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Greetings from the Executive Director

Dear UAF eLearning Faculty,

You are one of our most valuable resources. We admire your passion for your field and your commitment to your students; we’re committed to partnering with you for student success.

UAF eLearning has proudly served geographically distributed and non-traditional students for more than twenty-five years. We have provided a viable alternative for students who had no other access to university education. But, we recognize that the role of UAF eLearning is expanding beyond this traditional mission.

Today, e-learning has become more than an option for students who can’t take traditional courses. In our rapidly evolving world of internet, mobile devices, and constant connectedness, students are choosing e-learning for its flexibility and for the experience it provides. Teaching in this environment may present challenges you never faced in the classroom. We understand—and we’re here to help.

Our Instructional Design Team is second to none. During the course development process, they will help you to envision education in new ways. They are masters of technology, innovation, and online pedagogy.

Our Student Services Team provides the personal, high-touch assistance that students need and want. Now, we are expanding our Faculty Support Team to better support you—our faculty members—during the semester. One of the first products of this expanded effort is the Faculty Resource Guide you’re reading!

Awesome opportunities and responsibilities await you as an UAF eLearning faculty member. Thanks for your willingness to accept the challenge!

Carol

Mission Statement

UAF eLearning & Distance Education partners with UAF academic departments and programs to offer quality education with flexible options, enabling a dispersed, diverse population of students to achieve their educational goals through excellent content connected to contemporary skills and literacies.
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OVERVIEW

INTRODUCTION

UAF eLearning & Distance Education is part of the University of Alaska Fairbanks. We have the longest standing distance delivery program in Alaska, offering correspondence courses for more than twenty-five years. There are more than 265 courses and 14 full programs, from Occupational Endorsements to Masters of Education degrees, available to students working on degree programs or personal enrichment. The primary objective of this guide is to empower our faculty members by providing up to date information on teaching for UAF eLearning and familiarizing them with the resources available.

FERPA

The Family Educational Rights and Privacy Act (FERPA) deals specifically with the education records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records, which are 1) directly related to a student and 2) maintained by the institution or a party acting for the institution.

FERPA gives students who reach the age of 18, or who attend a postsecondary institution, the right to inspect and review their own education records. Furthermore, students have other rights including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records.

For more information regarding FERPA and teaching, please consult: http://elearning.uaf.edu/go/ferpa/. If you have further questions about FERPA please contact the Faculty Services Coordinator.

The University of Alaska provides FERPA training through UAOnline.

ACADEMIC STANDARDS FOR UAF ELEARNING

UAF eLearning’s courses are developed in partnership with UAF academic departments, who exercise academic oversight and approval over course content and faculty members. UAF eLearning courses are designed to meet the same standards and outcomes—and are subject to the same departmental review and curriculum approval process—as all other UAF courses. All courses meet the UAF Student Learning Outcomes as established by the responsible academic department, regardless of where, when or how any course is delivered. A department may, at any time, rescind their approval of a course, curriculum or faculty member.
COPYRIGHT & INTELLECTUAL PROPERTY

UAF eLearning course materials are produced in accordance with copyright law and the tenets of Fair Use. For more information:

- http://elearning.uaf.edu/go/ua-copyright/
- http://elearning.uaf.edu/go/copyright-fairuse/

Intellectual property rights to materials created by UAF eLearning faculty members are addressed in Board of Regents’ Policy section 10.07 which specifies that rights are governed by:

1. The specific sponsored contract, if any, or
2. The relevant union contract.

UAF eLearning asserts no special rights on course materials created by faculty members.

INSTITUTIONAL RESPONSIBILITY

UAF eLearning ensures faculty members and learners have access to the same level of support services that faculty and students receive on-campus. UAF eLearning provides the administrative infrastructure (guidelines and policies for instruction), faculty support (including access to and trainings in a variety of instructional media, library and other required resources), and student support services (advising, placement testing, library support, and technical support) necessary to meet the needs of e-learners.

- All faculty members will be provided the training necessary to be successful in the online teaching environment.
- Faculty development will be supported by UAF eLearning. Faculty teaching UAF eLearning courses will be provided access to appropriate technical support through an online support center and trained UAF eLearning staff.
- Faculty will be provided access to hardware and software required to create, maintain, and improve their online course content.
- The UAF eLearning Faculty Resource Guide will be distributed via email to all faculty members and as a download on the Faculty page of the UAF eLearning web site.
- UAF will provide faculty with access to information in UAOnline. Faculty will check their teaching schedule, generate class rosters, and submit students’ final grades through this interface. Faculty will be provided training on the use of UAOnline upon request.

EXPECTATIONS OF FACULTY

UAF eLearning faculty are expected to practice according to the following guidelines. These guidelines are based on national standards broadly agreed upon by a range of national education organizations and universities. The purpose of these recommendations is to ensure that the quality of e-learning courses at the University of Alaska Fairbanks is acceptably high in terms of instructional delivery, “classroom” experience, and learning outcomes.

The following recommendations are not meant to dictate behavior or to limit freedom when it comes to the delivery and instruction of e-learning courses. Instead, they are designed to strengthen the quality of learning and the quality of experience associated with e-learning at UAF.
All UAF eLearning courses will be assessed on a regular basis. All UAF eLearning faculty members are expected to support and assist with assessment procedures designed to evaluate educational effectiveness and student satisfaction.

**TIME COMMITMENT**

Teaching an e-learning course is different from teaching a traditional face-to-face class and demands incorporation of new teaching techniques and course management strategies. This mode of teaching requires considerable preparation and development time, both before the course starts (see APPENDIX I: Semester Startup Checklist) and throughout the semester. The amount of time required will depend on the course objectives and content, the faculty member’s time management and organizational skills, and the faculty member’s familiarity and comfort level with e-learning technology.

**AVAILABILITY**

Faculty members are expected to be available for grading without significant gaps. Faculty who are incapacitated or victims of an emergency situation demanding their absence are, if possible, replaced immediately.

**COMMUNICATION AND OFFICE HOURS**

Faculty members are required to provide timely responses to student inquiries. Faculty members should respond to student email requests or phone queries within 72 hours, but preferably within 24 hours.

As part of the course design framework, UAF eLearning requires clearly stated contact information and encourages “office hours” synchronously and asynchronously using instant messaging, Blackboard Collaborate, Google Hangouts, discussion forums or other methods as the faculty member desires. Preferred methods of contact, including the required faculty member email address and synchronous office hours (if applicable) must be stated in the syllabus.

Faculty may include a backup policy instructing students to contact UAF eLearning if the expected timeline is not being met.

**FEEDBACK ON STUDENT ASSIGNMENTS**

UAF eLearning emphasizes qualitative, formative feedback that will guide students during the learning process. Faculty members are expected to provide custom feedback on student assignments as well as quantitative grades.

In general, assignments should have established due-dates and grades must be posted within seven days of the assignment deadline. Lessons without a stated submission deadline must be graded and grades posted within seven days of receipt.

Grading policies, including the turnaround time, should be clearly stated in the syllabus.

**MAINTENANCE OF GRADE BOOKS**

Faculty members are expected to maintain a current grade book that accurately reflects grading activity in accordance with established response time policies and provides a method for students to view their current grades. Passive grading, assessment and communication engaged only in response to student-initiated actions are not considered best practices for e-learning.
Students may drop, withdraw or be withdrawn from their courses. We recommend hiding these students in the Blackboard grade book (see APPENDIX II: How to Hide Students in Blackboard Grade Center).

**GRADING DURING THE SEMESTER**

UAF eLearning staff and academic departments actively monitor timeliness of grading. Faculty members who are consistently late are given opportunities to improve via processes outlined in the Course Quality Guidelines. If improvement is not achieved, the faculty member may be replaced or the course closed.

**SEMESTER DEADLINES**

**ACTIONS: OPTIONAL**

**PRE-REQUISITE ENFORCEMENT**

Students should not be enrolled in courses for which they aren’t adequately prepared. The Banner registration system enforces pre-requisite checking for courses unless the academic department has specifically turned them off. To request that pre-requisites be turned on or off for your course, please contact your academic department.

**FACULTY DROPS**

We encourage faculty to drop students who do not meet course prerequisites, did not obtain a grade of C- (1.7) or better in all prerequisite courses or who have not participated substantially in a course. Faculty-initiated withdrawals submitted through the third Friday after the first day of instruction will be treated as a dropped class and will not appear on any student transcript.

**EARLY WARNING PROGRAM**

Evidence shows that e-learning students who do not engage with a course within the first three weeks are much less likely to succeed in the course. We rely on faculty to provide us with their expertise in assessing their students’ readiness and engagement with the course.

In order to promote UAF eLearning’s strategic goal of improving student success and achievement by formalizing outreach procedures, promoting two-way communication and expanding direct services we have instituted a voluntary Early Warning Program. Faculty members are the critical, first link in this outreach. The program is coordinated by the Faculty Services Coordinator who will send e-mails to faculty asking for a list of students in each course who seem to be struggling or have fallen behind.

The first Early Warning period occurs three weeks into each semester. Although this period overlaps with Freshman Progress Reports, the UAF eLearning program is a separate program; our system is for all UAF eLearning students regardless of degree-seeking status, department, class standing, or location. The second period occurs two weeks before the Faculty-Initiated Withdrawal deadline each semester.
Students may run into myriad problems when trying to start a course or have issues during the term for which they are reluctant to ask for help. The Early Warning System serves as a point of contact to these students. Faculty members should send information in this format:

- Course Student
- Full Name, Student ID Number
- Any particular message the faculty member would like relayed to the student (optional)

The UAF eLearning Academic Advisor will coordinate with communications staff to contact the students by email and phone. The Advisor will follow up with students as necessary.

**FACULTY WITHDRAWALS**

We encourage faculty to enter a “W” grade (faculty withdrawal) for those students who have not participated substantially in the course (including those who have not attended) or who have not met prerequisites. A grade of W will appear on a student’s academic record for faculty-initiated withdrawals. Entering a faculty withdrawal by the posted deadline listed in the academic calendar (http://elearning.uaf.edu/go/uafacadcal/), if appropriate, will reduce the number of unnecessary late withdrawal appeals later on.

**ACTIONS: REQUIRED**

**FRESHMAN PROGRESS REPORTS**

UAF provides progress reports as academic performance feedback to freshmen early in their first year of college (fall and spring semesters only). This provides advisors, faculty and staff an opportunity for personal intervention, which has resulted in increased student success and retention.

The reports will provide students the opportunity to meet with their academic advisors and take corrective action before the last day for student-initiated withdrawals.

All progress reports must be submitted online. When grading through UAOnline (see APPENDIX III: How to Web Grade), faculty will see the entire class roster and should only provide progress reports for freshmen. Complete instructions for web grading are available at http://www.uaf.edu/reg/faculty/.

**COURSE MATERIALS ADOPTION**

Each semester a request for course materials information will be sent to UAF eLearning faculty members for the courses they are teaching the next semester. Course materials include but are not limited to any textbooks (or reading materials), software, CD/DVD, tools (calculators, flight computer, headset with microphone, etc.), access codes, etc. that may be used in a course. It is important to provide the requested information by the stated deadline so the UAF Follett Bookstore may process the adoption and stock the course materials in time to fulfill students’ orders before classes start.

The UAF Follett Bookstore is unable to order desk copies, please contact the Faculty Services Coordinator for information on how to order the desk copy yourself or ask your department administrator to order it.
FINAL GRADES

Final grades are due by 12pm the Wednesday after the last day of finals (see APPENDIX III: How to Web Grade). This date will always be published in the official UAF academic calendar (http://elearning.uaf.edu/go/uafacadcal/). Most courses use the A-F with Plus/Minus grade scale or Pass/Fail grades. Listed below are three additional grade types.

I— INCOMPLETE GRADE

The letter grade “I” (Incomplete) is a temporary grade and indicates that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student’s control, such as sickness, has not been able to complete the course during the regular semester.

Normally, an Incomplete is assigned when the student is currently in the class until at least the last three weeks of the term. Negligence or indifference are not acceptable reasons for an “I” grade. A faculty member intending to assign a grade of “I” will make a concerted effort to contact the student and secure his/her acknowledgement of the conditions.

Per the Office of Admissions and the Registrar (and recommended by UAF eLearning):

• An Incomplete should be completed within three months.
• An unfinished Incomplete automatically changes to an “F” after one year. Faculty need to include a statement of the work required of the student to complete the course at the time the “I” grade is assigned.
• A senior cannot graduate with an “I” grade in either a University or major course requirement. To determine a senior’s grade point average at graduation, the “I” grade will be computed as a failing grade.

NB— NO BASIS GRADE

The NB (No Basis) grade should be given in cases where there is insufficient student progress and/or attendance for evaluation to occur. The NB grade is a permanent grade, does not award credit, and is not included in a student’s GPA. The NB grade may not be used to substitute for the Incomplete (I). It cannot be removed by later completing outstanding work.

UAF eLearning strongly discourages the use of the No Basis (NB) Grade. If a student has not been participating in the course and the Faculty Initiated Withdrawal period has not passed, then we recommend submitting the student’s name for withdrawal.

NS— NOT SUBMITTED GRADE

The UAF Office of Admissions and the Registrar will post NS (Not Submitted) grades for students whose faculty member failed to submit a final grade by the published deadline. A report, generated by the Office of Admissions and the Registrar, of all NS grades will be sent to the department chairs, deans, and provost.

DROP FOR NON-PAYMENT POLICY

UAF has a Drop for Non-Payment Policy for the fall and spring semesters. This policy requires students to have paid their tuition and fees or be in an approved payment plan by the second Friday of the semester or they may be dropped from their courses. If a student is dropped for non-payment and wishes to re-enroll in courses, they will be assessed a $100 reinstatement fee. For more information on this policy, please visit: http://elearning.uaf.edu/go/nonpay/
EVALUATION

EVALUATION OF INSTRUCTION
Anonymous student evaluation of instruction will be conducted for each UAF eLearning course. These evaluations will measure the same quality of instruction as traditional sections of a course but also include assessment of the unique methodology used in UAF eLearning courses, in order to provide feedback to the faculty member and academic department. Evaluations will be shared with the faculty member and overall numeric data will be shared with department chairs and deans, as is the practice for evaluation of face-to-face courses as well.

COURSE REVISIONS
As outlined in the UAF eLearning Course Quality Guidelines, and with the support of the Instructional Design Team, courses are regularly revised to maintain their quality and currency.

Courses may be enrolled in a “Course Improvement Cycle” intended to support faculty members by creating a structure of shared expectations, explicit goals for improvement, and a comprehensible timeline for effecting necessary change in order to foster retention and attain academic success.

FACULTY SUPPORT

FACULTY SERVICES COORDINATOR
The Faculty Services Coordinator acts as a liaison between faculty and other UAF eLearning departments. This position assists faculty with classroom management, monitors student satisfaction surveys, facilitates effective communication between faculty members and students, provides helpful resources and serves as a primary point of contact for faculty questions. The Coordinator disseminates news via listserv, provides assistance and/or training documents with UAOnline or Blackboard upon request and processes course materials adoptions for each course each semester.

Faculty members are encouraged to contact the Faculty Services Coordinator with any general questions or requests for help. The Coordinator can assist in compiling student information for the UAF eLearning Academic Advisor to contact students who are missing, performing poorly or having issues with their instructor or the course.

STUDENT ASSESSMENT COORDINATOR
The Student Assessment Coordinator collects and disburses all proctored paper and online exams/quizzes, approves proctors for off-site exam takers, and maintains completed exam records.

Each semester the Student Assessment Coordinator will contact faculty members to determine whether their exams/quizzes are proctored. If the exams/quizzes are proctored, then the faculty member will be required to provide a copy (if paper) or password (if electronic) and any specific instructions on how the exam is to be taken (e.g. time limit, closed or open book, notes allowance, use of calculators, etc.).
PROGRAM MANAGER

The Program Manager is the first point of contact for faculty members interested in developing or instructing a new course. This position manages UAF eLearning’s interactions with academic departments and monitors class sizes and wait lists. The Program Manager works with deans and department chairs on faculty and course schedules. The Program Manager also works with departments on assessing student course and program needs that lead to full degree program development.

ASSISTANT TO THE DIRECTOR

The Assistant to the Director provides UAF eLearning contract services for academic departments. If faculty members have questions about any human resources questions, they should contact the Assistant to the Director.

Any questions regarding collective bargaining should be directed to UA Labor Relations at (907) 450-8230, syhrrelations@email.alaska.edu or visit http://www.alaska.edu/labor/.

COURSE & FACULTY DEVELOPMENT

See also:

- The UAF eLearning Course Development Guide: http://elearning.uaf.edu/go/quality-guidelines/
- The UAF eLearning Faculty Development site: http://idesign.uaf.edu/facdev/

COURSE DEVELOPMENT

The Instructional Design Team collaborates with faculty in the creation of rich online courses. As part of the normal course development and revision process, faculty members will have at least one Instructional Designer assigned to them. UAF eLearning recognizes that faculty members are experts within their subject area. Instructional Designers provide individual consultation and training on educational methodologies as well as applicable technologies.

The Instructional Design Team remains available at all times on an as-needed basis to assist with the delivery and management of ongoing courses.

Faculty members engaged in this difficult and demanding form of teaching will be fully supported from the beginning of course development to the successful completion of their students.

BLACKBOARD & LEARNING MANAGEMENT SYSTEM (LMS) SUPPORT

The Instructional Design Team provides dedicated support for using Blackboard and associated technologies for the entire lifecycle of a course.
FACULTY DEVELOPMENT

The Instructional Design Team offers the most sophisticated, complete and current faculty development offerings in the UA system involving pedagogy, outcomes, assessment, implementation and practical use of technology and tools.

UAF eLearning is committed to providing training and development for its faculty members’ and advocating for their inclusion in training and development offered by UAF—in order to:

- Implement sound pedagogy using current technology.
- Efficiently manage their classroom.
- Deliver their curriculum using a rich framework.
- Assess learning actively and authentically.

When feasible, any time UAF eLearning provides or participates in other training activities, the training material or information derived will be explicitly shared with UAF eLearning faculty members.

iTEACH

SEMINARS

iTeach is a series of intensive clinics on the creation, production, and delivery of contemporary e-learning, whether fully online, hybrid, or as a support for face-to-face instruction. iTeach events are hands-on and centered around each participant’s particular course needs. For more information: http://iteach.uaf.edu/

iTEachu

iTeachU is an online, independent-learning resource centered on developing and delivering e-learning courses. For more information: http://iteachu.uaf.edu/

INNOVATION AWARDS

Each semester UAF eLearning gives monetary awards to recognize and promote innovative uses of technology for teaching. Some awards recognize past work, others are an incentive to capitalize on an idea. For more information: http://idesign.uaf.edu/awards/

TEACHING TIPS & TEACHING TIPS LIVE

The Instructional Design Team publishes a series of weekly teaching tips available at: http://iteachu.uaf.edu/blog/ as well as a series of live one-hour presentations on selected topics. For more information: http://idesign.uaf.edu/upcoming-events/

TECHFEST FACULTY TRACK

UAF eLearning works closely with OIT to produce a teaching and learning track as part of the annual TechFest event. For more information: http://www.alaska.edu/oit/techfest/

FACULTY ON T.A.P.

UAF eLearning promotes conversations between faculty through the “Faculty on T(technology) A(nd) P(edagogy)” program. For more information: http://idesign.uaf.edu/facdev/
The OIT Support Center provides computing support 7 days a week. Their services include: email, computer labs access, software resources, desktop support, wireless access, networking services and much more. For more information, please visit OIT’s website: http://www.alaska.edu/oit/.

OIT regularly offers training for various technologies and software. Please visit their training calendar: http://elearning.uaf.edu/go/oitcal/.

Additional help from OIT can be found at: http://elearning.uaf.edu/go/oitres/.

Blackboard support can be found linked from the main Blackboard page or directly at: http://elearning.uaf.edu/go/bbtrain/

Additional support for Blackboard is offered every Friday by OIT for on and off site faculty members. Please see the OIT Training calendar: http://elearning.uaf.edu/go/oitcal/.

The University of Alaska licenses common software with a “license key”, which UAF staff and faculty may use for free at a greatly reduced cost to the University. Available software (http://elearning.uaf.edu/go/oitdl/) includes Microsoft Office and many Adobe Creative Suite applications.

These applications are for educational use at the University of Alaska or in some cases are restricted to specific campuses. Contact UAF OIT support office at (907) 450-8300, or toll free at 800-478-8226, to determine what software is available.

UAF eLearning has a conference room and a larger training room equipped with built-in computer, as well as projection and videoconference capabilities. Please contact the Faculty Services Coordinator to reserve these rooms.

Faculty member workstations are available at the UAF eLearning offices on a first come first serve basis.

UAF eLearning has equipment and software available to use on-site or borrow for course development, including: scanners, cameras, tablets, audio equipment, pulse pens, microphones and more.
MEDIA STUDIO
The UAF eLearning media studio is available for creating video and audio recordings, webcasts, screencasts and podcasts, Skype/phone/Google Hangout interviews and more, using professional grade technology including a green screen.

CAMPUS SERVICES

POLAREXPRESS CARD
The PolarExpress card is UAF’s official identification card. Faculty members should retain their card during breaks in their affiliation with the University or they will be charged a lost card fee for a replacement. PolarExpress cards are valid for two years after a faculty member’s last affiliation with the University. However, all privileges are eliminated upon departure from the University, with the exceptions of Bear Bucks and Munch Money accounts.

A PolarExpress card is needed for many events whether on-campus or off-campus. Its main use for off-campus faculty is to access Rasmuson Library’s restricted services.

To obtain your card:
• For those faculty members in the Fairbanks area, please visit the Office of the Bursar located on the 1st Floor of Signers’ Hall.
  OR
• For faculty members outside the Fairbanks area, contact the Faculty Services Coordinator or the Office of the Bursar at http://www.uaf.edu/finserv/bursar/polarexpress/ or call (907) 474-7384 or email them at uaf-bursar@alaska.edu to ask for an alternate method.

LIBRARY SERVICES
UAF Rasmuson & BioSciences Libraries support faculty on and off-campus. Services they offer include online reserves (eRes), document delivery, and off-campus library services (http://library.uaf.edu/offcampus/). Find out more about the Library’s faculty services at: http://library.uaf.edu/faculty/.

FACULTY SENATE
The primary mechanism for the formulation and oversight of academic policy is the Faculty Senate. Matters addressed by the Faculty Senate include quality of teaching, research and service.

The Faculty Senate is a significant part of UAF’s institutional memory. The Senate office maintains an archive of policy and academic decisions and provides information on programs, policies, procedures, formats and responsible individuals for accomplishing the academic tasks of the institution.

Please visit the UAF Faculty Senate website at http://www.uaf.edu/uafgov/faculty-senate/.
RESOURCES/SUPPORT FOR STUDENTS

UAF OFFICE OF ADMISSIONS AND THE REGISTRAR

The UAF Office of Admissions and the Registrar is here to help students reach their educational goals. They support the academic mission of the University through services related to admissions, academic records, registration, enrollment data, course and catalog administration, and graduation.

For more information please visit: http://www.uaf.edu/admreg/ or email them at admissions@uaf.edu or registrar@uaf.edu. Students may call (907) 474-7500 or fax (907) 474-7097.

UAF OIT BLACKBOARD STUDENT SUPPORT

Blackboard student support can be found on the main Blackboard page or directly at: http://elearning.uaf.edu/go/bbstudenthelp/. Students may also call (907) 450-8300, 1-800-478-8226 or email OIT: helpdesk@alaska.edu.

UAF OFFICE OF THE BURSAR

The UAF Office of the Bursar provides professional and quality service to students, faculty, staff, parents and the campus community while efficiently assisting them in meeting their financial obligations. In addition, the Office of the Bursar offers guidance towards establishing appropriate fiscal practices and acts as a central collection point for University receipts. It is our goal to be considered the standard for professional excellence with customer service being our top priority.

For more information please visit http://www.uaf.edu/finserv/bursar/. The Office of the Bursar is located on the 1st Floor of Signers’ Hall. Students may call (907) 474-7384, fax (907) 474-5898, or email them at uaf-bursar@alaska.edu.

UAF DISABILITY SERVICES OFFICE

The UAF Disability Services office provides academic accommodations to registered students who are identified as being eligible for these services. If a student believes they are eligible, or wishes to determine if they are, they should contact Disability Services on the Fairbanks Campus at: http://www.uaf.edu/disability/. Disability Services may also be reached via phone at (907) 474-5655, TTY at (907) 474-1827, fax at (907) 474-5688 or by email to uaf-disabilityservices@alaska.edu.

Faculty who are approached by students requesting an accommodation based on disability should ask for the Disability Services document (“Disability Accommodation Authorization”) that verifies that the student qualifies for such accommodation. If the student’s request is supported by the document or if it is verified by Disability Services, faculty must provide the accommodation so long as: “adjustments would not result in a fundamental alteration of the affected service, program, or activity; lower the standards of an instructional program; result in an undue financial, administrative or academic burden; or create a direct threat to the health or safety of others.” Individual faculty cannot unilaterally deny an authorized accommodation. If faculty think any of the above exceptions applies, they should contact the Faculty Services Coordinator for the correct next steps. If faculty need assistance or resources to provide the accommodation, also contact the Faculty Services Coordinator.
UAF eLEARNING EXAM CENTER

Students in Fairbanks may take any proctored exams or quizzes at the UAF eLearning Exam Center. The Exam Center is open Monday- Friday, from 8am-5pm and Wednesday 8am to 7pm with no appointments necessary.

Students outside of Fairbanks may use a proctor on the Approved Proctor List or request a proctor at least three weeks in advance.

For more information please visit http://elearning.uaf.edu/students/exams/, call (907) 479-4715 or email raexam@uaf.edu.

FINANCIAL AID

UAF offers a full range of financial aid resources to help pay for your education. For more information please visit http://www.uaf.edu/finaid/, email financialaid@uaf.edu or call (907) 474-7256 or 888-474-7256.

LIBRARIES

The UAF Library site provides access to resources for students on- and off-campus: http://library.uaf.edu/.

Off-Campus Library Services can be accessed at http://library.uaf.edu/offcampus/, by phone at 1-800-478-5348 or by email to fyddl@uaf.edu.

MATH LAB

Students located in Fairbanks can visit the Math Lab located in Chapman 305. For more information please visit http://www.uaf.edu/dms/mathlab/.

UAF FOLLETT BOOKSTORE

Books and materials for UAF eLearning courses may be purchased at the UAF Bookstore, http://www.uaf.bkstr.com. Phone: (907) 474-7348, 1-888-280-8500, Email: uaf@bkstr.com, Constitution Hall, 504 Tok Lane, Fairbanks, AK 99775.

WRITING CENTER

The UAF Writing Center and Computer Lab offers free writing tutoring to any student in any subject via telephone, fax or on the web. The UAF Writing Center can be found online: http://www.uaf.edu/english/writing-center/. The Writing Center may also be reached by phone at (907) 474-5314, fax at 1-800-478-5246, or email to fywrc@uaf.edu.

CTC LEARNING CENTER

CTC’s Learning Center is equipped to deliver tutorials in person, over the phone, and, in new collaboration with UAF eLearning, using video over the computer. The Learning Center may be found at http://www.ctc.uaf.edu/lc/index.html.
APPENDIX I: Semester Startup Checklist

☐ Do you use WordPress?
   If you do, are all your plug-ins working like you expect? Updates are constantly being made
   and an update to one plug-in might affect how another plug-in works.

☐ Is your course being hosted in Blackboard?
   If not, do you have an announcement in Blackboard directing students to the content site?

☐ Is your course available for students?

☐ Is your welcome announcement updated with a current date?

☐ Is your syllabus updated?

☐ Our program is no longer called “CDE.” Are all CDE references changed to UAF eLearning?

☐ Are your old announcements (or posts) hidden or removed? Contact us if you want us to do a
   bulk remove.

☐ First contact assignment from students (something low stakes so you know students are
   engaged) due on or before the end of the third day of class.

☐ First assignment from students due on or before the end of the fee payment deadline for each
   semester (see the academic calendar).

☐ Due On or Due Dates for the semester should show up in three places:
   Unit Dates (at unit level where you have the module/unit/week headings)
   Gradebook Dates (using the set Grade due dates Course Tool)
   Class schedule (either in same area as syllabus or in a separate menu item)

☐ Students should not use email to submit assignments due to problems with spam filtering, lost
   and inaccessible attachments, and lack of a history of submission and grading time(s). Is there a
   method in place for assignments to be submitted outside of using email?

☐ We are no longer using the CRCD Bookstore. Are all references to the CRCD bookstore removed
   from your course? To reference the UAF bookstore:
   UAF Follett Bookstore
   http://elearning.uaf.edu/go/books/
   Constitution Hall, PO Box 750127, 504 Tok Lane Fairbanks, AK 99775
   Phone: (907) 474-7348, Toll-Free: 1-888-280-8500, Fax: (907) 474-7739
   Email: uaf@bkstr.com

☐ Are there proctored exams in the course?
   Have you provided UAF eLearning the exams for this semester?
   Are there exam request links in your course for students to use?

☐ Is the Mid-Course Survey scheduled around week 4 for summer and week 6 for fall and spring?

☐ We are no longer using Mid-Course Survey #2, has it been removed?

☐ Is the End of Course Survey scheduled at the end of the course? (It is ok if you want this hidden
   and revealed at a specific time.)
APPENDIX II: How to Hide Students in Blackboard Grade Center

While there is currently no way for faculty members to remove students from the Blackboard Grade Center, students who are no longer in your class can be made unavailable and hidden from the course shell. This should be done soon after the student is no longer in class so that those students do not receive announcements, emails and their access to the course shell is removed.

UA OIT has a video on how to hide a student or user:
http://www.alaska.edu/oit/services/uaf-blackboard/bbtraining/tips/

STEP 1: MAKE A COURSE UNAVAILABLE TO A STUDENT

1. Login to Blackboard Learn (http://classes.uaf.edu/)
2. On the left menu bar, go to: Users and Groups->Users->
3. Hover over the student’s name and click on the drop-down arrow
4. Select Change User’s Availability in Course
5. Under Available (this course only) click NO from the drop-down menu
6. Click Submit.

STEP 2: HIDE A STUDENT IN THE GRADE CENTER

After you make the course unavailable to a student, they will still appear in the Grade Center and their status will be indicated by an icon preceding their name. Follow these steps to hide them from the list of students.

There are two ways to hide a student in the Grade Center:

1. First way (best for hiding one or two students)
   a. Hover over the arrow next to the student’s first name
   b. Click on the drop-down arrow
   c. Select Hide Row
2. Second way (best for mass hiding of students; also the process to UNHIDE students)
   a. In the top menu bar select Manage
   b. Click on Row Visibility
   c. Check the box of each student you would like to hide in the Grade Center.
   d. Click Hide Rows (upper left above names)
   e. Click Submit.
Faculty web grading has been enabled in UAOnline for all (fall, spring, summer) active class sections.

Follow these instructions for posting grades.

Incomplete Grades can be posted on the web using online forms at the Faculty and Advising Resources Google Site (http://elearning.uaf.edu/go/oarfar/). You must be logged into your UA webmail in order to access the forms. If you have difficulties accessing the online forms contact our office and we will be happy to help.

Please note: Final Grades are due by 12pm the Wednesday after the last day of finals. This date will always be published in the academic calendar.

NS (Not Submitted) grades will be posted for all missing or late grades.

NS grades can have a negative impact on students. Graduating students may not be able to receive their diplomas. Late grades can impact scholastic action (i.e., honors, probation or disqualification), and a student’s future financial aid. Transcripts will be sent with the NS grades.

As a faculty member, it is your responsibility to protect any educational records in your possession. We would be happy to help answer any questions you might have about educational records or the Family Educational Rights and Privacy Act.

WEB GRADING INSTRUCTIONS
(also available at: http://www.uaf.edu/reg/faculty.html): Grades are due by 12pm the Wednesday after the last day of finals. This date will always be published in the academic calendar.

1. Select Login to Secured Area at http://uaonline.alaska.edu/ using your UA Employee ID and PIN.
2. Select Faculty Services
3. Select Term Selection
4. In the pull down box, select the appropriate semester and click the Submit button
5. Select CRN Selection
6. In the pull down box, select the desired course and click the Submit button
7. Select Summary Class List/Enter Grades
8. From the menu at the bottom of the page, click on the Final Grades option to begin posting grades
9. For each student, enter a grade under the Grade column. See below for Grading Guide.
10. For students who stopped attending, enter the last date attended. This information is used by the Financial Aid Office.
11. When finished entering all grades, select the Submit button at the bottom of the page.
12. DF and W (for audits only) grades cannot be posted on the web and must be submitted with a paper grade roster

A Notice of Incomplete Grade must be submitted to the Office of Admissions and the Registrar for each Incomplete posted on the web. Use the online forms on the Faculty and Advising Resources Google Site (http://elearning.uaf.edu/go/oarfar/).
INSTRUCTIONS FOR ACCESSING THE FACULTY AND ADVISING RESOURCES GOOGLE SITE

1. Log in to your UAF email account at http://www.alaska.edu/google/
2. On the top bar above the email, click on Sites.
3. Either scroll down or do a search for Faculty and Advising Resources. Click to open.
4. On the left side, click on Online Forms.
5. Contact the Office of Admissions and the Registrar at (907) 474-7500 for more complete instructions.

GRADING GUIDE

Current grading policies can be found on pages 47-49 of the current UAF catalog (http://elearning.uaf.edu/go/catgrades/). The grading system approved for each course must be used. If the course was approved at the beginning of the semester for pass/fail (P/F) grades, only those grades can be issued. You may not mix pass/fail grades with regular letter grades.

VALID GRADES

- **Letter Graded Course:** A, B, C, D, F, *I, **NB, ***DF
- **Plus/Minus Grades:** The letter grades A, B, C and D may include a “+” or “-” to indicate that a student’s level of performance is slightly higher or lower than that of the letter grade alone.
- **Pass-Fail Graded Course:** P, F, *I, **NB, ***DF

*INCOMPLETE (I)*

The letter grade “I” (Incomplete) is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student’s control, such as sickness, was not able to complete the course during the regular semester. Normally, an Incomplete is assigned in the case when the student is current in the class until at least the last three weeks of the semester. The letter grade “I” is available via web grading. Faculty members need to submit a completed Notice of Incomplete Grade for each student receiving an incomplete grade. When the Incomplete Grade form is received at our office, the “I” is changed to an “I”. The online Incomplete Grade form is located on the Faculty and Advising Google Site (http://elearning.uaf.edu/go/oarfar/).

Please note: The Incomplete policy requires the faculty member to include a statement of the work required to complete the course at the time the “I” grade is assigned. The student should be notified of the work to be completed, and the faculty member should send a copy of the Notice of Incomplete Grade to the Dean of the school or college in which the course is given. A faculty member intending to assign a grade of “I” will make a concerted effort to contact the affected student and secure his/her acknowledgment of the conditions. At the end of the defined time limit (may be less than one year), the faculty member may issue a grade based on the work submitted by the student. Effective Fall 2006, an incomplete must be made up within one year or it will automatically be changed to an “F” grade by the Office of Admissions and the Registrar.

**NO BASIS (NB)**

Faculty members may award a No Basis (NB) grade if there is insufficient student progress and/or attendance for evaluation to occur. No credit is given, nor is “NB” calculated in the GPA. The “NB” is a permanent grade and may not be used to substitute for the Incomplete (I). It cannot be removed later by completion of outstanding work. For Financial Aid purposes, complete the ‘last date attended’ block for all NB grades.
***Deferred (DF)***

This designation is used for courses such as thesis, special projects, etc., that require more than one semester to complete. A deferred grade (DF) may be used only when the course requirements cannot be completed by the end of the semester or if a course cannot be completed due to institutional reasons, such as breakdown of laboratory equipment.

**CHECKING FOR ERRORS**

1. If a student has been attending class and does not appear on the grade roster, use the Grade Roster Addition Google Form to report the student’s name, student ID and grade earned to our office. If we confirm that the student should have been enrolled in the class, we will add the student and record the grade indicated. If we cannot verify the student’s enrollment, we will not post credit or a grade for the course.

2. If a student on your class roster has stopped attending the class or has not attended at all, and a faculty initiated withdrawal was not submitted by the deadline, the student must be given an “F” or “NB”, if it is part of your grading policy. Do not leave the grade field blank. Indicate the last day attended for Financial Aid records.

3. An “AU” appears for students who were auditors. A “W” may be recorded for an auditor who has not met expectations for attendance. Auditing policy can be found on pages 47-49 of the current UAF catalog (http://elearning.uaf.edu/go/catgrades/). This must be done on a paper roster. Contact your department administrator or the Office of Admissions and the Registrar for a copy of the roster.

Student grades are confidential. Deliver grades in person to the Office of Admissions and the Registrar. Do not send completed grade rosters through the campus mail. Faxed grade rosters are not acceptable. Once grades are entered and rolled to history, students will be able to view their grades through UAOnline.

For questions, contact the Office of Admissions and the Registrar at (907) 474-7500. Please do not wait until the deadline to bring problems or special needs to our attention.