



Kuskokwim Campus – Distance Ed. and Instructional Support
College of Rural and Community Development – UAF
PO Box 368, Bethel AK 99559
1-800-478-5822 ext 584 or 907 543-4584 Fax: 543-4527

KuC welcomes you to Fall Semester 2017

This information is provided to students enrolled in Distance Delivered Courses taught by Kuskokwim Campus (UK section courses) 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:

www.crcd-gotbooks.com 1-877-651-4002.

E-learning, and Fairbanks section courses

Credit Card or full payment of books is required.

Order through UAF Fairbanks bookstore 907-474-7348 or 1191txt@follet.com.

University Accounts: Set up your university accounts or refresh if you don't know your user ID or password.

Detailed instructions can be printed at the ELMO website.

Go to <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; we recommend that you choose "standard" over the custom or maximum setting. 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 you activate in ELMO is used for logging into many UA Services: Gmail, UAF Blackboard, UA Online and others.

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

Activate your University of Alaska (Google) g-mail

<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`
Forward university mail to the e-mail account you use the most.

UA Online <https://uaonline.alaska.edu>

This portal provides access to register, view student schedules, grades, transcripts, billing, and other services. Use your UA Username and password to log in. Detailed instructions to use UAOnline are found at <https://uaonline.alaska.edu>. Contact the Office of Technology Support Center 1-800-478-8226 if you need assistance.

Audio conference numbers: Contact your instructor if you have questions about how to reach your course.

Audio numbers are posted at:

- CRCD Courses: www.uaf.edu/rural
- KuC Courses: www.uaf.edu/rural and www.bethel.uaf.edu
- UAS, UAA, UAF Courses: check with the instructor.
- Blackboard Collaborate or VTC (video classes), may not use audio conference; check with your instructor.

Blackboard (Bb) <https://classes.alaska.edu>

UA Blackboard is united; students from UAA, UAF, and UAS will use <https://classes.alaska.edu> to reach their courses. Blackboard allows students to download the class syllabi, assignments, and participate in discussion rooms. Use your username and password created in Elmo to log in. Your instructor will advise you if Bb is used, some instructors do not activate the class link until the day courses start. Firefox Browser is recommended: <http://getfirefox.com>.

Blackboard Collaborate, (Coll) Allows for sharing of two-way audio, program applications and graphics. It is accessed through 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>. Select "First Time Users" and work through the instructions. Be sure to test the audio path on your headset. A headset with microphone can be ordered with your books, or you may use telephone ear buds with a microphone.

Computer and Technology Assistance:

- UAF Office of Technologies: 1-800-478-8226, helpdesk@alaska.edu and www.alaska.edu/oit

eLearning On-Line and Print Courses:

Upon registration, the Fairbanks Center for e-learning should send you an e-mail regarding your independent study or on-line course.

Questions: uaf-elearning@alaska.edu, 1-800-277-8060, <http://elearning.uaf.edu>

Audio Conference Hints:

Five minutes before your course starts, dial into your course using the 1-866 toll free number. A telephone with a mute button is encouraged.

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.

For CRCD/KuC courses dial: (toll free) 1-866-832-7806

Enter your Participant conference code followed by #.

- To quiet background noise use *6 to mute your line. *6 to unmute your line.
- If your instructor records a session they will provide you an audio pin or internet link for playback.
- The toll free number works in North America; students pay for costs outside the toll free zone
- UA Service Desk 1-800-478-8226 assists with evening audio course support. Provide the instructor name and your course pin number. Concerns about your course should be reported to the instructor.

Reserve space at your site to take your course:

Most students attend on-line and audio courses from their home, office, or computer.

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).

STUDENTS OUTSIDE OF BETHEL:

Students not at Kuskokwim Campus should check with their nearest UA campus for site or technical support.

FOR STUDENTS IN BETHEL

Room Reservations at KuC:

- Bethel students who need a room reservation should contact mtwito@alaska.edu, 907-543-4584.
- Room arrangements at KuC will be posted on the Front Board the day courses start.
- Village students who travel to Bethel should call Mary Twito a few days in advance to inquire about room availability at KuC, 1-800-478-5822 or 543-4584.

KuC Computer Lab Use:

- Students enrolled in KuC or UA courses may use the KuC computer labs; hours vary and are posted.
- Students taking live on-line courses in the computer lab need to bring their own headsets or ear buds.
- 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, then sign-out.
- Use Ctrl-Alt-Delete to 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.

Course support:

For students in Bethel, the KuC Instructional Support 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 mtwito@alaska.edu Testing must be arranged several days in advance and is conducted on Thursdays.

Students from other regions may wish to contact their local campus for support

Fall 2017 Kuskokwim Campus Audio Conference Courses revised 6/07/17

Dial the toll free audioconference number: **1-866-832-7806** plus the below pin and “#” symbol.

Faculty often post their syllabus and class meeting information at <https://classes.alaska.edu>

| SUBJECT, CRSE, SEC | DATES | INSTRUCTOR | DELIVERY METHOD | PIN # |
|---|--|---|--|-----------------|
| 77404 BIOL F100X UK1 Human Biology | Tue, Thur 8/29 – 12/16 6:50 – 8:20 PM | Anshul Pandya aapandya@alaska.edu | Audio Conference Bb Collaborate | 1086798# |
| 76592 EBOT F210 UK1 Ethical Wildcraft. | Wed 8/30 -12/13 5:15 – 6:15 PM | Lisa Strecker lstrecker@alaska.edu | Audio Conference Bb, Bb Collaborate | 1297018# |
| 76606 EBOT F220 UK1 Ethnob. Techniq | Tue, Thur 1/21 – 5/6 5:15 – 6:15 PM | Lisa Strecker lstrecker@alaska.edu | Audio Conference Bb, Bb Collaborate | 1297018# |
| 78024 EBOT F250 UK1 Appl. Ethnobotany | Saturdays Sat. 9:00 AM – noon 9/2, 9/16, 9/30, 10/14, 10/28, 11/11, 11/18, 12/2, 12/16 | Lisa Strecker lstrecker@alaska.edu | Audio Conference Bb, | 1297018# |
| 76350 ECE F101 UK1 Intro Child Profsn | Tuesday 8/29 – 12/15 5:10 – 6:40 PM | Jacqueline Tagaban tctagaban@alaska.edu | Audio Conference | 9498299# |
| 76506 ECE F104 UK1 Chld Develp I. | Wed 8/30 – 12/16 5:10 – 6:40 PM | Jacqueline Tagaban tctagaban@alaska.edu | Audio Conference | 9498299# |
| 76581 ECE F140 UK1 Pos Soc Emt Deve | Thursday 8/31 – 12/7 5:10 – 6:40 PM | Jacqueline Tagaban tctagaban@alaska.edu | Audio Conference | 9498299# |
| 76581 ECE F213 UK1 Curriculum II | Tuesday 8/29-12/5 3:30 – 5:00 PM | Jacqueline Tagaban tctagaban@alaska.edu | Audio Conference | 9498299# |
| 77899 ENGL F270 KA1 Intro Creative Wrt | Mon Wed 8/28 – 12/13 4:15 – 5:45 PM | Ben Kuntz bckuntz@alaska.edu | Closed LKSD Co-hort Video Conference | No Audio # |
| 78457 MATH F211 KA1 Math Elem Tchr I | Tue, Thur 8/29 – 12/7 4:15 – 5:45 PM and Wed Lab 7-8 PM | Caleb Jurkowski cjjurkowski@alaska.edu | Closed LKSD Co-hort Bb, Web Meeting, AC # TBA if needed. | 1334670# |
| 75996 TM F101 UK1 Trbl Govt AK | Tue, Thur 10/3 – 12/14 3:30 – 5:00 PM | Kevin Illingworth kmillingworth@alaska.edu | Time arranged with the instructor | 1121734# |
| 76000 TM F105 UK1 Mng Tribal Govt | Mon, Wed 10/2– 12/6 3:30 – 5:00 PM | Carrie Stevens cmstevens@alaska.edu | Audio Conference | 1612972# |
| 76004 TM F199 UK1 Mng Tribal Pract I | 8/28 – 12/9 TBA | Kevin Illingworth kmillingworth@alaska.edu | Audio Conference | 1121734# |
| 76010 TM F299 UK1 Trbl Mngt Prac II | 8/28 – 12/9 ARR | Kevin Illingworth kmillingworth@alaska.edu | Audio Conference | 1121734# |
| 77586 YUP F103 UK1 Convsat. C. Yup'ik | Tue, Thur 8/29 – 12/14 6:50 – 8:20 PM | Sally Samson spsamson@alaska.edu | Blackboard Collab Audio Conference | 8182480# |

KuC computer on-line, and closed co-hort courses are not on this list. Contact your instructor if you have questions.