GET IN THE KNOW

1. **Technology**
   - **Universal ID (UVID):** A unique ID that provides access to university computers, email, LOCUS, Sakai, and other resources.
   - **LOCUS:** Your student portal for academics (register for classes, view class schedule, etc.), finances (make payments, accept financial aid, etc.), and personal info (address, emergency contacts, etc.)
   - **Sakai:** Faculty use this as an extension of the classroom, typically by posting syllabi and course materials, hosting discussions, uploading assignments, and administering tests/quizzes.
   - **Email:** This is accessed through Outlook or can be forwarded to mobile devices or personal email accounts (highly recommended). All official Loyola email is sent to your Outlook email address.

2. **Program Assessment**
   - **LiveText:** An online assessment tool that allows the School of Education to document academic efforts to gather necessary outcome information for ongoing program assessment. You will be asked by your professors to upload specific assignments into LiveText. The system will also permit you to create your own online professional portfolio documenting the mastery of skills and knowledge. There is a required one-time “Course Management Fee” of $125 that will be posted to your LOCUS account.

3. **Public Transit**
   - **CTA U-Pass:** Graduate students enrolled in 8 credit hours or more per semester are qualified to obtain a U-Pass through the Chicago Transit Authority (CTA) for unlimited rides on trains and buses. A one-time fee of $135 is posted to your account in LOCUS at the beginning of Fall and Spring. U-Passes must be picked up at designated times/places during the first week of classes, 8/28-9/1.

4. **Conference Funding**
   - **Student Development Committee:** Every student in the School of Education is eligible for reimbursement of up to $400 for presenting at a conference and up to $100 for attending a conference in one academic year. Funds are distributed on a first come, first serve basis and appropriate forms must be submitted at least four weeks prior to the conference.

5. **School Affiliations**
   - All of you will call the School of Education your academic home. However, students attaining a MA or PhD are also a part of The Graduate School. In this case, The Graduate School handles all administrative responsibilities (i.e. forms, requests, deadlines, etc.) for MA and PhD students.

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**SCHOOL of EDUCATION**

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