

Faculty Teaching Resources

UAA College of Health Instructional Design

Faculty Teaching Support

- **College of Health (COH)**
 - **College of Health Leaders:** Dean and Directors
 - **COH Instructional Designer:** Katie Walker (Schedule one-on-one support or request group training). Email kmwalker@alaska.edu and view [Teaching Tips](#)
 - COH [Interprofessional Simulation Center](#): Whether you have an idea in mind or would like to learn more about simulation, the simulation center is here to help you. Our simulation center has 4 full time employees, 3 simulation rooms, and two debriefing rooms. Simulation modalities that we have facilitated include simulations with actors (simulated participants), manikins, and virtual reality. Please email our team at uaa_simulation@alaska.edu or contact IHSSC director Sara Hannon (shannon@alaska.edu) for more information.
- **UAA Faculty Success:** [Faculty Success staff](#) (Professional Development, ePortfolios, Community Engaged Learning, Media Studio, etc.)
 - [Welcome, New Faculty!](#) and [New Faculty Resources](#)
 - [Semester Cycle for Instructors](#)
- **Consortium Library:** Contact your assigned [Subject Librarian](#) to make a custom LibGuide for your course, get help with student research projects, find materials, etc.
- **Information Technology Services:** Contact [Technical Support Center](#) by calling 907-786-4646 or text "SUPPORT" to 844-705-0262. Also check out the [Service Portal](#) Information Technology resources.

Work with your instructional designer, Katie Walker, and Department Chair to collect the information you need to start teaching.

- **Outcomes:** Find your official course student learning outcomes (SLOs) in the UAA [curriculum system](#) (Course Inventory Management or CIM). SLOs can only be modified through the official curriculum approval process. If you don't find your course in the CIM, check the [Course Content Guides Prior to CIM](#). If someone shares an "old" syllabus with you, always check the SLOs for accuracy!
- **Course Format/Delivery:** Determine how and when your classes meet
 - Prepare to teach with evidence-based practices: review [Interactive Lectures](#) and [What Are Evidence-Based Teaching Practices \(EBT\)](#)
 - Add class meeting days and times to your Google Calendar
 - If you are teaching online with weekly meetings, claim your [Zoom account](#) and set up your recurring Zoom meetings
 - If you are teaching "no set time" (asynchronous), but sure to review the [RSI requirements](#) (and provide evidence of training to the COH)

- If you are teaching in a classroom, check out the room and practice with the AV equipment (UAA classrooms vary)
- See also: [Tips for Course Delivery](#)
- **Course Design:**
 - Course [alignment](#) means that “critical course elements work together to ensure that learners achieve the desired learning outcomes” [Quality Matters](#)
 - Review Katie’s [Teaching Tips](#) and [How to Design a Course](#) to learn more
- **Course Materials:** Textbooks are chosen the preceding semester. Bookstore deadlines are posted on the [Academic Calendar and Other Academic Deadlines site](#). Check if there is a required textbook for your course and get a copy. Usually the program support specialist in your unit will have a copy of the book for you. Review [Online Bookstore](#) faculty and staff resources on the intranet. The Anchorage textbook contact is Monte Burton, imbarton@alaska.edu. Learn more about [course materials](#) and consult with your assigned [Subject Librarian](#).
- **Course fees:** Course fees are specific to particular courses and meet expenses beyond those normally covered by tuition. The course fee policy is available on the [Academic Policies](#) page.
- Teaching Techniques
 - [Teaching Resources & Support | UAA Faculty Success](#)
 - [High-Impact Educational Practices | UAA](#)
 - Katie’s [Teaching Tips](#)
 - Review [Teaching Tools](#) further down this document
- Recommended first steps include:
 1. Create your syllabus using my [COH Syllabus Checklist](#) (ask me for a syllabus template)
 2. Create a [course schedule](#) (sample) for each course
 3. In your [Blackboard](#) courses, create a welcome module and content for the first week

“Need to Know” Curriculum and Academic Policies

- The [UAA Course Inventory Management](#) (CIM) system includes curriculum guides with student learning outcomes, descriptions and more (for UAA faculty/staff only)
- The [UAA Academic Catalog](#) is an annual publication with information including courses/programs, understanding credit hours, grading, university policies, and much more! (for students and faculty)
- Review additional [UAA Academic Policies](#) from the Office of Academic Affairs

 *The Academic Catalog and CIM system use the CourseLeaf tool (faculty receive emails from CourseLeaf when changes are made)*

Frequently used Teaching Tools

[UAOnline Employee Dashboard](#) > Sign in > Click the four squares at the top left, then click Banner to access the **Faculty and Advisors** menu. Sign out using the profile picture icon by your name on the top right.

- Enter final grades: [Final Grade Instructions](#)
- Change of grade: The Registrar's Office has transitioned the Change of Grade form to NextGen. Use your UA username and password to login to the [intranet](#) to find the form. Be prepared to provide a detailed explanation of the reason for the grade change.

Semester Course Schedule

- UAA [Class Schedule Search and Fee Search](#) (on campus or VPN)
- Browse offered courses: <https://alaska.search.collegescheduler.com/> (public)

 Course Name example: NSG_A607_32102_202403

- NSG is the subject (e.g. nursing graduate)
- A607 is the Course number (A is for Anchorage campus)
- 32102 is the unique **CRN** or course reference number (required for help from IT, etc.)
- 202503 is the third (03) semester (fall) of the calendar year (2025)

Blackboard Learning Management System

UAA is currently transitioning from Blackboard **Original** Course View to **Ultra** Course View. The [timeline](#) indicates *default course views*:

- Fall 2025, Spring, Summer 2026: Courses will be set to [instructor choice](#)
- Spring 2026: College of Health's goal is to have all courses in Ultra
- Fall 2026: UAA Courses will be set to Ultra

UAA Blackboard Guidance for Faculty

- UAA [Blackboard Ultra](#) overview and Faculty Success [Blackboard Ultra](#) info
- COH [Bb Ultra Getting Up and Running](#) and [Blackboard Learn Ultra COH Faculty Guide](#)

Log in to UAA's [Blackboard Learning Management System](#) (both Original and Ultra courses)

- Timeline: Spring courses are created in Blackboard at the end of October; Summer and Fall Blackboard courses are created in March.
- Enrollments: Instructors and students are **automatically** added to and/or dropped from Blackboard courses based on changes in Banner (UAA's database) and the academic scheduling tool (CLSS). As your COH instructional designer, I can **temporarily** add myself to your Blackboard course to assist you. [UAA IT](#) technicians can also temporarily add themselves to a Blackboard course for troubleshooting.
- Copying Content: Faculty can copy content from a previous Blackboard course to a new one (and then update the content for the new semester).
 - How to [copy Blackboard Original content](#) from one course to another (Start from the old course and "course copy" to the new one - never include enrollments)

- When copying content into Blackboard Ultra, you start in the new “empty” course and [copy content IN](#) (most content from Original courses will copy into an Ultra course just fine)
- Course Availability: Faculty control when students see Blackboard courses by making the course available by the first day of the semester. To open a course to students...
 - In an Original course, click the padlock icon on the top right so it is **open**.
 - In an **Ultra** course, click Course Settings at the top right to open a course to students. From the courses list *outside* a course, courses show **open or closed**; click the three dots on the right to go to course settings. At the end of a semester, Ultra provides faculty two options:
 - Closed: The course continues to appear in the course listing, but students cannot access the content
 - Complete: The course can be accessed, but students cannot participate and instructors cannot make changes (recommended option)
- [Testing Resources](#): guidance from the Faculty Success office including proctoring and accommodations
 - UAA uses [Honorlock](#) for **remote proctoring**. Faculty must [register to use Honorlock](#). When you register, you will receive a zip file which includes faculty and student information including a **sample syllabus statement**.
 - Tip: Be sure to enable Honorlock on the practice test
 - If you have questions about remote proctoring or Honorlock, email uaa_design@alaska.edu or schedule a meeting using the UAA [Honorlock appointment calendar](#)
- Blackboard Help:
 - Contact [Information Technology Services](#) for help with your tech issues
 - Start with your COH instructional designer, Katie Walker (kmwalker@alaska.edu) when the issue is about **teaching** with technology or if you aren't sure!
 - Direct students to [Information Technology Services](#) for help

Teaching Tools

[Active Learning Library](#) can help faculty determine the appropriate strategy before choosing a technology tool.

Faculty and students are encouraged to use UAA [Core Tools](#). UAA has both Google and Microsoft tools. Some UAA core tools integrate with Blackboard such as Kaltura, Zoom, and VoiceThread. UAA also has eWolf ePortfolios where students, faculty and staff can curate digital artifacts for a particular purpose and audience (learn more: [eWolf ePortfolio Support Videos](#)). Learn more: COH Teaching Tips [Edtech Tools](#) and UAA [Learning Technologies](#)

UAA's [Media Studio](#) provides a variety of media-related support for faculty. Book an appointment with the Instructional Media Studio Coordinator through the [online calendar](#), email uaa_instructionalmedia@alaska.edu, or call 907-786-4850.

NOTE: “If your course has needs for technologies beyond those that are institutionally supported, it is incumbent upon you as the instructor to understand the privacy and data protections for students in addition to the accessibility level of the tool that will impact your students” **Quality Matters** [Bridge to Quality](#)

Syllabus Resources & Tips

Note: Your program will collect your syllabi each semester for accreditation purposes

- ★ **UAA's [Syllabus Guide](#)** (includes links to [Course Performance](#) and [Syllabus Guidance](#))
 - [COH Syllabus Checklist](#)
 - Katie's [COH Syllabus Template Fa25](#) (optional)
- ★ Best practice: stick with what you have stated on your syllabus/schedule and avoid making last-minute changes (if changes are needed, be sure to communicate them clearly to students)
- ★ Related resources
 - [Strategies to Get Students to Read Your Course Syllabus](#)
 - [Syllabusters Are Outdated](#) (Scholarly Teacher)
 - Katie's [Netiquette Guidelines](#) example

Student Feedback

It is useful to get feedback from your students mid semester (see [Student Feedback Surveys](#)). End-of-semester **Student Course Evaluations** are now administered by individual colleges instead of UAA-wide. Last semester, the College of Health provided an optional Qualtrics survey that faculty could use. Currently the COH is working toward a better option.

Accessibility

Design courses that address the needs of diverse learners from the start, so fewer accommodations will be needed. Our goal is that all course content is accessible to ALL students. That means that videos have accurate captions and documents are formatted for readability and usability.

- [COH Accessibility Checklist](#) and [COH Accessibility Training](#)
- UAA [Accessibility Tools](#)
- [Privacy policies and Accessibility of UAA Tools](#)
- [Blackboard Ally Quick Start](#)
- [Word Accessibility Checker Help](#)
- [PowerPoint Accessibility Checker Help](#)
- For **Google** Docs, Slides, or Sheets, use [Grackle](#) (video 2:59)

Acronyms

CIM	Course Inventory Management (approved course curriculum)
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CCG	Course Content Guide (term used by some for course curriculum); find old curriculum guides which are not yet in the CIM system
SLO	Student Learning Outcome (everything you do in your courses should work towards the official SLOs listed in the CIM; course level SLOs cannot be changed except through the official curriculum revision committee process)
HIPS	High Impact Educational Practices
LMS	Learning Management System: Blackboard provides a site to manage your courses, share resources and files, post and grade assignments, hold online discussions, and more
DSS	Disability Support Services You will get an email from the DSS office for any student who has registered with them and requested an accommodation. Lessen the need for accommodations by making your course content accessible.
CRN	Course Reference Number (unique identifier for each course each semester; used to identify a course when seeking help from IT or ID)
SME	Subject Matter Expert (SME): UAA faculty like you!
ID	Instructional Designer (ID): IDs work with SMEs to create meaningful learning experiences and realistic assessments of student learning based on learning outcomes
RSI	Regular and Substantive Interaction for asynchronous (no set time) online courses (see Regular and Substantive Interaction in Online Courses UAA)
HSB	We often refer to buildings on the UAA campus by their initials. Health Sciences Building, for example, is often called HSB (See the UAA Campus Map)