

Dear Distance Education Faculty:

Welcome to the Spring 2012 Semester! We look forward to working with you this semester to help ensure that our students have a successful distance education experience. Please accept our gratitude for your hard work and dedication to students and please understand that our role is to assist you in the instructional needs for your courses wherever possible.

It is very important each of have your courses activated (turned on) in Blackboard and your current syllabus uploaded no later than Tuesday, January 17th. If you have any problems or need assistance, the IT Services Call Center will be available to assist you. They can be reached by calling 907-786-4646 Opt 1. The call center hours of operation are M-F 6am-midnight and weekends and holidays 8am-5pm.

We will be continuing our proactive approach in assisting students who may be struggling getting started with distance learning. Please check your Blackboard course daily to see which students are participating in your course. If you feel a student is struggling and you would like us to contact them please provide us with the name of the student and we will do our best to assist them.

It is critical for all students to have reliable access to their UAA email account and to their Blackboard account. If students are having log in issues to either of these accounts they need to immediately contact our IT Services Call Center at 786-4646 or callcenter@uaa.alaska.edu. Students will also find that a majority of their questions can be answered by reviewing the Distance Education Student Guide located on our website (www.uaa.alaska.edu/distanceeducation). Further questions can also be directed to the Distance Education office by email at distance@uaa.alaska.edu.

If you need any additional training with Blackboard, eLive or any other instructional technology used at UAA our Faculty Technology Center has recourses available for your assistance. If you are interested in this support, please contact the IT Services Call Center at 907-786-4646 and select option 4 for the Faculty Technology Center.

Finally, the beginning of the semester is the perfect time to make arrangements for your faculty evaluations (IDEA). You will be receiving an email shortly to adjust the weighting of your survey. If you would like the survey to be available to students earlier or later than the standard dates you will need to make a request to change them. For information or questions regarding the faculty survey, please refer to the Faculty Services website. <http://www.uaa.alaska.edu/idea> or call 907-786-4646 Opt 6 to speak with a Faculty Evaluation Support representative M-F from 8am until 5pm. You can also email any questions or requests regarding your course surveys to ayidea@uaa.alaska.edu.

Thank you again for your support of our distance education program at UAA.

UAA Distance Education Staff ☺

- Important Distance Education Dates
- Spring Examination Dates
- Enabling Your Course
- Faculty Information Sheet (to be submitted to DES)

Important Distance Education Dates:

- Jan 17, 2012** - All courses should be live and “turned on” in Blackboard.
 - Instruction begins for the Spring 2012 semester.

- Feb 7, 2012** - Faculty Information Sheets should be turned into:
 - * Distance Education Services: Student Support; SSB 120

- Feb 10, 2012** - Updated Midterm EXAMS due to Distance Education for testing; SSB 120.
 - * This applies only to courses using paper midterm and final exams.

- Mar 5-9, 2012** - Distance Education Midterm Testing (Proctored locations/DES office).
 - * Social Sciences Building (SSB) 8am-5pm (Appointment Only).
 - o Applies only to courses using paper exams

- Mar 10, 2012** - UAA Campus Open Midterm Testing:
 - * Social Sciences Building Lobby (SSB) 9am-5pm.
 - * Last day for testing (including proctored locations).

- Mar 14, 2012** - Estimated Date for DES to Return Exams to Instructors.
 - * Includes exams that are to be scanned/graded.

- Mar 12-16, 2012** - Spring Break - No Classes

- Mar 16, 2012** - UAA Campus Closed (Spring Break Holiday)

- April 6, 2012** - Updated Final EXAMS for testing due to Distance Education; SSB 120.
 - * This applies only to courses using paper exams.

- April 23-27, 2012** - Distance Education Finals Testing (Proctored Locations/DES office).
 - * Social Sciences Building (SSB) 8am-5pm (Appointment Only)
 - o Applies only to courses using paper exams.

- April 28, 2012** - UAA Campus Open Testing: Social Sciences Building Lobby (SSB) 9am-5pm.
 - * Last day for testing (including proctored locations).

- May 2, 2012** - Estimated Date for DES to return Exams to Instructors.
 - * Includes exams that are to be scanned/graded.

- May 10, 2012** - Grades Available on UAOnline.

Distance Education Midterms Testing

UAA Campus: **Saturday, March 10th, 2012**
TIME: 9:00 am – 5:00 pm
LOCATION: Social Sciences Building (formerly CAS)
Sign In at Lobby

EXTENDED/REMOTE & Appointments: **March 5-10, 2012**

Students MUST submit a proctor form to DES as well as arrange a time for testing within the proctor sites normal hours of operations.

Distance Education Finals Testing

UAA Campus: **Saturday, April 28th, 2012**
TIME: 9:00 am – 5:00 pm
LOCATION: Social Sciences Building (formerly CAS)
Sign In at Lobby

EXTENDED/REMOTE /Appointments: **April 23-28, 2012**

Students MUST submit a proctor form to DES as well as arrange a time for testing within the proctor sites normal hours of operations.

**Students testing at any site other than Anchorage must call their designated testing site to set up an appointment at least one week before the scheduled testing week. Exam dates for distance education courses are scheduled one week earlier than on-campus exams in order to allow time for return mailing from off-campus proctored sites.

Note: DES does not proctor timed exams. Please remind students to bring photo ID to exams.

Distance Education Make Up Exams

If students need to make up, take late exams or take exams early for your course they will be required to do the following things:

- Instructor permission (forward approval via email to: distance@uaa.alaska.edu)
 - Make an appointment with the Distance Education Services (907-786-4646 Opt 3) or online at www.uaa.alaska.edu/distanceeducation, Exams&Proctoring.
 - Bring a picture ID
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Enabling Your Course on Blackboard

To allow distance education students time to purchase course materials and to get settled with the course, please upload your syllabus to your Blackboard course shell and enable your course by January 17th. For technical assistance regarding your Blackboard course, please call the IT Services Call Center at 907-786-4646.

New courses in Blackboard are not available for students until you make them available. This means that you as the instructor need to “turn on” or “enable” your course(s) so they become visible to your students in Blackboard. Because your students have been directed to access your course syllabus through Blackboard, it is important that you enable your course(s) no later than January 17th. To enable your course:

- Log in to Blackboard; select your course
- Go to the **Course Management**
- Select “**control panel**” under Course Options
- Select “**customization**”
- Select “**properties**”
- Under option #3 (Set Availability) select “**yes**”
- Click **Submit**

If you have any questions about these steps, please call the IT Services Call Center at 907-786-4646 and a technician will assist you as necessary.

UAA Distance Education Services:
Fax to: 786-6000
distance@uaa.alaska.edu

Faculty Information Packet
Spring 2012

www.uaa.alaska.edu/distanceeducation

Exam Information Sheet

Please fill out this form and return it to the Distance Education Office no later than February 7th, 2012. This information helps us support you and your students enrolled in your distance education course. Thank you.

COURSE (Desc/CRN#): _____

FACULTY NAME: _____

WORK PHONE NUMBER: _____

HOME PHONE NUMBER: _____

EMAIL ADDRESS: _____

Do you want us to give out your work phone? _____ Yes _____ No

Do you want us to give out your home phone? _____ Yes _____ No

Do you want us to give out your email address? _____ Yes _____ No

EXAM INFORMATION

- Will DES be supporting your course through means of proctored exams? _____ Yes _____ No
 - If yes, how many exams will be given? _____
 - What method will be used to administer exams (paper/computer, etc)? _____
 - For **Paper** exams, will you be using a prior exam or submitting a new exam?
 - _____ Last Semesters Exams _____ New Exams (*must be submitted no later than (2/10/12 & 4/6/12)*)
 - Do you plan on using the dates for testing already arranged by the DES office? _____ (yes/no)
 - Please refer to the exam dates and information on page 5-7.
 - If no, what dates will your exams be available for students to take?

Exam	Open date	Close Date
1		
2		
3		
4		

- For **Computer** proctored exams (requires password to be entered by proctor) please complete the information as follows:

Exam	Open Date	Close Date	Password
1			
2			
3			
4			

Guidelines for Administering All Proctored Exams: (*please be as through as possible*)

- Please let us know if your Bb exam includes external links/or special accommodations such as Microsoft Word/Excel

Check all that apply:

___ Closed Book/Closed Notes ___ Open Book ___ Notes Allowed ___ Time Limit (*recommended less than 2 hrs*)
 ___ Dictionary/Thesaurus/Foreign Lang. Dictionary ___ Other (*Please explain* _____)
 ___ Calculators (*Specify type of calc.: scientific, graphing, nonprogrammable*) _____

*For more information, please contact Distance Education Services at 786-4646 Opt 3)
 Email: distance@uaa.alaska.edu
 FAX: 786-6000
 Thanks!*