustration) in the upper left corner of the page.



- ✦ If the term is not an active one, you must click the **plus (+) sign** next to a **term** (see illustration below) to display a list of the courses in the inactive term.
- ✦ Click the **Course Link** (see illustration below) to open the course in **eCollege**.

<ul style="list-style-type: none"> ▸ Fall 1 2015 (CAS - 8-15 Week - Mixed) ▸ Fall 1 2015 (GC - 8-15 Week - Mixed) ▾ Summer 1 2015 (CAS - 8-15 Week - Mixed)
<p>College of Arts and Sciences EDU321_AA/House: Technology for Educators (AA) (Professor) - Hybrid.NEXT</p>