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.
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 Summer 2015 term.

**Classes Begin Tuesday, May 26, 2015**

UAH Academic Calendar

Summer 2015 Semester

May 26 – Summer 2015 Classes Begin
June 1 — Deadline to add classes
June 8 — Deadline to drop with refund
July 3 — No Classes
July 14 — Deadline to withdraw
July 28 — Study Day, No Classes
July 29 – 31 — Final Exams

Planning for the Future

Fall 2015 Semester Dates:*

Aug 19—FA15 Classes Begin
Aug 25 — Deadline to drop with refund
Sept 7 — Labor Day, No classes
Oct 30 — Last day to withdraw
Nov 25- 28— Thanksgiving, No Classes
Dec — Study Day, No Classes
Dec 3- 9—Final Exams

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 Summer 2015 Online Course Listing

Welcome to
Online Learning at UAH for the
Summer 2015 Semester

To locate a list of all of the Online courses scheduled to be offered in the Summer 2015 semester, check out the Student Access link to the schedule, available at:

Summer 2015 Online Schedule

If you have a request for a course/program that is not currently offered via OL, please email us with that request.

The new UAH Interactive Class Schedule allows for sorting by class Instructional Method, such as Online Learning!
Summer 2015 OL Tuition & Payments

OL Tuition & Payments:

The OL tuition rate for all of our classes is the same as an in-state non-OL student, plus a $150.00 OL fee. No out-of-state OL tuition charges are currently applied. (Please note that additional departmental and/or College-specific fees may apply.)

For more 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 check out and ‘Like’ the UAH Online Learning Page for Updates on Facebook!
How Do I?

How do I know if OL is right for me?
If you are unsure if Online Learning is the right solution 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 or Ms. Dorothy Luke at (256) 824-6976 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 contact Ms. Dorothy Luke at (256) 824-6976, THN 138A. 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 and test it out here: http://www.uah.edu/cgi-bin/schedule.pl

How do I pay for a OL course?
There is a $150 fee for each OL class taken; This 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 my recorded classes?
You can access your captured lectures through the Canvas Learning Management System (LMS), from directly within each of your courses. 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 no later than May 26th for the Summer 2015 term.

How do I receive my graded work/exams for local OL Students?
You may pick up any available graded work/exams from the labeled shelves in the office TH N154, room combination is 321. For remote OL students, graded assignments will be returned through Canvas or will be emailed to OL students’ UAH Google Apps email address.

How do I drop a OL class?
To drop or withdraw from a OL course, you must do so through Banner, or contact Ms. Dorothy Luke at (256) 824-6976, THN 138A.
Going the Distance
Online Learning Students Across the States!

According to a report published by the College Board and the Babson Survey Research Group, over 6 million students are currently taking at least one class online. This number indicates almost one-third of higher-education students in the U.S. are now taking at least one course over the internet, over 560,000 more than in 2010.

With Online Learning, you’re never too far away to learn!

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 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.
Seth Porter is the designated online learning librarian. You can contact him at the following:

**Mr. Seth Porter**  
**Instructional & Reference Librarian & Online Learning Liaison**  
Salmon Library  
(256) 824-6130  
smp0024@uah.edu

Please check the **Subject Specialists guide** for additional help.
MERLOT is a community of staff, volunteers, and members who work together in various ways to provide users of OER (Open Educational Resource) teaching and learning materials with a wealth of services and functions that can enhance their instructional experience.

MERLOT has undergone some major enhancements to functions and services. They have created a new feature, Course ePortfolios, which is an extension of a Bookmark Collection. Course ePortfolios will provide MERLOT Members with the opportunity to define strategic elements of a course (e.g., prerequisites, approach and outcomes, assessment, etc.), including Web-based course references. Consistent with MERLOT’s philosophy of “openness,” you will be able to share your Course ePortfolios with colleagues and students (each has a unique URL), and even generate course syllabi from your Course ePortfolios.

**Getting Started with Course ePortfolios**

The MERLOT Course ePortfolio allows you to build your entire course – from prerequisites to online resources to assessment – all within MERLOT, and then share your Course ePortfolio with colleagues and students, or download it into a Word document and create your course syllabus. Click [here](#) to learn how to begin creating your Course ePortfolio.
About One in Five Public Four-year Students are Located in Other States

Public institutions report about 20% of their fully online students are from another state for 4-year IHEs and about 5% are fully online for 2-year schools. This data appears to be consistent between Fall 2012 and Fall 2013 reporting. Private Non-Profit 4-year institutions reported 54% of their fully online students were in another state in 2012 and 56% in 2013, again this appears to be consistent data. There was growth in the reported number of fully online enrollments between 2012 (576,615) and 2013 (620,386). So while the proportion of enrollments reported as “not in the same state as the IHE” remained relatively constant (20% in 2012 and 21% in 2013) there were approximately 15,000 more out-of-state enrollments reported in 2013.

IPEDS Fall 2013: Less than Half of Fully Distant Students Come from Other States
by WCETblog

With the addition of Fall 2013 IPEDS Distance Education (DE) data, for the first time we have year-to-year enrollment data to compare. In theory, this should allow us to see whether institutions are improving their IPEDS reporting for the location of students. However, a WCET and e-Literate study published in September 2014, revealed numerous challenges with IPEDS DE reporting (using different definitions, not reporting some students) and cautioned putting much stock in year-to-year comparisons with the first few years of IPEDS data since data reliability issues remain.

The College of Engineering at UAH was very pleased to announce the third offering of Chemical Engineering: Review of Enabling Sciences through Problem Solving during the 2015 Spring semester. This was the reoffering of our MOOC course that was first offered in Spring 2014. This course was developed in-house through seed funding provided by the College of Engineering at UAH. This 9 week online course will be taught by Dr. Krishnan Chittur, Professor in the Chemical & Materials Engineering Department at UAH. The objective of this Massively Open Online Course (MOOC) is to review key and essential concepts and ideas from four enabling sciences that impact chemical engineering education: chemistry, mathematics, physics and biology. By introducing problems that chemical engineers are asked to solve and exploring the reasons why the enabling sciences are required to solve them, participants will gain a better understanding of the underlying disciplines supporting the work in chemical engineering.
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. Here are some important Canvas tips:

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 settings tell Canvas how to communicate with you regarding things like announcements, 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 help desk ticket, or contact the OIT Help Desk at helpdesk@uah.edu or (256) 824-3333.
Panopto Provides Numerous Perks:

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 this option 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:

<table>
<thead>
<tr>
<th>Platform</th>
<th>Supported Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft</td>
<td>Windows XP SP2, Vista,</td>
</tr>
<tr>
<td>Apple</td>
<td>Mac OS 10.4.8+ (Intel-based) (PPC-based NOT supported),</td>
</tr>
<tr>
<td></td>
<td>iOS 6+</td>
</tr>
<tr>
<td>Processor</td>
<td>1.8 GHz or higher</td>
</tr>
<tr>
<td>Memory</td>
<td>Minimum of 512MB</td>
</tr>
<tr>
<td>Network</td>
<td>50 Kbps for audio only presentations. 300 Kbps for</td>
</tr>
<tr>
<td></td>
<td>presentations with one video stream, audio, Power-</td>
</tr>
<tr>
<td></td>
<td>Point and screen capture. 500 Kbps for presentations</td>
</tr>
<tr>
<td></td>
<td>with multiple video streams.</td>
</tr>
<tr>
<td>Applications</td>
<td>Microsoft Silverlight 2.0+</td>
</tr>
<tr>
<td>Supported Browsers</td>
<td>Internet Explorer 8+, Firefox, Chrome, Safari</td>
</tr>
</tbody>
</table>

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

Be on the lookout for our Digital Signage!

You make have noticed the monitors that have been put up around Tech Hall. Check them for weekly updates on what is new with everything Online Learning!
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 OL Student Helpdesk at dlhelpatuah@gmail.com or (256) 824-6563. Leave us your name, course ID, and specific session number/date.

All videos captured by OL are offered via the Internet through our Panopto lecture capture server, accessed by students through the Canvas LMS.

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.

Local students will also have an on-site classbox (located in room TH N154: combination 321) in which paper copies of your exams/assignments are placed for your pick up.

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 DL Student Proctoring website.

OL Registration

- Once you have obtained your access code, you can self-register for the OL courses by logging into Banner.
- Contact your advisor or Ms. Dorothy Luke at (256) 824-6976 for your registration access code.
- 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 and test it out 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
- **PLEASE NOTE:** UAH OL students should receive a Welcome email from the Online Learning Office at the beginning of each semester. If you do not receive an email from us, please contact us (dlhelpatuah@gmail.com) so that we may assist you in starting off successfully in your OL course.
Did you know that you can earn an entire degree through OL with UAH? Below is a listing of the degrees available, with more under development:

**Education:**
- Elementary Education - M.Ed.
- Autism Spectrum Disorders – M.Ed. or Certificate
- Reading Education – M.Ed.
- English Speakers of Other Languages – M.Ed.

**Engineering:**
- Engineering Management - MSE or Ph.D.
- Industrial Engineering - MSE or Ph.D.
- Missile Systems - MSE

**Nursing:**
- Nursing Education* - Certificate
- Nursing (RN) - BSN
- Nursing (Leadership in Health Care Systems) - MSN
- Nursing Practice - DNP

See our OL Program & Courses webpage for additional information:

http://www.uah.edu/distance-learning

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**Online Learning Office Contact Information**

Please contact our OL Student Helpdesk if you need any assistance with viewing your online learning video lectures. We are available via email or telephone on weekdays, 8:30 a.m.-5:00 p.m. CST.

**Check out the Contact Us link from our website for more information on our staff!**

**Online Learning Student Helpdesk**
(256) 824-6563
dlhelpatuah@gmail.com

Call or email our OL Student Help Desk with technical and account related questions regarding OL at UAH.

**Dr. Sherri Restauri**
Director of Online Learning & State Authorization
Wilson Hall 127
sherri.restauri@uah.edu
(256) 824-7391

**Mr. Harley Hollingsworth**
Online Learning Technical Specialist
Technology Hall N151
harley.hollingsworth@uah.edu
(256) 824-7480

**Ms. Dottie Luke**
Online Learning Administrative Assistant
Technology Hall N138
dorothy.luke@uah.edu
(256) 824-6976

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. Seth Porter**
Online Learning Liaison
Instructional & Reference Librarian
Salmon Library
smptt0024@uah.edu
(256) 824-6130

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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!**
UAH Online Learning Textbook Order Form
http://www.uah.bncollege.com

Don’t forget, you can always order textbooks online on our secure site at http://www.uah.bncollege.com
Or please fax to (256) 824-6754

Student’s Name (Please Print Clearly) _________________________________________________________________

Address (NO P.O Boxes) __________________________________________________________________________

City _______________________________________   State ________________________   Zip __________________

Phone _______________________________    Email ____________________________________________________

Textbooks Needed                                                                                       Course # (Example ISE 690)

______________________________________________________________________________________________

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______________________________________________________________________________________________

____ Check here if you would like used textbooks (if available).

____ Check here if you would like to be notified of your total.

Payment Information:
__ Visa   __MasterCard   __Discover   __American Express

Government Credit Card (Must provide tax exempt #) ___________________________________________________

Card # ________________________________ Exp. _________________ Billing zip _______________________

Signature of Cardholder _____________________________________________________________________________

If your employer will be paying for your books, you MUST provide the following information. Otherwise, Payment will be YOUR RESPONSIBILITY.

Name of Employer: ________________________________________________________________________________

Address: _________________________________________________________________________________________

City/State/ Zip: __________________________________________________________________________________

Contact Person: ___________________________________________________________________________________

Shipping Information
UAH Bookstore will be happy to ship all books and supplies to you. Please contact them directly for further information on this process.

Return/ Exchanges
You must have your receipt to receive a refund or exchange. All books in plastic wrap must be unopened for R/E. Call (256) 824-6600 with additional bookstore questions, or visit: http://www.uah.bncollege.com