

Using Educator at Hendrix College Student Information Sheet

Your professor is using Educator this semester. The following information will help you access your courses in the system:

1. Go to the following Internet address: <http://classes.hendrix.edu>
2. The Hendrix Online Access page will appear. Key in your username (everything before the @ sign in your Hendrix e-mail address— example, student jonesxy@hendrix.edu would have a username of jonesxy in Educator).
3. If you have NOT used Educator before, your password will be changeme on the first login, and you will be prompted to change your password. NOTE: If you have used Educator in prior semesters, your password is still the same as when you last used the system.
4. An alternate way to get to the login page for Educator is to go to the Hendrix home page, and Educator is one of the choices in the Quick Links menu on the home page.
5. After successfully logging in, you will see all of your credit courses in Educator if your instructor has elected to use Educator. If you don't see your class listed, the professor probably isn't using it for the semester. Choose the course you want to enter and go into the course.
6. The Navigation bar at the left will have the features that your professor plans to use in your class. Each faculty member decides which features of the interface he/she wishes to use, and some courses/sublinks may not have materials in them.
7. Remember that all mail coming from your professor related to your course will be sent to your Hendrix e-mail account, so be sure to check that account on a regular basis.
8. Be sure to use the listing for technical support if you are having problems with Educator. Also, please **Logoff** (found in the Navigation bar at left) when your session is over, or close the browser window.
9. Karen Fraser is the Educator administrator for campus, and should you have problems logging in, please fill out the red and blue form that pops up when there is a failed login attempt. She will contact you or will reset your password in Educator.