KuC Distance Education welcomes you to Spring Semester 2015!

This information is provided to students enrolled in Distance Delivered Courses taught by Kuskokwim Campus (UK, DK, KA1 section numbered classes) and as a courtesy to YK Delta students taking courses from another region and who may appreciate technology help.

Order Books:

For KuC and CRCD Courses:
If the link is under repair use www.uaf.edu/rural and select the CRCD bookstore link.

E-learning, X and Fairbanks section courses:
UAF Fairbanks bookstore 907-474-7348 or 1191txt@follet.com.
Credit Card or full payment of books is required.

University Accounts: Use ELMO (Easy Login Maintenance Option) to find and authorize your UA username, student number, or reset forgotten passwords. Below are abbreviated instructions. Detailed instructions can be printed at the ELMO website.

Go to [https://elmo.alaska.edu](https://elmo.alaska.edu)
1. New students, select option 3. Inactive or returning students, select option 1, 2, or 3. Click GO ELMO.
2. Depending on which option you selected, Elmo will ask you some questions to validate and activate your account. Click Confirm. You will also be asked to select a “security setting” for future account maintenance. Read the choices carefully and choose the one best for you: standard, custom, or maximum. Select apply or OK.
3. Your username will be displayed on the next page and you can activate your password by filling in the New Password box. In choosing a password, the UA Technology Department requires at least 8 characters including at least one number and uppercase letter or character.
4. Click Set Password
5. Allow several minutes for your username and password to be established then hit the Ctrl-Alt-Del keys to log out.
6. Be sure to keep your passwords in a safe place!

Note: Directory or confidentiality hold on your records will prohibit you from using Elmo. Contact your local UA registrar for assistance.

Your UA Username is “generally” your first initial, followed by your middle initial (if you have one), your last name and possibly a number to guarantee uniqueness.
Example: tsturkey8

Your UA Student ID Number is a unique, 8 digit student number that is used to identify your student records.
Example: 30000000

The user ID activated in ELMO is used for logging into many UA Services: Gmail, Google Apps@UA, UAF Blackboard, UA Enterprise Directory (EDIR), and others.

Once a student is registered they should become familiar with several student support platforms:

Activate your University of Alaska (Google) g-mail [http://www.alaska.edu/google](http://www.alaska.edu/google)
Click on the Mail icon and enter your UA username and password (set up in ELMO). The address consists of your username @alaska.edu. Example: tsturkey8 @alaska.edu
Students should forward their university mail to the e-mail account they check the most.

UA Online [https://uaonline.alaska.edu](https://uaonline.alaska.edu)
This portal provides access to register, view student schedules, grades, transcripts, billing, and other services.

Initial log in is with your UA Password, students will then set up a six digit security pin (personal identification number). The pin can include alpha, numeric, punctuation or spaces. Do not use your date of birth. The six digit pin allows access to your university records; do not share your pin with anyone.

Detailed instructions for using UAOnline are found at [https://uaonline.alaska.edu](https://uaonline.alaska.edu). If you forgot your pin or cannot gain access, contact the Office of Technology Support Center 1-800-478-8226. At KuC, Heidi Simmons 907 543-4521 can also reset UAOnline pins. You will be asked to provide your UA Student ID Number.

Blackboard (Bb) [http://classes.uaf.edu](http://classes.uaf.edu)
Blackboard allows students to download the class syllabi, assignments and participate in discussion rooms. Use your username and password set up in Elmo to log in. Your instructor will advise you if Bb is used. Firefox Browser is recommended: [http://getfirefox.com](http://getfirefox.com).

Blackboard Collaborate, (Coll) (formerly E-Live) allows for sharing of two-way audio, program applications and graphics. It is accessed through the UAF Blackboard Course site. Load the Collaborate software on your computer well in advance of the course start date: [http://www.blackboard.com/platforms/collaborate/support/support-for-blackboard-collaborate.aspx](http://www.blackboard.com/platforms/collaborate/support/support-for-blackboard-collaborate.aspx). Select “First Time Users” and work through the instructions. Be sure to test the audio path on your headset. A computer headset with microphone can be ordered with your books.

Computer and Technology Assistance:
- **UAF Office of Technologies:** 1-800-478-8226, helpdesk@alaska.edu and www.alaska.edu/oit
- **KuC:** 1-800-478-5822, Heidi Simmons, Coordinator of Distance Education 907-543-4521 or Edie Barbour, IT Specialist, 907-543-4574.
Audio conference numbers are posted at:
CRCD Courses: www.uaf.edu/rural
UAS, UAA, UAF Courses: Contact the instructor.
KuC Courses: attached; and www.bethel.uaf.edu
Coll – Blackboard Collaborate, may not use audio
conference; check with your instructor.

Audio conference hints:
Five minutes before your course starts, dial into your
course using the 1-800 number. A telephone with a mute
button is required. Skype, cell, or battery phones are
discouraged and cause echoes, static, or disconnect from
the conference. If you experience interference hang up
and dial back in.
• To quiet background noise use *6 to mute your line.
#6 to unmute your line.
• To talk to a bridge operator during the conference hit
*0.
• Your instructor may choose to record a class session.
To play back, dial 1-800-230-8546 and enter the class
date as a six digit: such as 090713 and student audio
pin, select chapter 0 or chapter provided by the
instructor.
• For technical help call the Audio Bridge Customer Care
at 1-800-290-5900; provide your student pin number.
• Please report any audio issues to Heidi Simmons, KuC
Distance Ed. Coordinator 907-543-4521 so that she
may follow-up on the audio issue.
• The toll free number works in North America; students
pay for costs outside the toll free zone.

Reserve space at your site to take your course:
Most students attend on-line and audio courses from their
home, office, or computer.

Audio conference access at KuC:
• Bethel students should contact Heidi Simmons 543-
4521 hlsimmons2@alaska.edu to reserve a room
reservation. Room arrangements at KuC will be posted
on the Front Board the day courses start.
• Village students who travel to Bethel may call Heidi S.
to inquire about room availability at KuC.

KuC Computer Lab access:
• Students enrolled in KuC or UA courses may use the
KuC computer labs; hours vary and are posted.
• Students taking e-live courses in the computer lab need
to bring their own headsets. Headsets are not available
for loan.
• Students taking Distance Delivered courses should
practice logging in prior to the course start date.

First time use of computers at KuC:
• Type elmo in the username box. (no caps used)
• Type the word password in the password box.
• Follow the online prompts to activate your username
and set a password. Ctrl-Alt-Del, then log in to the KuC
computers again using your username and password.
• If you are still having difficulty logging in with your new
User ID and password go back into Elmo and choose
option 1 if you know both User ID and password. If
you are still having problems then choose option 3 as it
will cause a new reset of the user ID which should
allow the user to log in.

KuC distance delivered course support:
For students in Bethel, the KuC Distance Education
Department provides all sorts of clerical and technical
support for students and faculty involved in distance
delivered, audio conference, video conference and e-
learning courses.
• Fax and photo copy service is available at KuC in
room 109A.
• Evening support is available at the front desk
weeknights, Mon – Thur until closing at 9pm.
• For test monitoring, contact Mary Twito, Administrative
Assistant, 543-4584, room 127 mttwito@alaska.edu
• For room reservations or course technology support
contact Heidi Simmons, Coordinator, 907-543-4521,
Room 102 hlsimmons2@alaska.edu
• Students from other regions may wish to contact their
local campus for support.

Missing classes:
Some instructors drop students that miss the first class.
Always tell your instructor if you plan to miss a class or if
you have technology issues that prohibit you from reaching
class. Students who stop attending must withdraw through
their local campus. Failure to withdraw will cause a failing
(or no basis grade).

Important Dates for Spring 2015
UAF and CRCD Courses start/stop varied dates, be sure to confirm your
class meeting time and schedule with each instructor.

November
10 Registration Begins for Spring Courses
December
20 KuC Campus and registration office closed until Jan 5.
Register online at www.uaonline.alaska.edu
January
8-9 Learning-to-Learn Camp at KuC
12 First Day of Instruction for KuC Courses
15 CRCD Courses Start/Late Registration Fees Begins
19 Alaska Civil Rights Day, no classes, offices closed
23 Deadline for Fee Payment, Late Registration
30 Deadline for 100% Refund of Tuition and UA Fee
February
13 Progress Reports Due (Mandatory for CRCD Students)
15 Last Day to Apply for Spring 2015 Graduation
March
13 Last Day for Student/Faculty Initiated Withdrawal &
Change to Audit (W appears on Academic Record
16-22 Spring Break, No Classes, Admin Offices Closed 3/20
April
01 Fall Registration Begins for Degree Seeking Students
03 Assessment for 12th week ESP Students.
29-30 Final Exams for KuC Courses
May
01 KuC Graduation 1:00pm
05-08 CRCD Course Final Exams
13 Faculty Deadline to Post Grades, 12 noon
Spring 2015 Audio Conference Numbers for KuC Courses
These numbers are for students officially enrolled in KuC Distance Delivered Courses.

1. Five minutes before the class starts dial the toll free number: 1-800-570-3591
2. Enter the Student Pin below, no other symbols are needed.
3. Courses taught on-line with Bb Collaborate use the audio number if the internet is down.

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Department &amp; Section</th>
<th>Faculty</th>
<th>Time &amp; Days</th>
<th>Dates</th>
<th>Student Pin</th>
</tr>
</thead>
<tbody>
<tr>
<td>38985</td>
<td>ANL F151 UK1 Interethnic Communications</td>
<td>Oscar Alexie <a href="mailto:ofalexie@alaska.edu">ofalexie@alaska.edu</a></td>
<td>T, TH 5:10-6:40pm Audio Conference Course</td>
<td>1/13 to 4/28</td>
<td>6100350</td>
</tr>
<tr>
<td>39421</td>
<td>BIOL F 150 UK1 Intro to Marine Biology</td>
<td>Hector Douglas III <a href="mailto:hector.douglas@alaska.edu">hector.douglas@alaska.edu</a></td>
<td>M, W 3:30-5:00pm Audio Conference &amp; Blackboard Course</td>
<td>1/12 to 4/29</td>
<td>3939389</td>
</tr>
<tr>
<td>39057</td>
<td>EBOT F200 UK1 Seminar in Ethnobotany</td>
<td>Kevin Jernigan <a href="mailto:kjernigan@alaska.edu">kjernigan@alaska.edu</a></td>
<td>T 6:50-7:50pm Audio Conference &amp; Blackboard Course</td>
<td>1/13 to 4/28</td>
<td>5721599</td>
</tr>
<tr>
<td>39058</td>
<td>EBOT F230 UK1 Ethnobotanical Chemistry</td>
<td>Kevin Jernigan <a href="mailto:kjernigan@alaska.edu">kjernigan@alaska.edu</a></td>
<td>M, W 5:10–6:40pm Audio Conference &amp; Blackboard Course</td>
<td>1/12 to 4/29</td>
<td>5721599</td>
</tr>
<tr>
<td>39059</td>
<td>ECE F107 UK1 Child Devpt II: Prsch years</td>
<td>Jacqueline Tagaban <a href="mailto:jctagaban@alaska.edu">jctagaban@alaska.edu</a></td>
<td>T 5:10-6:40pm Audio Conference &amp; Blackboard Course</td>
<td>1/13 to 4/28</td>
<td>4757384</td>
</tr>
<tr>
<td>39098</td>
<td>ECE F210 UK1 Child Guidance</td>
<td>Jacqueline Tagaban <a href="mailto:jctagaban@alaska.edu">jctagaban@alaska.edu</a></td>
<td>W 5:10-6:40pm Audio Conference &amp; Blackboard Course</td>
<td>1/14 to 4/29</td>
<td>4757384</td>
</tr>
<tr>
<td>39100</td>
<td>ECE F242 UK1 Child and Family Ecology</td>
<td>Jacqueline Tagaban <a href="mailto:jctagaban@alaska.edu">jctagaban@alaska.edu</a></td>
<td>TH 5:10-6:40pm Audio Conference &amp; Blackboard Course</td>
<td>1/15 to 4/30</td>
<td>4757384</td>
</tr>
<tr>
<td>39101</td>
<td>ECE F270 UK1 Practicum II</td>
<td>Jacqueline Tagaban <a href="mailto:jctagaban@alaska.edu">jctagaban@alaska.edu</a></td>
<td>W 3:30-5:00pm Audio Conference &amp; Blackboard Course</td>
<td>1/14 to 4/29</td>
<td>4757384</td>
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<tr>
<td>39122</td>
<td>ESK F104 UK1 Conv. Central Yup’ik</td>
<td>Sophie Alexie <a href="mailto:saalexie@alaska.edu">saalexie@alaska.edu</a></td>
<td>M, W 5:10–6:40pm Audio Conference Course</td>
<td>1/12 to 4/29</td>
<td>3745316</td>
</tr>
<tr>
<td>39123</td>
<td>ESK F204 UK1 Conv. Central Yup’ik IV</td>
<td>Sophie Alexie <a href="mailto:saalexie@alaska.edu">saalexie@alaska.edu</a></td>
<td>M, W 6:50-8:20pm Audio Conference Course</td>
<td>1/12 to 4/29</td>
<td>3745316</td>
</tr>
<tr>
<td>39124</td>
<td>ESK F208 UK1 Yup’ik Composition</td>
<td>Sophie Alexie <a href="mailto:saalexie@alaska.edu">saalexie@alaska.edu</a></td>
<td>T, TH 5:10-6:40pm Audio Conference Course</td>
<td>1/13 to 4/28</td>
<td>3745316</td>
</tr>
<tr>
<td>39311</td>
<td>ENGL F211X KA1 Academic Writing</td>
<td>Ben Kuntz <a href="mailto:bckuntz@alaska.edu">bckuntz@alaska.edu</a></td>
<td>M, W 4:15-5:45pm Video Conference to select sites with LKSD.</td>
<td>1/12 to 4/29</td>
<td>3939389</td>
</tr>
<tr>
<td>39646</td>
<td>SCIA F193 UK1 Intro. to Remote Sensing</td>
<td>Hector Douglas III <a href="mailto:hector.douglas@alaska.edu">hector.douglas@alaska.edu</a></td>
<td>M, W 7:00 – 8:30pm Audio Conference Course &amp; Blackboard Course</td>
<td>1/12 to 4/29</td>
<td>3939389</td>
</tr>
<tr>
<td>39393</td>
<td>SWK F220 KA1 Ethics, Values &amp; Social Work</td>
<td>Diane McEachern <a href="mailto:dmeeachern@alaska.edu">dmeeachern@alaska.edu</a></td>
<td>Days, Times TBA</td>
<td>1/12 to 4/29</td>
<td>Contact the Instructor</td>
</tr>
</tbody>
</table>

For assistance:
- Additional CRCD audio conference numbers at: http://www.uaf.edu/rural
- Contact UAA, UAF, or UAS faculty to receive their audio conference numbers.
- Audio conference help, Event Builder 1-800-290-5900, provide the Student Pin #.
- Evening assistance is available at the KuC front desk, 543-4500, 5 – 9pm Monday – Thursday.
- **Bethel students need to request room reservations through Heidi Simmons**, rm102, 543-4521.
- Test proctor, copy, fax service is available through Mary Twito, room 127, 543-4584.

Revised 10/30/14 hs 3