



# Technology How-To Guide

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## IvyAlert\*

1. Log into My Ivy. <https://myivy.ivytech.edu/>.
2. Click on the green square in the middle of your screen that says IvyAlert.
3. Choose the [getrave.com/login/ivytech](https://getrave.com/login/ivytech).
4. Log in using your Ivy Tech information.
5. Once in, you can add your phone numbers or other emails to get the most up-to-date information.
6. It will require you to confirm your number via a text alert.
7. At the top choose Opt-in Lists and ensure that the Sellersburg Service Area is selected.

\*If you have issues receiving a confirmation text, you might have to contact your carrier and get messages approved from four shortcodes: 226787, 67283, 78015 and 81437.

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## IvyLearn

IvyLearn (known as Canvas in app stores) is the tool used to create learning for your courses. Each course is generally organized into “Modules”, similar to chapters of a book. Courses become active 48 hours prior to the class start day/time. Your instructor may post an announcement or send a message with more instructions.

1. Read all Announcements daily.
2. Check your email daily.
3. Start in **Modules** and hit **NEXT** to see all the content in the Module.

### Need Help::

1. Log into MyIvy and IvyLearn.
2. Choose **Help** on the left side.
3. Select **IvyLearn Student Resource Center**.
4. You can choose from several popular topics or click **See All Student Resource Center Topics**.

### Need Additional Help:

[Canvas Student Guides](#)

[Canvas Student Video Guides](#)

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### Tutor.com through IvyLearn

1. Log into [MyIvy](#).
2. Scroll down until you see IvyLearn on the left side of the screen. *(For mobile devices, the menu will be three lines at the top left corner. Click the lines and then choose the notebook icon.)*
3. When you click on it, it usually makes you log in again.
4. That opens your “Dashboard”.
5. Scroll down the left side and click on the “Help” *(question mark in a circle)* icon.
6. Choose the “IvyLearn Student Resource Center” from the pop out menu.
7. Click on Tutor.com 24/7 Online Tutoring *(on the left)* to get specific course help here.
8. Fill out the form and click Connect Now.

### Syncing your IvyLearn Calendar with your Gmail Calendar

1. Log into [MyIvy](#).
2. Scroll down until you see IvyLearn on the left side of the screen. *(For mobile devices, the menu will be three lines at the top left corner. Click the lines and then choose the notebook icon.)*
3. **RIGHT CLICK on the icon and choose “Open Link in a New Tab”.**
4. That opens your “Dashboard” in another tab. Click on the second tab.
5. On the left side choose Calendar. *(The icon looks similar to a calendar or calculator.)*
6. Click the blue Calendar Feed on the right side of the screen.
7. Copy the link in the box, “https...”.
8. Click on the previous tab with MyIvy still open.
9. Click Gmail on the left side and go to the tab that opens.
10. Click the 3x3 box on the right side of the Search Mail bar. 
11. Click Calendar.
12. Below the monthly calendar on the left side, there is an Add Calendar box.
13. Click on the three dots on the right side of the box.
14. Choose From URL.
15. Paste the link from IvyLearn in the box and click Add Calendar.

### Schedule an Appointment

You may schedule an appointment with your advisor in Ivy Advising.

[Go to Ivy Advising >](#)

### Scheduling an Appointment with you Academic Advisor\*

1. Log into [MyIvy](#).
2. Scroll down until you see Student on the left side of the screen. *(For mobile devices, the menu will be three lines at the top left corner. Click the lines and then choose the graduation cap icon.)*
3. Click on Advising in the black box on the left side of the screen.
4. Click on Ivy Advising/Schedule an Appointment with an Advisor.
5. When your new tab opens, look through “My Success Network” and “Your Connections”.
6. Select “Assigned Advisor” or “Academic Advisor”.
7. Click the three dots to the right and “Schedule”.
8. **Your meeting with be held via the telephone or Zoom.**
9. *(Later, you can schedule a meeting with your instructors, Faculty Advisor, Ivy CARES or Career Development.)*



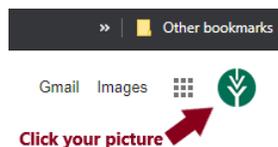
### IvyLife

1. Log into [MyIvy](#).
2. Click on the green square in the middle of your screen that says IvyLife.
3. Click "Sign In" in the upper right corner to create your profile.
4. In the upper left tabs, click on "Organizations".
5. Then click "Branches" and "Sellersburg".
6. Browse organizations. Some organizations allow you to join instantly while some require that you ask to join.



### Google Drive

1. Log into [MyIvy](#).
2. Scroll down until you see Google Drive on the left side of the screen. *(For mobile devices, the menu will be three lines at the top left corner. Click the lines and then choose the triangle icon. )*
3. It should open Google Drive in a new tab and may require you to login using your Ivy Tech email.



### To switch between your personal and Ivy Tech Google Drives:

1. In the top right of any webpage, click on your profile picture or email address.
2. Click your Ivy Tech email address/account.
3. When a new window opens, you will now be able to access your Ivy Tech Google Drive.



### Google Hangouts

4. Log into [MyIvy](#).
5. Scroll down until you see Google Hangouts on the left side of the screen. *(For mobile devices, the menu will be three lines at the top left corner. Click the lines and then choose the conversation bubble icon. )*
6. It should open Google Hangouts in a new tab and may require you to login using your Ivy Tech email.
7. Once the app is open, look on the left side and choose the third icon from the top that looks like another conversation bubble with three lines. 
8. Click on the "+" sign to start a new conversation.
9. Enter an Ivy Tech email address.
10. When you hover over the name, you can also select Add to Contacts to save the person for later conversations.
11. You can also delete any conversation by right clicking while hovering over the person's name. It will ask you to confirm that you want to delete the conversation. Click Delete to confirm.



### Downloading Microsoft Office 365\*

1. Go to <https://www.office.com/>.
2. Choose the white "Sign In" button.
3. Sign-in with your full Ivy Tech email address and password.
4. Wait to be redirected to the Ivy Tech login page and sign-in again, if necessary.
5. You will now be in the Officer 365 hub.
6. Click on the "Install Office Apps" in small print below the Search Bar in the upper right corner.
7. Wait for your apps to install. This can take an hour or more if you are downloading all products.
8. Sign-into Office with your Ivy Tech email to activate 365.

\*If you already have Office there is no need to download 365. If you have a **Chromebook and an existing Office account**, you will need to call the Help Line for assistance. 1-888-IVY-LINE, ext. 4.

### Downloading Microsoft Office 365 for a Chromebook

1. Go to the Google Play Store.
2. Click "Apps" in the top right of your screen.
3. Enter "Office" into the search box and hit enter.
4. You will have to select Word, PowerPoint and Excel individually then click "Install".
5. Sign-in with your full Ivy Tech email address and password.



### Find Zoom:

1. Log into MyIvy and IvyLearn.
2. Choose **Help** on the left side.
3. Select **IvyLearn Student Resource Center**.
4. Click **Zoom** on the left side.

### Need Help:

[Getting started on Windows & Mac](#)

[Getting Started on iOS \(mobile\)](#)

[Getting Started on with Android \(mobile\)](#)

[Joining a Meeting](#)

[Joining & Configuring Audio & Video](#)

[Live Training Webinars](#)

[Frequently Asked Questions](#)

[Zoom Help Center](#)

[Articles on Audio, Video, Sharing](#)

[Ivy Tech Zoom for Students \(72min\)](#)

**If you want to use your phone or tablet, download the Zoom app in mobile stores to be ready for your first meeting.**



1. Click <https://access.ivytech.edu/console#>
2. Accept if prompted.
3. **Very Important!** Do not provide your credentials here. Instead, click on “Use SAML Authentication” under Login.
4. Provide your Ivy Tech credentials at the next login screen.
5. Under “My Jump Groups”, select the group you were instructed to use by your instructor.
6. A list of computers available to connect to will display. Select the one you want to remote to and click on “Jump”.
7. Click inside the desktop to initiate login. Provide your Ivy Tech credentials to log on.
8. You are now logged into the desktop. You may access any software installed. Complete your work as needed.
9. To end the session, click on the X on the top menu bar. Confirm you want to end the session. This will end your session and log you off of the remote computer.

**Notes:**

- To Print, select File > Print > print to Microsoft > Print to PDF. Note the location you save the pdf. Email the pdf to yourself.
  - You will not be able to access these clients between the hours of **11pm and 5am** due to maintenance.
  - Lags or delays may occur.

## IvyAssist

### IvyAssist

1. Log into [Mylvy](#).
2. Scroll down until you see Student on the left side of the screen. *(For mobile devices, the menu will be three lines at the top left corner. Click the lines and then choose the student graduation cap icon.)*
3. Click on Student Dashboard.
4. Scroll below the green buttons to the dark green bars. Choose IvyAssist.
5. When the new tab opens, enter your zip code into the box.
6. Scroll through the services listed in the icons above, including Food, Housing, Goods, Transit, Health, Money, Care, Education, Work and Legal.
7. Choose a specific topic under each icon, such as Food then Food Pantry.
8. Scroll down to explore the services available. Don't forget to check out who they serve and get contact information.



### Paul W. Ogle Virtual Library\*

1. Log into [Mylvy](#).
  2. Scroll down until you see Library on the left side of the screen. *(For mobile devices, the menu will be three lines at the top left corner. Click the lines and then choose the book icon at the very bottom.)*
  3. Click on Library.
  4. Enter any topic, book, article, etc. into *Discover!* to find publications.
- \*You MUST access the library through Mylvy to access all the resources.**

### **Services > Ask A Librarian**

1. Click on “Services” and “Ask a Librarian”.
2. Email your question to your Library Director, Marie White, by choosing Sellersburg.
3. Choose “Chat Is Online!” to open a chat option.

### **Research > Citing Sources > Library Guides**

1. Click on the Library Guides button in the middle of the page.
2. Choose from various topics to find useful resources and information.

### **Research > Citing Sources > Purdue Online Writing Lab (OWL)**

1. Click on Purdue Online Writing Lab (OWL), APA Guide from Purdue OWL or MLA Guide from Purdue OWL.
2. Explore resources for writing, citations, Job Search, ESL and Purdue OWL Vidcasts and YouTube Channel.