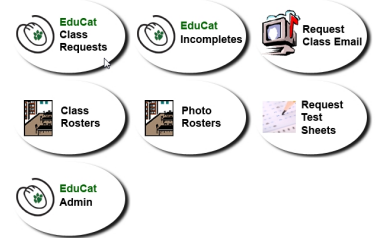


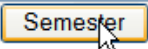
How to Request Educat for Your Course

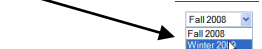
To request that a course you are teaching be put on Educat, just follow these steps:

1. Go to: <http://myweb.nmu.edu/faculty> and log in using your NMU username and password

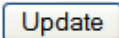
2. On the next page, click on "Educat Class Requests"




3. After this, a page will come up giving instructions and asking you to select a semester. Select the semester for which you want to use the online course, and click 



4. Next you should see a screen listing the courses you are teaching that semester. Select the boxes next to the courses you want on Educat. If there is a checkmark next to the course, it will be on Educat.


Click 

5. After you click the  button, red text should show up saying something like:

1 Educat course requested.


These courses will now be listed as Pending on the bottom part of your screen.


- Remember: Courses must be requested for EVERY semester!
- Also, any special instructor arrangements (e.g., instructors team teaching or putting all labs from multiple faculty into one section) must be communicated by emailing the CITE staff at cite@nmu.edu

6. If you want to combine course sections, the Combined Sections instructions should show up after requesting more than one Educat course. Simply select the sections you want combined together and click 

Combined Sections

Multiple NMU course sections can be combined into a single Educat course.

Please select the sections you would like combined into a single Educat Course and click  to have your choice recorded.

7. After clicking , the selections you have made should be shown. You are done!

CITE Hours
Mon.-Thur. 10:00 am—6:30 pm
Fri. 10:00 am—3:00 pm
Sat. & Sun. CLOSED

Phone: 906-227-CITE (x2483)
E-mail: cite@nmu.edu

NORTHERN MICHIGAN UNIVERSITY