THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Spring 2016 Newsletter

ONLINE LEARNING

MISSION STATEMENT

Online learning courses and programs offered by the University of Alabama in Huntsville aim to maximize student access through the use of electronic course delivery systems. All courses and programs are consistent with and support the University's mission and strategic plan, with a focus on enhancement of student access to learning and success in their educational pursuits across undergraduate and graduate coursework opportunities.

INSIDE THIS ISSUE:

Spring 2016 Calendar

Welcome back to a new term, OL students and faculty! We look forward to another fantastic new semester with us in Online Learning. We have included below for you the official UAH Academic Calendar for the Spring 2016 term.

Classes Begin Wednesday, January 6, 2016

UAH Academic Calendar

Spring 2016 Semester

January 6– Spring 2016 Classes Begin

January 12— Deadline to add classes

January 18— Holiday, No Classes

January 20— Last day to drop w/refund

Mar. 16— Deadline to withdraw

Mar. 21-26— Spring Break, No Classes

April 12— Honors Day, No Classes

April 22— Study Day, No Classes

April 25-29— Final Exams

Planning for the Future—

Summer 2016 Semester Dates:*

May 31—SM16 Classes Begin

June 6— Deadline to add classes

June 13— Deadline to drop with refund

July 19— Last day to withdraw

August 4 —- Study Day, No Classes

August 5-9—Final Exams

*Subject to changes by the University
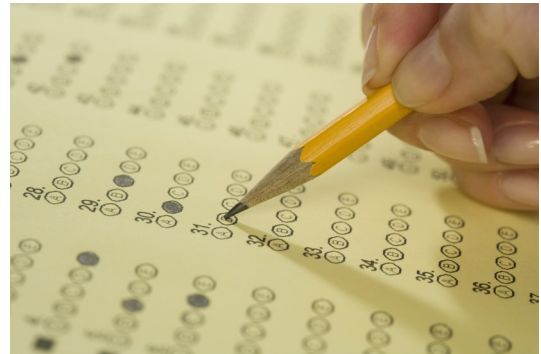
Each semester, we request feedback from our OL students through our **OL Student Experiences Survey**. We collect information relating to your satisfaction, suggestions for improvement, and your standard technology usage. By evaluating responses to these surveys, we strive to bring you more personalized OL services, designed to meet your needs. You should have received an email from our OL Administration with a link to this survey at the end of each term; if you did not, please notify the OL Director (sherri.restauri@uah.edu) for access to complete this previous survey.

OL Student Experiences Survey

Locating Spring 2016 Online Course Listing

Welcome to

[Online Learning](#) at UAH for the

Spring 2016 Semester

To locate a list of all of the online courses scheduled to be offered in the Spring 2016 semester, check out the Student Access link to the schedule, available at:

[Spring 2016 Online Schedule](#)

If you have a request for a course/program that is not currently offered via OL, please [email us](#) or [complete our online form](#) with that request.

The _[UAH Interactive Class Schedule](#)_ allows for sorting by class Instructional Method, such as Online Learning & Hybrid!

You may also search by credit range, undergraduate/graduate, and other variables.
* Hybrid program offered primarily through an online format

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
HELP EXIT
Class Schedule Search

Subject: [0 Items]

Course Number: [   ]
Title: [   ]
Schedule Type: [All]
Instructional Method: [Online]
Credit Range: [   ] hours to [   ] hours
Course Level: [All]
Part of Term: [All]
Non-date based courses only
Instructor: [All]
Session:
Start Time: Hour [00] Minute [00] am
End Time: Hour [00] Minute [00] am
Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐

[Class Search] [Reset]

RELEASE: 8.5.1

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Spring 2016 0L Tuition & Payments

OL Tuition & Payments:

For information, visit:

http://www.uah.edu/eng/departments/engdl/student-support/tuition

OL tuition gives students full access to the online material and test proctoring through the OL Administrative Office.

How Do I Pay My Bill?

After registering for your OL courses, payment of tuition should be completed through the UAH Student Banner system, available at:
http://register.uah.edu

Be sure to 'Like' the UAH Online Learning Page for Updates on Facebook!

UAH Online Learning & Educational Outreach via Centre for Learning & Performance Technologies

1 hour ago · 🌐

Take the quick survey, and see what others are saying about how they learn in the workplace today.

Learning in the Workplace Survey 2015
This is our 4th Annual Learning in the…
c4lpt.co.uk

2 Likes

👍 Like   💬 Comment   ➡ Share

How Do I?

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How do I know if OL is right for me?
If you are unsure if Online Learning is the right course method for you, check out the OL Student Assessment Tool to help you decide.

How do I register for a OL course?
To register for a OL course, contact your advisor for your registration access code. Once you have obtained your access code, you can self-register for the OL courses by logging into Banner, or by contacting Ms. Dottie Luke at (256) 824-6976. You will then be able to utilize the new *UAH Interactive Class Schedule* that allows for sorting by class Instructional Method (Online, Hybrid, or Traditional). You may view it here: http://www.uah.edu/cgi-bin/schedule.pl

How do I pay for a OL course?
The amount will appear on your tuition statement through Banner.

How do I sign up for the OL Newsletter?
Click here to sign up for the UAH OL E-Newsletter. It is distributed once per term: Fall, Spring, and Summer.

How do I view classes that are recorded throughout the semester?
You can access your captured lectures through the Canvas Learning Management System (LMS), from directly within each of your courses. Courses recorded during the term will appear within 1 hour after the live class concludes. For more information on viewing your OL content, please see the Student Support section**.**

How do I take my exams?
To take exams as a OL student, you must call the OL Administrative Office at (256) 824-6976 to schedule a proctoring time. Proctoring times are Monday-Friday at 9:30 am or 1:30 pm. If you are a remote OL student, Email your proctor information to dorothy.luke@uah.edu by **January 13** for the Spring 2016 term.

How do I receive my graded work/exams for local OL Students?
Graded assignments will be returned through Canvas or will be emailed to OL students' UAH Google Apps email address by faculty.

How do I drop an OL class?
To drop or withdraw from a OL course, you must do so through Banner, or you may contact Ms. Dorothy Luke at (256) 824-6976.

Please visit the OL Student FAQ for a more extensive list of Q&A.

Online Learning Students

Attention Students: Student Success Center Availability

The Student Success Center is now offering online tutoring for writing to undergraduate students in addition to this in person appointments.

The process is simple: First, submit the online request form, located on our website, detailing the type of help you need. Then, simply email your paper, assignment, and any other relevant documents to writing@uah.edu. A tutor will review your paper, add comments, and email it back to you within two business days.

Once you have submitted your request, your online tutor will provide feedback based on your questions or areas of concern. Additional global issues may also be addressed by your tutor if needed. Our objective is to help you improve your writing skills through peer consultation. If you have any questions or would like additional information, you may call them at 256.824.2478 or visit our webpage: uah.edu/ssc.

Our writing tutors are eager to work with you on your upcoming assignments!

4 Tips to Stay Motivated as an OL student:

Many Online Learning students will agree that the most difficult part of taking classes online is keeping yourself motivated. With online classes, students must take the initiative to complete courses completely on their own, so it can be easy for them to become distracted or discouraged in their work. Use these five motivational tips to stay on task:

1. **Discuss What You Learn.** Find a friend or relative who has similar interests or who would enjoy hearing about your studies and let them know what's going on in your classes. You'll understand the material better when you have a chance to explain it out loud and will be motivated to stay on task in order to keep up with the conversation.

2. **Chart Your Progress.** Don't rely on campus counselors: design your own map of completed classes and post it somewhere that is visible daily. There's a certain satisfaction that comes with watching your goals be accomplished. When times get hard, you somewhere that is visible daily. There's a certain satisfaction that comes with watching your goals be accomplished. When times get hard, you can always turn to your chart and see how far you've come.

3. **Reward Yourself.** You get rewarded for good credit and safe driving, why shouldn't you reward yourself for doing well in your coursework? Whether it be a night out with friends, a new dress, or even a new car, setting up a reward system may just be the extra push you need to succeed. If you stick by your system, you may find yourself pleasantly surprised.

4. **Take Time for Fun.** If you're spending all your time working, studying and watching after the kids, you'll likely suffer in all areas. Everyone needs some down time to re-group. So, set aside a little time every week for a favorite activity. You'll be more productive and able to focus better during class and study time.

Littlefield, Jamie. "5 Ways to Stay Motivated." *About.com Education*. N.p., n.d. Web. 19 Jan. 2016. <http://distancelearn.about.com/od/managingyourwork/a/motivation.htm>.

Check Out and Utilize All the Resources that the UAH Library Has to Offer!

The University of Alabama in Huntsville's Salmon Library is committed to providing library services and resources to online learning students comparable to those services provided for on-campus students. Every reasonable effort will be made to ensure that students enrolled in distance education courses at UAH will have access to sufficient library resources and services. Visit the website here.

- Millions of books, articles, and charts
- Staff with years of research experience
- Extensive digital resources
- Document delivery
- In-person or virtual tours

- Top journals and e-books in the field
- Collection of digital library sessions and presentations
- Contact by email at erefq@uah.edu
- Or by phone at (256) 824-6529

Off-campus Access to Resources

Remote access to all of our online databases and resources is easily available.

Visit http://libguides.uah.edu/databases for more information.

ScienceDirect from Elsevier
full-text, peer-reviewed

JSTOR

CINAHL
Available via EBSCOhost

OVIDSP Nursing

Engineering Village

Document Delivery

You can also request physical items through our Document Delivery service. For those Distance Learning students over 30 miles away, we can provide scans of articles or mail you books from our print collection.

We are happy to welcome Mr. Doug Bolden as the new designated Online Learning Librarian.

Mr. Doug Bolden
Instructional & Reference Librarian & Online Learning Liaison
(256) 824 6529
doug.bolden@uah.edu
Salmon Library 119

OL FACULTY CORNER:
Online Course Development Tips

Unlike teaching a traditional course, you'll need to plan a little differently when teaching online. It's difficult to be as spontaneous as you could be when teaching face-to-face. Reconciling with this idea, will leave you less frustrated. Course development is a continual process which typically takes at least a semester to complete.

As you are working on your course, here are some helpful tips:

Online Videos
Cognitive Information Processing (CIP) research (Mayer, 2001 & 2005), suggest that information should be broken into smaller more manageable pieces or "chunks." Limiting the length of videos helps with student motivation and retention. Here are some additional recommendations: https://www.edx.org/blog/how-mooc-video-production-affects.
Check understanding by including questions after video lectures that students need to respond to. After reviewing the lecture, the student responds to questions on a discussion board or through a quiz. Students can respond to other students' responses as well.

Syllabus
Adding the syllabus in an accessible MS Word Document, allows students to access the information in multiple ways. Please see the attached for an assessable syllabus template.
If you are having students follow a certain sequence in the course, make sure to inform students, in the syllabus or in your welcome message, that they have to go through the material in or- der. Many students will skip straight to a quiz or assessment without reviewing prerequisite information like a video or reading.

Discussion Postings
Give students time each week to reflect on the content and respond to discussion postings and their peers. As an instructor you can respond to key information and submit a summary of major discussion points. "Frequent student-faculty contact in and out of classes is the most important factor in student motivation and involvement."
Require students to apply lecture material to a case study, problem set, or real-world application, instead of passively watching the lecture. In addition, student groups can take case studies presented in the lecture and do additional research and follow-up.

Synchronous (Live) Meetings
An online course can still have synchronous meetings through web conferencing technologies. *Unless noted when students register for a course as required, these meetings will need to be optional.* However, I have seen most students attend if they are available. Those who cannot attend can view a recording of the interaction.

Accessibility
Recognizing and eradicating obstacles is what accessibility is all about. Accessibility of content is not only a best practice in developing online courses, but in some circumstances it has become a legal issue. It is most important that learners can access the material, so understanding the learners and thinking about potential barriers is key. You can increase the accessibility of your course by adding captions and transcripts for audio and videos and adding alternate text to your images.

"ODEE Distance Education." *ODEE Distance Education*. N.p., n.d. Web. 19 Jan. 2016. <https://u.osu.edu/distanceeducation/category/courses/page/2/>.

Faculty: QEPO Program

UAH launched a Pilot Group for the Quality Education Practices Online (QEPO) certification course in November 2015.

The goal of the Quality Education Practices Online (QEPO) learning space is to provide six hands-on, self-paced modules covering quality online course design and best-practices for teaching an online course. This course is designed for instructors interested in teaching an online course at UAH. There are no prerequisites for this course; however it is recommended to have some basic skills with using the learning management system, Canvas.

Please apply for information and concepts covered in this workshop directly to your online course. The intended outcome is a quality designed online course – one that encourages academic achievement and is both interactive and engaging for students. In this course, practical information paired alongside research-driven design concepts will be implemented. The resources provided in the course are intended to help reflect on and make instructionally sound decisions for faculty as well as students in designing and supporting your online class.

Upon successful completion of this course, faculty will be able to:
•   Understand the basic components of a quality online course
•   Demonstrate the usefulness of course templates for developing an online course
•   Apply UAH's process of designing an online course

Each week of the modules will have 2 major components, including:
1.   Complete the readings presented in the modules and visit links related to each topic area
2.   Complete assigned activities (quizzes, discussions, assignments)

*__Interested in participating?__ The next class will begin the end of February, 2016. If you are interested in participating in the course, complete the **QEPO Sign Up Form**.*

UAH Faculty: Pilot QEPO Program

10 faculty members from across the University of Alabama in Huntsville enrolled in the QEPO Pilot Class.

Dr. Derrick Smith
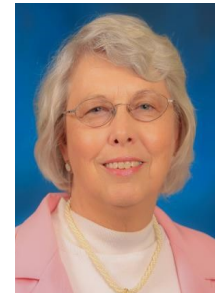College of Education

Dr. Mike Anderson
College of Engineering

Dr. Angela Caires
College of Nursing

Dr. Ryan Weber
College of Arts,
Humanities, and Social
Sciences

Dr. Susan Alexander
College of Nursing

Dr. Brenda Talley
College of Nursing

Dr. Brian Landrum
College of Engineering

Dr. Nicholaos Jones
College of Arts,
Humanities, and Social
Sciences

Dr. Molly Johnson
College of Arts,
Humanities, and Social
Sciences

Dr. Kwaku A Gyasi
College of Arts,
Humanities, and Social
Sciences

Thank you to each of you for your wonderful feedback!
-Online Learning

Students: Learn How to Access Your Course Online

Welcome to Canvas!

Beginning in January with the start of the Spring 2015 semester, Canvas became the new Learning Management System to replace Angel.

Canvas and Canvas Mobile allow you to easily access your courses, check your "To-Do" list, and set up notifications of upcoming assignments, exams and grade postings.

Step 1: All users should log in and set their Notification Preferences. These set tings tell Canvas how to communicate with you regarding things like announce ments, due dates, course mail, etc. Please watch the video in the Canvas Resources course to learn more. Your UAH email account is already linked to the system, and you can add other email addresses or your cell phone number to receive text messages as well.

Step 2: All users should go over how to set up your Canvas mobile app. If you are interested in using the Canvas mobile app, there is information for each of the major mobile platforms in the Canvas Resources course as well.

To access Canvas, go to http://canvas.uah.edu and log in with your Charger ID and Password.

For help with Canvas, use the help link at the top right within Canvas to submit a HD ticket. Or you may contact the OIT Help Desk for support concerning Canvas, Panopto, or any other technical services that are supported at UAH.

OIT Help Desk Contact:

oit@uah.edu or (256) 824-3333

Or submit a help desk ticket at uah.edu/oit

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SINGLE SIGN-ON

One secure login for all your UAH services

Charger ID:

Password:

LOG IN

*Remember to close your browser when finished.

Forgot Charger ID / Password?

Students: Learn how to access recorded lectures

PANOPTO *Review recorded Lectures using the Panopto tab located on the left-hand side of your Canvas course homepage!*

*CANVAS INTEGRATION:

Panopto is integrated with CANVAS so that students will have to log in only ONCE to access video content from inside of the LMS.

*NOTES:

Students can take notes directly onto the lecture they are watching. These notes will be time-stamped, so when students view their notes later, they will automatically be taken to the point in the lecture that their notes are associated with. See here for more information on how to take notes using Panopto.

*LIVE VIEWING:

Classes can be viewed live, where the option of webcasting is made available by faculty.

*MOBILE VIEWING:

Panopto has an app for iPad/iPhone available FREE through the App store! The Panopto App is also available for Android models!

Operating Systems Supported :

Microsoft	Windows XP SP2, Vista, 7, 8
Apple	Mac OS 10.4.8+ (Intel-based) (PPC-based NOT supported). iOS 6+
Processor	1.8 GHz or higher
Memory	Minimum of 512MB
Network **Bandwidth**	50 Kbps for audio only presentations. 300 Kbps for presentations with one video stream, audio, PowerPoint and screen capture. 500 Kbps for presentations with multiple video streams.
Applications	Microsoft Silverlight 2.0+
Supported Browsers	Internet Explorer 8+, Firefox, Chrome*, Safari

These are minimum specifications only; higher end computers will have an even better experience using Panopto.

*Chrome is not supported for editing videos with Panopto.

Introducing Panopto 5.0

Panopto 5.0 includes new functionality and improvements across the platform for both end users and admins:

- **Panopto for Mac** - A major overhaul for Mac OS X users that includes multi-camera recording and live webcasting
- **Remote Control** - A new capability for managing your automated recordings from smartphones and tablets
- **Live DVR** - The ability to pause and rewind live Panopto webcasts
- **Panopto for Windows** - A modernized UI and the ability to record computer audio

To learn more about these and other new features included in the release, check out our blog or the release notes.

OL Registration & Course Procedures

Online Learning Procedures

The **OL lecture capture (audio &/or video) of your class** is typically posted within one hour after the scheduled class time. Should you experience problems with accessing your video, please contact our **OIT Helpdesk** at uah.edu/oit or (256) 824-3333. Leave your name, course ID, and specific session number/date.

Assignments & Examinations

Assignments should be submitted to your instructor via email, Canvas, or other designated delivery method noted by faculty member. Graded assignments will be returned via Canvas or will be emailed to OL student's UAH Google Apps email address by your instructor.

Please refer to your class syllabus for procedures for assignment submission and retrieval in each course.

Exams are proctored at the OL office for local students by appointment only. These

should be scheduled in advance and are held every weekday starting at 9:30 am or 1:30 pm. Remote OL student exams must go through a designated proctor, and are sent only after your designated proctor has completed our Proctor Certification Process.

Students are responsible for identifying the proctor at their location and submitting the proctor's name and contact information to Ms. Luke. She may be reached at (256) 824-6976 or at dorothy.luke@uah.edu. More information on our DL Proctoring can be found at our OL Student Proctoring website.

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To Order Your UAH Online Learning Textbooks:
Click Here

OL Registration Quick Facts:

- Once you have obtained your access code, you can self-register for the OL courses by logging into Banner.

- You may self-register for the OL courses by logging into Banner, or by contacting Ms. Dottie Luke at (256) 824-6976.

- You will then be able to utilize the new *UAH Interactive Class Schedule* that allows for sorting by class Instructional Method. You may view it here

- Late charges apply for all late registrations or late payments.

- If your company covers tuition, all information concerning billing must be included with registration to the Bursar.

- Students are responsible for obtaining required textbooks; you may do so at the UAH bookstore at:
- http://www.uah.bncollege.com

Online Learning Program Offerings

Did you know that you can earn an entire degree through OL with UAH? Below is a listing of the degrees available, with more online & hybrid courses under development:

College of Business

- Human Resource Management - M.S.

- Supply Chain & Logistics Management - M.S.

- Business Analytics - M.S.

- Information Systems M.S. - *(coming Fall 2016)*

College of Education

- Elementary Education - M.Ed.

- Secondary Education* - M.Ed.

- Autism Spectrum Disorders - M.Ed. or Certificate

- Reading Education - M.Ed.

- English Speakers of Other Languages - M.Ed.

College of Engineering

- Engineering Management - MSE or Ph.D.

- Industrial Engineering - MSE or Ph.D.

- Operations Research - MSOR

- Systems Engineering - MSE or Ph.D.

- Civil Engineering* - MSE or Ph.D.

- Mechanical Engineering* - MSE

- Aerospace Systems Engineering* - MSASE

Interdisciplinary

- Modeling & Simulation* - MS or PhD

- Software Engineering* - MSSE

College of Nursing

- Nursing Education* - Certificate

- Nursing (RN) - BSN

- Nursing (Leadership in Health Care Systems) - MSN

- Nursing Practice - DNP

* Hybrid program

Do you have suggestions for us for new courses, programs, and technologies you would like to see used in OL? Please provide us with this feedback—we love to hear from you! You may provide your suggestions by submitting a

OL Course/Program Request

at the link above.

THANK YOU FOR YOUR FEEDBACK!

Please visit this webpage for additional information:

https://www.uah.edu/online-learning

Faculty: Recording Studio

Attention Faculty:

Do you need to make up or record in advance a class lecture, but don't have the set up you need or home, or don't want to teach to an empty classroom? No Problem!

We've recently created of 1 of 2 recording studio rooms, which are available to all faculty and staff across campus for their needs in recording short lectures, creating simulations with audio, etc. This recording studio is equipped with a desktop computer (Panopto enabled), sympodium, and webcam to capture audio and video, and complete content of your lecture.

Please contact Online Learning (onlinelearning@uah.edu) to reserve your lecture time in this recording studio.

Online Learning Office Contact Information

Online Learning Support
(256) 824-6563
onlinelearning@uah.edu

Dr. Sherri Restauri
Director of Online Learning & State Authorization
Salmon Library 307
sherri.restauri@uah.edu
(256) 824-7391

Mr. Harley Hollingsworth
Online Learning Technical Specialist
harley.hollingsworth@uah.edu
(256) 824-7480

Ms. Dottie Luke
Online Learning Administrative Assistant
dorothy.luke@uah.edu
(256) 824-6976

Dr. Kendra Minor
Instructional Designer for Online Learning
Salmon Library 343A
kendra.minor@uah.edu
(256) 824-6196

Ms. Brittany Bailey
Online Learning Help Desk
VBH C4 & Technology Hall N141
onlinelearning@uah.edu
(256) 824-6563
Fax: (256) 824-6608

Call the OL Administrative Assistant with registration questions or to have an exam proctored. You should contact your OL professor directly for specific information pertaining to course work.

Mr. Doug Bolden
Online Learning Liaison Instructional & Reference Librarian
Salmon Library