

eDOL user starting checklist

Students

- ❑ Register for your UCIT username and password (UofC email)
 - SelfRegister for UCIT account <http://www.ucalgary.ca/it/register>
 - If I forgot my username or password <http://www.ucalgary.ca/it/forgot>
- ❑ Log into the eDOL eJournaling site <http://education.ucalgary.ca/eDOL>
- ❑ Create a Group for your field journal – please name it...
“My Name Field Journal Semester 1”
 - Subscribe your Field Instructor and Partner Teacher into the group.
- ❑ Create a Group for your field journal – please name it...
“My Name CW Semester 1”
 - Subscribe your Field Instructor into the group.
- ❑ Find the link on the homepage for the eDOL user manual

Field Instructors

- ❑ Obtain your UCIT account registration information from DTP office. (if required)
- ❑ Log into the eDOL eJournaling site <http://education.ucalgary.ca/eDOL>
- ❑ Create a Group for your Field class – please name it...
“InstructorName’s Field Class Semester 1, 2007”
- ❑ Subscribe your students into the Field Class group.
 - Note: you will not be able to find your students on the system until AFTER they have logged in for the first time.
- ❑ Ensure the accuracy of your Class List and Partner Teacher List. (*if emails are incorrect on this list, Partner Teachers will not have accounts created for them). If there are any discrepancies in the information on your list please report it to the DTP office ASAP.
- ❑ Find the link on the homepage for the eDOL user manual

Partner Teachers

- ❑ Ensure the Field Instructor has your correct Name, Email address, and other contact information. (*if email information is incorrect, an eDOL account will not have been created for you yet, please correct the contact information with the Field Instructor and wait 2-3 days for processing)
- ❑ Go to the <http://education.ucalgary.ca/eDOL> site.
- ❑ Click the ‘Request New Password’ link on the left.
- ❑ Enter your email address and submit.
- ❑ Check your email. Follow the instructions provided to you in the email.
- ❑ Change the password for your account to a password of your choosing.
- ❑ Find the link on the homepage for the eDOL user manual