

For students...

How to Login and Access eCompanion

eCompanion is an internet-based program, meaning that you can access your class information anywhere that you can access the internet!

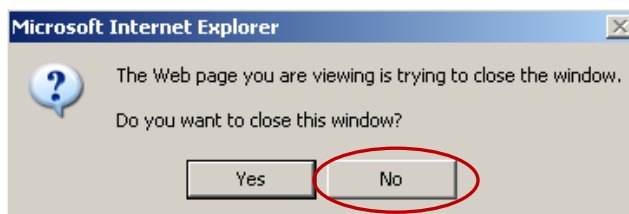
eCompanion works best in the Microsoft Internet Explorer® and Mozilla Firefox® browsers. If you use a Mac computer, it is recommended that you use the Mozilla Firefox® browser. If you do not have the Mozilla Firefox® browser, you can go to <http://www.firefox.com> to download it for free.

If you use a Mac computer, and prefer the Safari browser, you must “allow all cookies” in your security settings (this **can’t** be done on most on-campus computers).

To login to eCompanion:

Go to: <http://www.myeclassonline.com>.

The browser may provide you with the following prompt. You must click “No” in order to proceed to the login screen.



You must then enter your login ID and password, and then click “Go to Class.”

Your login information should have been emailed to the email address that the Registrar’s Office has on file. If you did not receive this email or accidentally deleted the message, you can still login to eCompanion. Just follow the rules below for determining your personal login credentials.

Login ID: **aicala + your student ID number (ex: aicala123456)**

Password: **aicala + your student ID number (ex: aicala123456)**

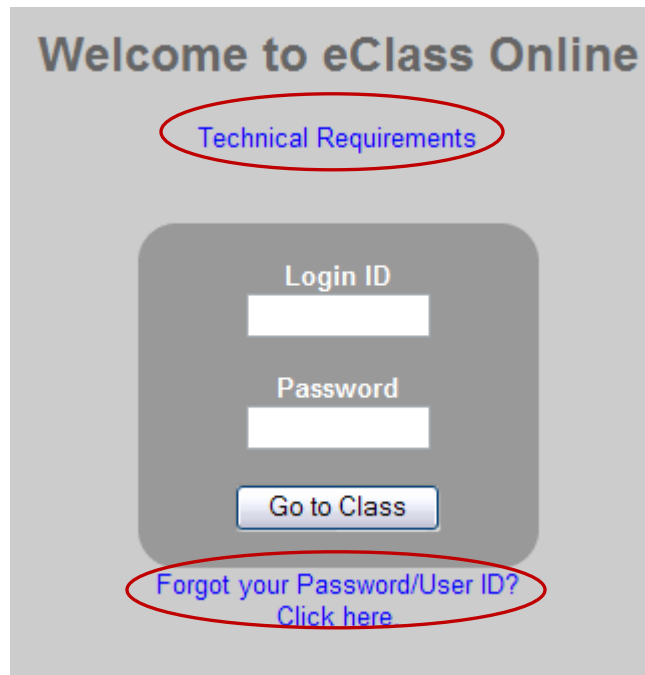
NOTICE: The login credentials outlined above are only for use with the eCompanion platform. eCompanion is only used by your instructors for classes taken on-ground. If you also take classes online at the Art Institute of Pittsburgh-Online Division, you will have a separate login ID and password to access those classes.

NEED HELP???

EMAIL ECOMPANIONHELP@AII.EDU

If you have previously logged in and changed your password, you would use that new password to login. If you have forgotten what you changed your password to, you can request it using the “**Forgot Your Password/User ID?**” link found on the login screen.

There are technical requirements for utilizing eCompanion. Most on-campus computer labs are already compatible, but you may want to review these requirements when attempting to use eCompanion on a personal computer. You can click on the “**Technical Requirements**” link also found on the login screen.



Once logged in, you will see a list of the courses in which you are enrolled in eCompanion. ***This may not be your entire schedule as some of your instructors may not be using the eCompanion program.***

To go to a class, simply click on the course link (blue, underlined title of the course). When you first log in to a course, you will see that there are major sections along both the top and side of the page. This will be the framework within which you will navigate throughout the course.

Left-Side Navigation Bar

Along the left-side is your main navigation. The left-side navigation bar contains course information and materials. These materials are organized by units. When you click on a specific unit to expand it, you will see information for that unit, along with any additional content on the left-side navigation bar. If you click on a specific content item, you will see information regarding that item. Although you can print from this screen, the frames in the program prohibit it from printing very clearly.

Top Navigation Bar

[Gradebook](#) | [Email](#) | [Doc Sharing](#) | [Dropbox](#) | [Webliography](#)

Along the top of each page are some additional resources you will be able to use in your course. Your instructor may or may not be using these features.

NEED HELP???

EMAIL ECOMPANIONHELP@AII.EDU

For students...

How to View the Gradebook

The Gradebook is located across the top-navigation bar and is a way to verify your progress in the course at any point in the quarter. Talk with your instructor to verify when assignment grades will be posted each week.

The screenshot shows a gradebook for Sarah Duff. The table has columns for Grade, Earned to Date, and Possible for Course. Callouts highlight the '25/30 a' grade for the first assignment, the '82/95 (86.32%)' total grade to date, and the '30 pts.' possible points for the first assignment.

Grade	Earned to Date	Possible for Course
25/30 a	25 pts.	30 pts.
[12/15 B]	12 pts.	15 pts.
45/50	45 pts.	50 pts.
*	*	10 pts.
*	*	60 pts.
--	*	10 pts.
*	*	100 pts.
Total		82 pts. (of 95 Completed)
Grade To Date:		82/95 (86.32%)

When you access the Gradebook, you will see:

1. Your grades only.
2. Your **earned grade** for each particular assignment.
3. Your **“grade to date”**.
4. The **possible points** you can earn for each assignment.
5. The weighted average for each assignment (not demonstrated in the image above).

If you click on the **earned grade** for any assignment, you will see the comments posted by the instructor in a pop-up window.

The pop-up window displays the following information:

- Numeric grade: 25 /30 pts.
- Letter grade: a
- Comments: You did a good job with this assignment. Make sure to use proper citations in the future.

The **“grade to date”** reports what you have earned out of every assignment graded so far. The **“grade to date”** also reports the percentage grade, so you can deduce what letter grade you currently have in the class.

The **possible points** will show you what each assignment is worth. If weighted averages are used, it will also show the weight for each assignment.

NEED HELP???

EMAIL ECOMPANIONHELP@AII.EDU

For students...

How to Send an Email from eCompanion

The Email feature in eCompanion allows you access to email the instructor, as well as any of your classmates. This means you always have a way to get in contact with the class. eCompanion only provides a mode for sending emails; the messages are received at the email address associated with your eCompanion account.

To send an email, click on the “Email” button on the top-navigation bar.

The screenshot shows the email composition interface. At the top, there is a "Select Recipients" box containing a list of names: "(All Class Members)", "Instructor: Classroom, Sample", and "Duff, Sarah". A red callout bubble labeled "Recipients Pool" points to this list. To the right of this box, a text instruction reads: "Highlight name(s) and click 'Add' to move them to the Recipients list". Below the "Select Recipients" box is an "Add" button, which is circled in red. Below the "Add" button is a "Recipients" box, which is currently empty. A red callout bubble labeled "Recipients List" points to this box. Below the "Recipients" box are "Remove" and "Remove All" buttons. Below these buttons is a "Subject:" text input field. Below the subject field is a "Message:" text area. Below the message area is an "Attachment: (optional)" field with a "Browse..." button. At the bottom left, there is a checkbox labeled "Blind Copy (bcc:) These Recipients:". At the bottom of the interface, there are two buttons: "Check Spelling" and "Send Message", with the "Send Message" button circled in red.

From the **Recipients Pool**, you must select those individuals to whom you would like to send a message. This is done by clicking on the name of the individual and then clicking the “Add” button. This moves the individual from the **Recipients Pool** to the **Recipients List**. If you would like to send an email to the entire class, you can select “(All Class Members)” from the Recipients Pool.

You must then enter the subject line and message of the email. If you intend on sending a lengthy message, it is advised that you type it first in Microsoft Word and then copy and paste it into the email message text box. You can also choose to attach a file to the email and to Check Spelling before sending the message.

To send the message, you must click the “Send Message” button.

NEED HELP???

EMAIL ECOMPANIONHELP@AII.EDU

For students...

How to use the Doc Sharing

The Doc Sharing is located on the top-navigation bar and allows for the sharing of course-relevant files with the entire class. In the Doc Sharing, you can open files that have been shared by others and you can also upload new files to share with the class.



File/Description	Owner	Date	Size	Share
Final Exam - Word.doc Final Exam - Word	Amber Epps	8 Apr 08	27K	
Final Exam - Excel.doc Final Exam - Excel	Amber Epps	8 Apr 08	169K	

To open a file, you must simply click on the blue file name for that entry. This will open a pop-up window, with the options to “Open” or “Save” the file.

To upload a new file, you must click on the “Upload New File” link. **CAUTION:** Do not upload a file here that you do not intend to share with your instructor and all your classmates.

The option will appear to “Share file with instructor ONLY” or “Share file with entire class.” You must choose one. This setting can be changed after the file is uploaded. If you share the file with the entire class, everyone will be able to open and save the file for themselves. If you share the file with the instructor ONLY, then only you and the instructor will be able to open and save the file.

Once this option is selected, it will automatically go to the next step.

You must then browse for the file to upload and click “Upload File.”

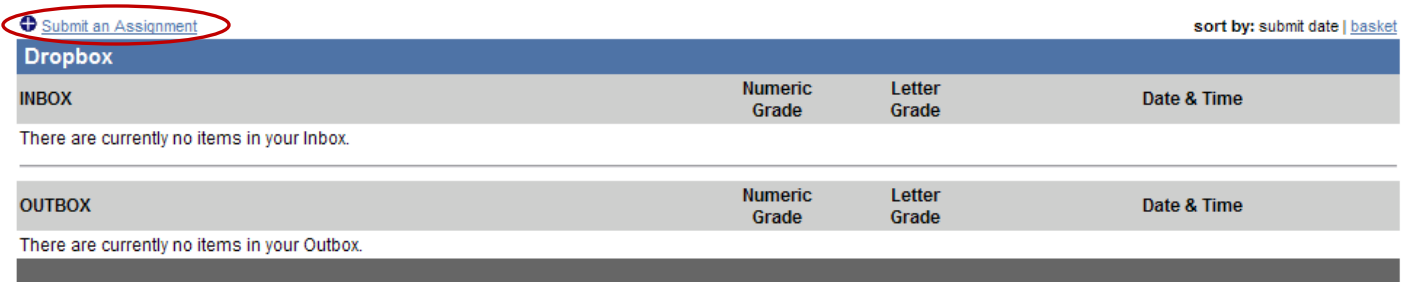
Lastly, you must enter a description for the file. Then, click “Ok.”

The file will then be viewable in the “Doc Sharing” area.

For students...

How to Place an Assignment in the Dropbox

The Dropbox is located across the top-navigation bar. It is a place in the online classroom where you can electronically submit assignments to the instructor. Assignments can only be submitted in the Dropbox if directed by the instructor.



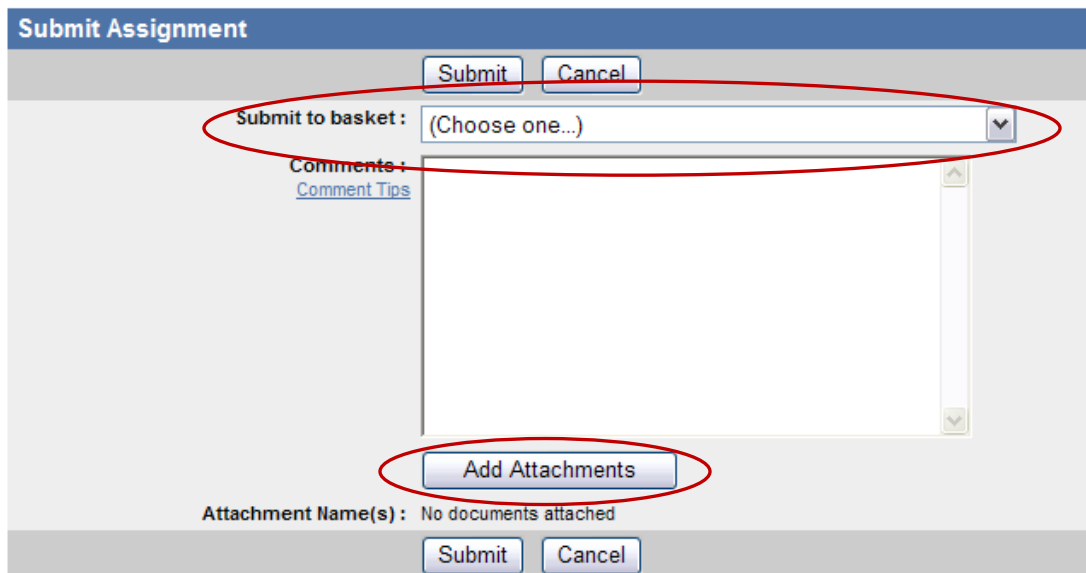
Upon initially entering the Dropbox, you will see your "Inbox" and "Outbox." Previously submitted assignments will be located in the "Outbox." Once graded by the instructor and returned, assignments will be located in the "Inbox." Imagine that the Dropbox functions very much like email, although you are sharing a file only between yourself and the instructor in eCompanion.

To submit an assignment, you must click the "Submit an Assignment" link.

You must then use the drop-down menu to select the appropriate basket to which you will submit the assignment. A Dropbox basket is associated with a specific assignment located on the left-side navigation bar in the classroom. You will only submit items to the Dropbox when directed by the instructor.

You can then enter any comments regarding the assignment or messages to the instructor.

Then, you must click "Add Attachments" to attach the assignment.



To attach a file, you must click "Browse..." Then you must locate your file on your computer and click "Open". Almost any file type will be accepted here, and the file size should not exceed 8 MB.

NEED HELP???

EMAIL ECOMPANIONHELP@AII.EDU

Once the file is found, you must click "Attach File." This is a critical step, as failure to do this will result in the file not being submitted in the Dropbox.

Lastly, click "Ok."

The screenshot shows a dialog box titled "Attachments" with a blue header bar. On the left, there are instructions: "Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box." and "Click the **Attach File** button. Repeat Steps 1 and 2 to attach **additional files**." Below this is a note: "Note: WAIT for the file name to display in the text box. This may take longer for larger files." On the right, there are two steps: "Step 1: Select File" with a text input field and a "Browse..." button circled in red; and "Step 2: Attach File" with a list box containing "-- Attachments --" and an "Attach File" button circled in red. Below the list box is a "Remove" button. At the bottom of the dialog, there are "OK" and "Cancel" buttons, with the "OK" button circled in red.

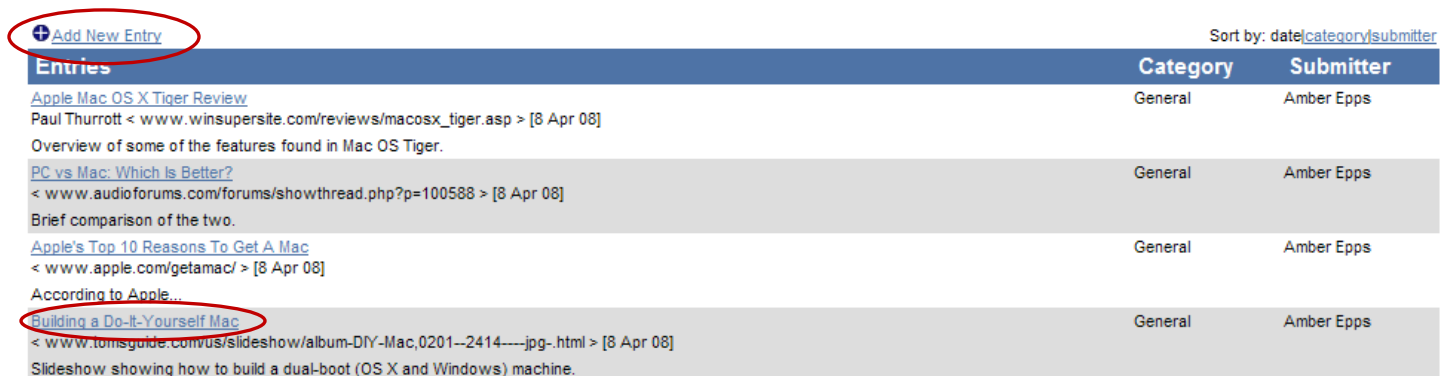
You will then see a summary of your submission to review before clicking "Submit." You should verify that the attachment is listed and the appropriate Dropbox basket has been selected from the drop-down menu. Then, click "Submit."

The submitted assignment should be identified in the "Outbox." If it is not identified there, then it was not properly submitted.

For students...

How to Use the Weblibliography

The Weblibliography is located on the top-navigation bar and allows for the sharing of course-relevant websites with the entire class. In the Weblibliography, you can open websites that have been shared by others in a pop-up window and you can also add your own websites to share with the class.



Sort by: [date](#) | [category](#) | [submitter](#)

Entries	Category	Submitter
Apple Mac OS X Tiger Review Paul Thurrott < www.winsupersite.com/reviews/macosx_tiger.asp > [8 Apr 08] Overview of some of the features found in Mac OS Tiger.	General	Amber Epps
PC vs Mac: Which is Better? < www.audioforums.com/forums/showthread.php?p=100588 > [8 Apr 08] Brief comparison of the two.	General	Amber Epps
Apple's Top 10 Reasons To Get A Mac < www.apple.com/getamac/ > [8 Apr 08] According to Apple...	General	Amber Epps
Building a Do-It-Yourself Mac < www.tomsguide.com/us/slideshow/album-DIY-Mac,0201-2414-4-jpg-.html > [8 Apr 08] Slideshow showing how to build a dual-boot (OS X and Windows) machine.	General	Amber Epps

To open a Weblibliography entry, you must simply click on the blue link for that entry. You must allow pop-ups for this to work properly.

To add a new website entry, you must click on the “Add New Entry” link.

You must then enter a “Title” for the entry. This is the text that serves as the link for the entry. This is a way to describe the website.

Then, you must enter the “Web Address” or the URL for the particular website. It is often easiest to simply cut and paste the web address from an internet browser.

Lastly, you must click “Add Entry.”

The website entry will then be viewable in the “Weblibliography” area.