



Kuskokwim Campus – Distance Education Department, Room 100A
College of Rural and Community Development – UAF
PO Box 368, Bethel AK 99559
1-800-478-5822 ext 521, 584 or 907 543-4521, 543-4584 Fax: 543-4527



KuC Distance Education welcomes you to Spring 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>

NEW spring 2017 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 can be reported to Heidi Simmons, KuC Distance Ed Coordinator 8am – 5pm and she will follow-up with your request.

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.

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 mtwito@alaska.edu Testing must be arranged several days in advance and is conducted on Thursdays.
- For course support contact Heidi Simmons, Coordinator, 907-543-4521, Room 100A, hlsimmons2@alaska.edu

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

Spring 2017 Kuskokwim Campus Audio Conference Courses

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 #
37322 BIOL F150 UK1 Intro Marine Biol	Tue, Thurs 1/17 – 4/27 5:30 - 6:30 PM	Hector Douglas Hector.douglas@alaska.edu	Audio Conference Bb Collaborate	5512716#
Bethel students in the BIOL F150 KE1 section meet face-to-face in the classroom posted.				
37293 EBOT F200 UK1 Seminar Ethnobotany	Monday 1/23 – 5/1 6:50 – 7:50 PM	Shannon Busby sbusby3@alaska.edu	Audio Conference Bb, Bb Collaborate	3469301#
37295 EBOT F230 UK1 Ethnobot Chemistry	Mon, Wed 1/18 – 5/3 5:10 – 6:40 PM	Kevin Jernigan kjernigan@alaska.edu	Audio Conference Bb.	5721599#
38295 EBOT F293 UK1 Applied Ethnobotany	Saturday 1/21 – 5/6 9:00 AM – noon	Lisa Strecker lstrecker@alaska.edu	Audio Conference Bb,	1297018#
38276 EBOT F393 UK1 Ethnomycology	Tuesday 1/17 – 5/2 6:00 – 9:00 PM	Sveta & Gary Pasternak syamin@alaska.edu gipasternak@alaska.edu	Contact instructor to confirm technology used for the class: Bb, on-line, AC may be for back-up.	1767425#
37604 DEVM F065 KA1 Mathematics Skills	Mon, Wed 1/23 – 5/1 4:15 – 5:00 PM	Nick Kwiek nkwiek@alaska.edu	Video Conference Room at KuC	none
DEVM F065 KA1 is the video conference section mostly for students in the LKSD Teach co-hort. Face to face sections for Bethel students: DEVM F065 KE1 M/W 6:50-7:50pm and DEVM F065 KE2 T, R 6:50-7:50pm				
37313 ECE F107 UK1 Child Devlpmt II	Tuesday 1/17 – 4/25 5:10 – 6:40 PM	Jacqueline Tagaban tctagaban@alaska.edu	Audio Conference	9498299#
37320 ECE F119 UK1 Curriculum I	Wednesday 1/18 - 4/26 5:10 – 6:40 PM	Jacqueline Tagaban tctagaban@alaska.edu	Audio Conference	9498299#
37325 ECE F242 UK1 Child Family Ecolog.	Thursday 1/19 – 4/27 5:10 – 6:40 PM	Jacqueline Tagaban tctagaban@alaska.edu	Audio Conference	9498299#
37324 ECE F270 UK1 Practicum II	Wednesday 1/18 – 4/26 3:30 – 5:00 PM	Jacqueline Tagaban tctagaban@alaska.edu	Audio Conference	9498299#
Cancelled ESK F103 Conversational Central Yup'ik				
37642 MATH F122 KA1 Closed LKSD co-hort	Tue, Thur 1/17 – 5/4 4:15 – 5:45 PM	Sandra Wildfeuer sjwildfeuer@alaska.edu	VTC, Bb, on-line Room tba at KuC	None
A Special section of Math F122 for Bethel on-campus students may be added; time and room tba.				
37345 SCIA F193 UK1 Digital Wrld. Geospatial	Mon, Wed 1/18 – 4/26 5:10 -6:40 PM	Hector Douglas Hector.douglas@alaska.edu	Audio Conference Bb Col, AC	5512716#
Bethel students in the SCIA F193 KE1 section meet face-to-face in the classroom posted.				
37605 TM F199 UK1 Trbl Mngt Prac I	TBA 1/17 – 5/1 Cross listed 37596	Kevin Illingworth kmillingworth@alaska.edu	Time arranged with the instructor	--
37616 TM F201 UK1 Trbl Govt AK II	Tue, Thur 1/17 – 4/6 3:30 – 5:00 PM	Kevin Illingworth kmillingworth@alaska.edu	Audio Conference	1121734#
37622 TM F205 UK1 Mng Tribal Govt II	Mon, Wed 1/18 – 4/5 3:00 – 5:00 PM	Carrie Stevens cmstevens@alaska.edu	Audio Conference	1612972#
37634 TM F299 UK1 Trbl Mngt Prac II	TBA 1/17 – 5/1	Kevin Illingworth kmillingworth@alaska.edu	Audio Conference	1121734#

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