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***WE PUT STUDENTS FIRST!***

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## LEARNING MANAGEMENT SYSTEM: BLACKBOARD AND ULTRA

is the classroom that the university provides for instruction in fully online courses; faculty should use it as the primary place where online instruction occurs. Other/alternative Learning Management Systems (LMS) are not approved for UAA courses, and could potentially pose security risks. If you use course-level systems or enhanced e-texts such as McGraw-Hill or Pearson, you can set these up to run from inside of the Blackboard system. To learn more about Blackboard, start with the Faculty Success [Learning Technologies](#) page. For help copying and organizing a course, please reach out to the Instructional Design Team ([uaa\\_design@alaska.edu](mailto:uaa_design@alaska.edu)) or review the suggestions in the [start of semester checklist](#). Updating to Blackboard Ultra is happening in targeted pilots this fall. For information about other LMS decisions and timelines, please contact your dean or campus director.

Over 65 faculty members are teaching with Blackboard Ultra course view this fall. Thank you for helping UAA with this pilot. Watch for additional information and events about Ultra throughout the year, i

time for a final examination, please plan to use that time for a regular class meeting. Consider types of student reflections. Any exceptions to the meeting day/time of a final examination must be approved by the provost, through your dean.

**Tracking Last Date of Attendance for G U D G H V R I 3 1 %Due to federal regulations,** when submitting final grades, faculty are required to report a last date of attendance for all grades of NB or F. If the student never attended or never participated (virtually) in the class, please enter the first day of the semester (MM/DD/YYYY, e.g., 08/26/2024) and enter a "0" in the hours attended column to show zero participation. If the student attended, please enter the date of the student

on the last date of attendance. This could include things like a submitted assignment, discussion board post, an attendance log, an emailed assignment or test, or a quick check in with the instructor. Merely logging in to an online platform is not proof of attendance. If the documentation is in Blackboard, faculty do not need to worry about retaining it. If the documentation is outside Blackboard, save it for one year.

## EXCEPTIONS

**Exceptions to Policy:** Please keep in mind that for many policies, exceptions for students are possible. There is a policy petition for this on the Registrar's Office forms website. However, for time-sensitive issues, it is possible in many cases to expedite this process. Please consult with your dean or community campus dean, but are not sure how to go about it.

**Incomplete Extensions:** Students may request an extension to an incomplete contract deadline, even if a year has passed. It is an academic decision that the faculty can make with the student and recommend to their dean, who may request an exception through OAA.

**Process:** The faculty member sends an email to the dean/designee. The email includes the basic information about the course (semester, year, CRN, prefix, number, title), the end date of the extension requested and a brief rationale. The dean will review. If they agree, the dean will forward the request along with their support to Academic Affairs at [uaa\\_oaa@alaska.edu](mailto:uaa_oaa@alaska.edu).

## STUDENT SUCCESS

**Engagement:** Whether you are teaching in person or via distance, I want to thank you for your ongoing efforts to engage our students as learners and as people. Meaningful engagement is essential to learning, to feeling connected to the institution, and for successful course completion.

icularly important. Progress reports/early alerts can be entered by clicking the URL in each invitation email for progress report submissions addressed to the faculty member. The invitation email will be sent from a member of the student success office and will contain instructions for submitting reports. The Office of Student Success also has a number of [faculty resources for using Navigate](#).

**Learning Commons:** The Learning Commons is located on the first floor of the Consortium Library on the Anchorage campus. It manages the Writing Center, Math Lab, Nursing Tutoring, Science Tutoring, Engineering Tutoring, Department of Languages Tutoring, Communication & Presentation Coaching, English Language Learning support, Learning Assistant Program, and Academic Coaching. All of its services are free, and most are available in person or remotely. Our staff look forward to supporting you and your students! If you would like, you can add the following statement about us to your syllabus:

Syllabus Statement: The UAA Learning Commons offers academic coaching and tutoring support services in a range of subjects including writing, STEM, nursing, presentations, languages, and more. Students are encouraged to use our tutoring/coaching services, ask questions as they arise, and use our open seating in our location on the first floor of the Consortium Library to study or work together in groups. Peer tutors who excel in their subjects are available both in-person and online at a variety of times throughout the day and week. Learn more about individual services and schedules at: [uaa.alaska.edu/lc](http://uaa.alaska.edu/lc)

## **ASSESSING LEARNING THROUGH QUIZZES AND EXAMINATIONS**

### **Planning Assessments**

Faculty can assess student performance in a variety of ways; please remember that scaffolded low-stakes assessments can demonstrate student achievement more effectively than high-stakes exams for many courses, with lower student anxiety. Please work with Disability Support Services to ensure students receive appropriate academic accommodations. Beyond that, focus on [assessments](#) that fit your program requirements, instructional needs, and your learners. The Faculty Success [Testing Resources](#) may be useful in implementing your strategy. You can also reach out to an instructional designer at [uaa\\_design@alaska.edu](mailto:uaa_design@alaska.edu) for an individualized consultation.

You can also include instructor or small group meetings as an assessment option, so long as you have an asynchronous alternative available.

**In-Person Proctoring:** Courses scheduled for in-person delivery should not require proctored exams outside of the regular meeting time and place. For special situations, in-person exam proctoring is available through the [UAA Testing Center](#), located in the Consortium Library in Anchorage (LIB 215). In-person proctoring is available at community campus locations, too. Proctoring in the UAA Testing Center and other community campus locations is available at no charge to the student for courses taught at any UAA, UAF, or UAS campus. Students are charged for proctoring of non-UA courses. Students using the Anchorage location should [sign up for a Testing Center time in advance](#). Sign up approaches may vary at community campus locations.

**Remote Proctoring:** Remote proctoring is available for online courses or to meet academic accommodations, but is not mandated. If you plan to use remote proctoring, you must