



Distance
Education

Distance Education Student Guide

University of Alaska Anchorage
3211 Providence Drive
Anchorage, Alaska 99508
907.786.4646 opt. # 3
1-877.633.3888

distance@uaa.alaska.edu
www.uaa.alaska.edu/distanceeducation

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Distance Education Course Requirements

A distance education course usually requires more time and effort than a traditional college course. Distance education courses generally recommend 8 to 10 hours of study each week, for a three-credit course. Keep in mind that distance education courses require more self-discipline and more study time to complete. Each course will require the purchase of textbooks and other supplies needed to complete a college course.

UAA Distance courses are all web-based, meaning that all the courses are held in the UAA course management system called Blackboard. Each student upon registering is assigned a Blackboard account. All courses that a student is registered for through distance will show up in their personal Blackboard account from the first day of the semester. Also all students registered for a UAA Distance Education course must have full access to a computer with basic internet, word processing and internet access during the semester. Additional hardware and software requirements are found below.

Students will be required to complete and submit homework, engage in online class activities, such as class discussions, and group projects. Individual courses will always differ in terms of their actual requirements; however, in general, web-based courses are not self-paced. In fact, most require weekly or biweekly "attendance" and assignments. Student-to-faculty and student-to-student interactions are also an integral part of web-based courses and should be anticipated. These are carried out in a variety of ways, including email, discussion boards, audio-conferencing, and/or chat rooms. Instructions on all course lectures, assignments, and exams as well as a media-viewing schedule are provided in the course syllabus, which must be retrieved online at the beginning of each semester. Media-at-home courses usually also require written assignments to be turned in on a regular basis. Further instructions will be provided to you by your instructor in the course syllabus. Please consult the syllabus of a specific course to learn more about that course's teaching format and policies. Some web-based courses require a "hard-copy" proctored midterm and final (see Midterm and Final Exam information).

Web-based Course Requirements:

Most web-based courses require:

- 233mhz Pentium (PC) or PowerPC (Macintosh)
- 32 megabytes of RAM
- 4 Gig hard drive space
- CD-ROM
- Word processing software (Microsoft Office)
- speakers
- 800x600 screen resolution
- 56 K modem
- reliable Internet Service Provider (ISP).

Please consult the syllabus of a specific course to learn more about that course's teaching format, policies, and hardware and software requirements.

Telecourse Requirements:

Telecourses are web-based distance education courses with a telecourse supplement that goes along with the information posted in Blackboard and textbooks. Telecourses are aired on GCI Channel 9 during the semester of the course, and are available to MTA "On-Demand" customers in the Mat-Su Valley. If you take a telecourse and are unable to view these broadcasts you may lease a DVD set of the course through the Distance Education Services

office. The copyrighted material does have a lease fee of \$35. per course, per semester. You may come into the DES office on campus or call us at 907-786-6177 or toll free at 1-888-553-2760 to order a DVD via phone.

Media-at-Home Requirements:

Media-at-home courses are web-based distance education courses with a media-at-home supplement that goes with the information on Blackboard and textbooks for the courses. The media-at-home material is contained in a series of DVD's. Media will be mailed out to students registered in the course prior to the course start date.

Audio Conference Requirements:

An audio-conference course is a course that relies upon teleconferencing technology to enable instructors and students to converse in "real-time" through an orchestrated conference call. Participants of an audio-conference use a toll-free number and pass-code to dial in to a common telephone line at a pre-arranged date and time.

Video Conference Requirements:

Many instructors are moving to the new software called Elluminate Live! to host video conferencing for their students. Elluminate Live! or eLive! software is provided by UAA to students through their Blackboard accounts. If your course will be using eLive! go to the Blackboard log in webpage at <http://technology.uaa.alaska.edu> and review the information regarding eLive! set up on your computer. There is also help available via UAA IT Services Call Center, 907-786-4646, option 1.

How to Register for a Distance Course through UAA

Admissions and registration for a distance course at UAA is the same as for traditional courses. You can register online at www.uaonline.alaska.edu

When looking up courses to add in UAOnline the key to the distance courses will be in the "location" column. WEB, TV or AUDIO in this column, this will indicate it is a distance course. Once you are registered if you look at your weekly course schedule in UAOnline it will list your distance courses at the bottom of the screen.

For specific registration or admissions questions you must contact UAA Enrollment Services at 907-786-1480 or look up information on their website at <http://www.uaa.alaska.edu/studentaffairs/enrollment/index.cfm>

Once you are registered for a distance course, follow the GETTING STARTED ON YOUR DISTANCE COURSE GUIDE next in this manual.

DISTANCE EDUCATION QUICK START GUIDE

Follow these six steps to get started on your Distance Education course:

- Find your UAA Blackboard and UAA Webmail username and password.
- Set up your myUA portal.
- Order books from the UAA Bookstore.
- Submit your Distance Education Exam Proctor form.
- For a Telecourse; find the Course Broadcast Schedule or lease DVD's.
- Log into Blackboard on the first day of courses to obtain your syllabus and other course information.

1) UAA Blackboard and Webmail username and password (New Students)

Log on to <http://bb.uaa.alaska.edu>

Enter your first name, last name and UA Identification number in the USERNAME LOOKUP feature.

Your default password will be: uaaFML####

Example: John F. Smith UA ID# 30012345 Mr. Smith's password: uaaJFS2345

If you have questions or experience problems call

UAA IT Services at 907-786-4646

2) Set up your myUA portal (All Students)

Go to <http://www.uaa.alaska.edu/myua/>

Follow the instructions to set up your myUA portal.

You will use the username and default password found above to set up your myUA portal. This will be your one stop webpage for all UAA information including logging into Blackboard.

If you have questions or experience problems call

UAA IT Services at 907-786-4646

3) Order books from UAA Bookstore

Go to <http://www.uaa.alaska.edu/bookstore/>

Select Textbooks from the Quicklinks list –

- Select DISTANCE EDUCATION ORDERS.

For assistance call the UAA Bookstore at 907-786-1151.

4) Submit your DISTANCE EDUCATION PROCTOR FORM

Go to www.uaa.alaska.edu/distanceeducation

Select STUDENT RESOURCES and PROCTOR FORM ONLINE

If you are not near any of the sites on this form you must find a proctor in your area and submit an ALTERNATE PROCTOR FORM to the DES Office.

Proctor Form Due dates are posted at www.uaa.alaska.edu/distanceeducation

For assistance call Distance Education at 907-786-6177 or toll-free 1-888-553-2760.

5) For TELECOURSES only:

Go to www.uaa.alaska.edu/distanceeducation - select BROADCAST SCHEDULE.

If you do not have GCI Cable or are outside the Anchorage area call Distance

Education at 907-786-6177 or toll-free 1-888-553-2760 to lease DVD sets. The fee is \$35 per course. Telecourses are also available for MTA customers using the MTA

Video On Demand menu.

6) Log in to UAA Blackboard through your myUA Portal on the first day of classes

Here you will find your course syllabus, assignments and instructor contact information.

DISTANCE EDUCATION GET STARTED GUIDE

This section of the guide contains detailed “how to” information in the same order as the QUICK START guide above. If you have trouble with these instructions call 786-4646 opt. #3 or toll free at 1-877-633-3888 for further assistance.

UAA Blackboard and Webmail username and password (New Students)

If you are a student who is *new* to the UAA system and has not used Blackboard before you must find your username and password. This can all be done online at <http://bb.uaa.alaska.edu> Follow the instructions for the USERNAME LOOKUP feature on the bottom left hand column of the webpage. Enter your first name, last name and UA Identification number and select GO. You should get a screen that shows a set of letters that identify you as (a) Anchorage (s) Student and a set of your initials, possibly followed by some numbers. EX: asabc20.

UAA has created for this username a default password. It is uaa, your initials, and the last four digits of your UA ID number. Your default password will look like this: uaaFML####

Example: John F. Smith UA ID# 30012345 Mr. Smith’s password: uaaJFS2345

Using the example above John F. Smith’s username and password will be:
USERNAME: asjfs, PASSWORD: uaaJFS2345

If you have questions or experience problems call UAA IT Services at 907-786-4646, option 1 for assistance with username and password defaults.

Set up your myUA portal (All Students)

myUA Portal is a homepage for UAA students. It gives the students a one time log in feature to access all the important UAA information they need to succeed. All UAA students should use the myUA Portal, but it is extremely helpful to distance students as you can personalize it to hold all important links specific to your course work, like the Consortium Library and bookmarks specific to your course needs. There is a calendar feature and quick access to your UAA web mail account. It also allows for you to go straight to your courses in Blackboard, UAOnline registration and transcripts all from one log in page.

To get started using myUA Portal go to <http://www.uaa.alaska.edu/myua/> Follow the instructions on this webpage to set up your myUA portal. You will use the username and default password found above to set up your myUA portal. If you have questions or experience problems call UAA IT Services at 907-786-4646. When you get your myUA Portal set up add the URL <http://myua.alaska.edu/cp/home/loginf> to your favorites.

Order books from UAA Bookstore

All college courses require textbooks, as do distance courses, to order textbooks go to <http://www.uaa.alaska.edu/bookstore/> Select TEXTBOOKS from the Quick links list on the right hand side of the web page and select DISTANCE EDUCATION ORDERS. The UAA

Bookstore usually opens one (1) week prior to the first day of courses for text book sales. You may preorder if the website is available, but make sure to note when the books will actually be shipped to you. If you live in the Anchorage area, you can avoid a shipping fee by coming to the bookstore in person. For assistance or questions call the UAA Bookstore at 907-786-1151.

MIDTERM AND FINAL EXAMS for Distance Courses

Some UAA Distance courses require a proctored midterm and final for completion of the course. Your distance professor will list on your course syllabus what type of exams is required for your course. If these exams are proctored you will need to fill in the Proctor Form Online, per the instructions below. If you live outside of Anchorage we will be able to assist you in taking exams. All proctor information **MUST** be turned in by the deadline dates for the current semester to have exams available to you.

To Submit your DISTANCE EDUCATION PROCTOR FORM

Go to www.uaa.alaska.edu/distanceducation Select STUDENT RESOURCES and PROCTOR FORM ONLINE. You must select the EXAM SITE closest to you. For example if you live in Palmer or Wasilla, Alaska you must use the MAT-SU College site. Once you have selected a site you should call and find out the testing schedule. The exams are available to exam sites outside of Anchorage the week prior to the UAA testing date; it is up to the students to make appointments in an appropriate manner, as many college professors do not accept late exams for any reason.

Proctor Form Due dates are posted at www.uaa.alaska.edu/distanceducation

To Submit your ALTERNATE PROCTOR FORM

If you are not near any of the sites on this form you must find a proctor in your area and submit an ALTERNATE PROCTOR FORM to the DES Office. An alternate proctor must follow the rules listed below:

Proctor Rules:

1. Can NOT be a family member, friend, or co-worker.
2. Must be employed by an educational institution or public library.
3. Must be available to talk to a Distance Education Representative for verification via phone.
4. Must be able to receive email, email attachments and be able to print the documents. Also have access to a fax machine to fax the completed exam back to DES by the due date.

A UAA representative will be contacting your proctor to verify their qualifications before any tests are sent to them.

Proctor Form Due dates are posted at www.uaa.alaska.edu/distanceducation

For assistance or questions regarding proctor forms call Distance Education at 907-786-6177 or toll-free 1-888-553-2760.

For TELECOURSES only

UAA Distance Education telecourses are aired on GCI Channel 9 on basic cable during the semester. They are also available to MTA "On Demand" customers in the Mat-Su Valley. If you have GCI Cable go to www.uaa.alaska.edu/distanceducation - select BROADCAST SCHEDULE and find the broadcast schedule sheet for your course, they are in alphabetical

order in the document. If you do not have GCI Cable/MTA On Demand, or are outside the Anchorage area call Distance Education at 907-786-6177 or toll-free 1-888-553-2760 to lease DVD sets. The copyright lease fee is \$35 per course, per semester.

Log in to your courses through myUA Portal on the first day of classes

Here you will find your course syllabus, assignments and instructor contact information. <http://myua.alaska.edu/cp/home/loginf> Log in to you're myUA Portal and select "View Course Information" and get started. Most professors advise students to print syllabus and other course information; you may also save the syllabus to your personal computer to review at a later time if needed. Remember to thoroughly review your syllabus; it is your contract with your professor. It is up to you to complete the requirements listed to complete the course for a grade. Most professors do not take late assignments or allow late exams for grades. Make sure that you understand all the requirements at the beginning of the course.

Remember distance education course calendars are at www.uaa.alaska.edu/distanceeducation

Submitting Your Assignments

The method of submitting homework will be determined by the instructor of each course. Several instructors want your homework to be submitted directly to the distance education office. If this is the case with your class, you can submit your homework via mail, email, or fax. You can also come to the distance education office and drop it off. We have a homework drop box located just outside our door if you need to drop off homework after business hours.

- **Digital Dropbox** – If your professor requires you to use the digital dropbox feature in Blackboard that is where they expect your assignments to be submitted. Go to TOOLS, and select Digital Dropbox. Here you attach the assignment and in a second step submit the assignment.
- **Fax-** Faxes should be faxed to the Distance Education office at 786-4485 (or toll-free fax 1-877-786-4485). **Please be sure to note on a cover page the number of pages faxed along with your name and your course name.** Also please print your name and page number on each page of the fax, we get hundreds of homework assignments each week, we would like to make sure everything you send gets turned in.
- **Postal Mail-** Assignments should be mailed to the Distance Education office using the postal address:

University of Alaska Anchorage
Distance Education Services
3211 Providence Dr. Library Suite 215
Anchorage, AK 99508

- **Personal Delivery-** Assignments can be delivered to our office in the Consortium Library Suite 215.

Authorized Extended Site Contact Information

Students testing at extended sites should contact their proctors with the provided extended site contact information (located in the table below) to make an appointment to take their midterm and final. If your final is not at the site one week prior to the testing dates, please contact DES, and we will make sure the exam is available to you.

Extended Sites	Semester	Contact Person	Contact Phone
Chugiak/Eagle River Campus	Summer, Spring, Fall	Dolly Hanson	907-694-3313
Eielson AFB	Summer, Spring, Fall	Roger Wilson	907-377-5106
Eielson AFB	Summer	Elaine Martin	907-372-3484
Elmendorf AFB	Summer, Spring, Fall	Mattie Wilson Alex Casanova	907-753-0204
Ft. Richardson	Summer, Spring, Fall	William Johnson Roberta Weaver	907-428-1228
Ft. Wainwright Ed. Center	Summer, Spring, Fall	Linda Anderson	907-356-3826
Iliisagvik College		Kristine Hilderbrand	907-852-1811
Kachemak Bay Campus	Fall, Spring	Cindy Pelaia	907-235-7743/1601
June		Rhoda Roedl	
July		Therese Lewandowski	
Kenai Peninsula College	Fall, Spring	Thelma Musgrove	907-262-0327
Kenai Peninsula College	Summer	Bill Howell	907-262-0318
Resurrection Bay Ext Site		Jackie Marshall	907-242-2285
Kodiak Extension Site	Summer, Spring, Fall	Donna Jones	907-486-1232
Mat-Su College	Fall, Spring	Kim Bloomstrom	907-745-9706
Mat-Su College	Summer	Bette Belanger	907-745-9774
McGrath Center	Spring, Fall	Karen Ladegard	907-524-3074
Petersburg Public Library	Fall	Tara Alcock	907-722-3349
Prince William Sound (Cordova)	Summer, Spring, Fall	Susan Harding	907-424-7598
Prince William Sound (Valdez)	Summer, Spring, Fall	Kathy Rarey	907-834-1645
Seward Library	Summer, Spring, Fall	Patty Linville	907-224-4082
UAF Bristol Bay Campus	Summer, Fall, Spring	BJ Alexander	1-800-478-5109
UAF Fairbanks	Summer, Spring, Fall	Tina Johnson	907-474-5202
UAF Kuskokwim	Fall, Spring	Heidi Simmons	907-543-4521
UAF Kuskokwim	Summer Only	Kevin Kristof	907-543-4562
UAF Northwest	Fall, Spring	Gretchen Froehle	907-443-8428
UAS Juneau	Summer, Spring, Fall	Staff/ Julie Charlton	907-796-6348
UAS Sitka	Summer, Spring, Fall	Lynne Davis	907-747-7785
UAS Ketchikan(Closed in July)	Summer, Spring, Fall	Dawn Montgomery Gail Klein	907-228-4524

Alternate Proctor Sites

If you are a student that is not in the vicinity of a UA campus site, you will have to find your own proctor for your exam. UAA requires testing be done at an educational facility so the best place to look is at any local college or community college campus, public library or local high school. The proctor must not be related to you and cannot be a personal friend. Once you have found a suitable proctor, fill out the alternate proctor form at www.uaa.alaska.edu/distanceeducation and fax or mail it to our office.

Frequently Asked Questions

Am I in charge of ordering my textbooks, or will they automatically be sent to me?

This is an important question. Distance education students are responsible for ordering and purchasing textbooks for their distance education course. Those books may be ordered by phone, in person, or online from UAA's campus bookstore.

My syllabus isn't online, what do I do?

Courses will be enabled by faculty with the goal of "switching on" all courses by the first day of the current semester. If, after this date, you do not see your course listed on your Blackboard account, please call (907) 786-4646 opt. #3 or toll-free at 1-877-633-3888.

Once your course is "available" on your Blackboard, click on it and open it. Take some time to click on the Announcements, Course Information, and Course Documents menu buttons that are located at the left-hand side of your screen. Each instructor will arrange his/her course differently; however, clicking on these key buttons will generally allow you to access your course syllabus and other important documents that your instructor has posted. If you cannot locate your syllabus after clicking on the menu buttons stated above, please call (907) 786-4646 Opt. # 3 or toll-free 1-888-553-2760.

Can I work at my own pace or do I have to follow a weekly schedule when I take a distance education course?

Distance education courses vary greatly in terms of the flexibility they afford students. Most courses have some restrictions on how far ahead students may work, imposing weekly or biweekly deadlines on assignments and other activities. Other courses may allow students to set their own pace. You may want to check your course syllabus before your course begins to determine whether or not class deadlines and requirements will meet your needs.

Am I ever required to come to campus for a distance education course?

UAA currently defines a distance education course as one in which a student is not required to come to campus for more than 10% of the total number of contact hours associated with a given course. In most cases, that translates to no more than four hours. Exemptions exist for students who have special health needs and students who live more than one hour's driving distance from campus. To find out more about whether or not your course will require you to come to campus, please contact your course instructor before the add/drop period ends.

Do distance education courses require less time to complete than regular on-campus courses?

No, in fact, research shows that they often take more time to complete.

Are there other students in my distance education course and will I be "aware" of them (will I know their names and will I be able to communicate with them)?

Student-to-student interactions will vary across courses. Some courses will require weekly interactions via an online discussion board or teleconference, while other courses may require no student-to-student interactivity. Students are able to send email through Blackboard to their classmates and instructors; this feature is listed under the COMMUNICATION button in a Blackboard course.

Will I get any help from the instructor during the semester, or am I on my own?

All distance education faculty are available via phone and email and are also required to post office hours. In any course, the level of one-to-one interaction between faculty member and student varies. In a distance course, however, there's an added factor that shouldn't be overlooked. Receiving help depends upon the extent to which the student seeks that help. Research shows that distance students must show more initiative than face-to-face students in this area.

Do distance education students have access to UAA’s library online?

Yes. UAA’s Consortium Library (www.lib.uaa.alaska.edu/) may be accessed online. You will have to login with your UAA username and password, which is the same as your Blackboard and your UAA email username and password. If you’re unsure what those two items are, call the IT Call Center at 786-4646.

Do I have access to an advisor if I am a distance education student?

Yes. All UAA students have access upon request to an academic advisor through UAA’s Advising and Testing Office (www.uaa.alaska.edu/advise/). Students who have declared a major will be assigned an advisor within their discipline. It’s highly recommended that you talk to an advisor before you sign up for a course (distance or campus-based).

How much do I really need to know about technology to take a distance education course?

You will need to know how to access the internet, navigate internet web pages, check, respond to and be able to attach documents to email, and have some familiarity with word processing software. Some courses use video and audio media, so you will also need to be able to use media playing software such as Windows Media Player or something equivalent. You will also need to check the syllabus of the course you are taking and make sure you are familiar with any software they may require for class, for example, Microsoft Excel may be used in an Accounting Course. Since all distance courses are now based in the Blackboard program you will need to know how to navigate within that program. Distance Education Services can train you in Blackboard, either in the office or via phone if you live outside of the Anchorage area.

Do distance education students have access to services for disabled students?

Yes. UAA’s Disability Support Services (www.uaa.alaska.edu/dss/camai.html) office is a resource for both campus-based and distance education students.