INSTRUCTIONAL INFORMATION

A UO ID # and Personal Access Code # will be provided with your initial appointment contract for use: DuckID: for email account and Blackboard account. Email account is active two weeks prior to appointment start date and closed one term after appointment end date.
Set up your Duck ID here: see website: http://it.uoregon.edu/help/duckid/.
Blackboard/Canvas: web-based course management system is changing soon to “Canvas” in Spring 2015. Each class has an assigned Blackboard site (a 4xx/5xx level class has 3 sites (4xx,5xx, or combined), which the instructor makes active. See website, https://blackboard.uoregon.edu/ and https://blogs.uoregon.edu/canvas/
DuckWeb: the UO interactive information tool where you access employee information, teaching schedule, class list with student photos in the course administrative section, course evaluations, and grade roster—enter grades.

For information regarding setting up your email account, see: http://it.uoregon.edu/help/email/

Get your UO photo ID card for faculty library privileges and keys: Photo ID office is in room 12, Erb Memorial Union, take photo ID and copy of your signed contract or personnel information form. Return photo ID card at end of appointment to PPPM. The key office is right next door. Get UO ID first, then keys.

For information about library services for faculty, see http://libweb.uoregon.edu/faculty/.

The Teaching Effectiveness Program is part of the university’s Teaching and Learning Center and has ongoing programs and information available at website, http://tlc.uoregon.edu/tep/.

http://registrar.uoregon.edu/calendars

Department support: (see Zudegi Giordano, room 119A Hendricks Hall, 346-3635, zudegi@uoregon.edu , Becky Cheever, room 105 Hendricks Hall, 346-6018, bcheeve3@uoregon.edu .

Get Copy Code for PPPM photocopier: Zudegi will provide copy code and instructions including how to scan items to PDF format on the copier. We hope that Blackboard/Canvas can meet most of
your needs for student handouts online. Copy expenses made out of pocket or off campus cannot be reimbursed.

Class Preparation: (see Zudegi)

**Make Textbook order** (if you are using one): There is a deadline for guaranteed book program. Go through the Duckstore’s new textbook adoption “how to” video here: http://uoduckstore.com/winkvideos/faculty/register/ or read the other attachment Zudegi has included.

**Develop Syllabus** using the sample templates in the instructional guide, here: http://pppm.uoregon.edu/sites/pppm.uoregon.edu/files/downloads/doc/instructional%20guide%202014.doc

**Email the syllabus** as an attachment (in Word) to zudegi@uoregon.edu to add to the UO Class Schedule. You can do a one-page description (summary) or poster flyer early and then submit the syllabus closer to the time of registration, but always make sure to send the most current copy of the syllabus. We must keep them on record for accreditation. The one-pager or flyer does not count for accreditation.

**Set your office hours on the syllabus** and also on the university’s DuckWeb. Zudegi will enter them in Banner. Instructions here: http://registrar.uoregon.edu/faculty-staff/academic-scheduling/setting-faculty-office-hours-and-home-page-in-duckweb-and-banner

If you cannot use Blackboard/Canvas and you want to make a course packet that students will buy at the Bookstore, all course packet requests must be processed through the Copyright Clearance Office, website http://uopress.uoregon.edu. Please consider the overall cost of your course packet when submitting your book list. In most cases, it is more cost effective for your students to utilize Blackboard or the UO Library E-Reserve program, website http://libweb.uoregon.edu/reserves/requestreserves.html

Please try to avoid making multiple copies of handouts for the class from the dept. copier.

- The E-Reserve Program allows students to read and print online articles, electronic documents and submitted articles. The materials you submit to E-Reserves must comply with the University Libraries' Copyright Guidelines, which are different than those required for course packets.

- Blackboard (to be replaced by Canvas) is a web-based course management system and each class is assigned a Blackboard site, the instructor makes it active. Supplemental readings can be placed on your Blackboard site.

Interactive Class Engagement Tools:

**RIPPLE:** Whether it is a lecture hall, small classroom, boardroom or auditorium, Ripple can make any presentation dynamic and memorable by allowing you to truly connect with your audience. Ripple is a free Audience/Personal Response System to add enhanced interactivity to classroom environment. This is a new Interactive Response System created by the UO's Interactive Media Group in the library. This system is similar to classroom "clickers," but simply requires an Internet connection and web browser. It can be accessed via smartphone, tablet or laptop, as well. http://interactivemedia.uoregon.edu/tools/ripple
i>Clicker: The name "i>Clicker" refers to a specific brand of audience response system, also known as a classroom response system. This equipment gives instructors the ability to pose questions to a class and receive responses in real-time.

The Knight Library supports the use of i>Clicker classroom response systems on campus by loaning base stations to faculty for an academic term. http://library.uoregon.edu/scis/clickers/index.html

SCANTRONS for exams:

If you decide to use scantrons, the instructor and/or GTF can go to McKenzie Hall’s basement Computing Center to charge scantrons to the dept. index (get from Zudegi). After the exam take the scantrons back there and charge again to this account for processing. Students should provide their own #2 pencils and blue books.

Grading and Course Evaluations:

Grading opens Finals Week during academic year. The Final Exam schedule is here: http://registrar.uoregon.edu/calendars/final_exam, and will be posted with classroom assignment to the Class Schedule by the 4th week of classes.

(Summer grades open after finals. Summer final exams for the first 4-week courses are held on the last day of class; for the 8-week courses and second 4-week courses the exams are scheduled on Thursday or Friday of last week.)

Grades are processed through DuckWeb. For information regarding the grades and using the online grading system, see http://registrar.uoregon.edu/faculty_staff/online_grades. If a student receives an Incomplete for grade, PPPM requires the work be completed and grade submitted within one year, or by earlier deadline determined by instructor. Please set your own deadline as needed.

Students are notified by email to complete an online course evaluation of your class or opt out. (Summer Session Course evaluations are only processed for classes scheduled in regular 4 week, 8 week or 11 week sessions.) You’ll be able to access your course evaluations on DuckWeb after grades are posted. This webpage tells about the online course evaluation process: http://registrar.uoregon.edu/course_evaluations.

See Becky Cheever regarding classroom scheduling, grades, course evaluations, and contract or payroll questions in 105 Hendricks, 346-6018, bcheeve3@uoregon.edu.

Final Exam Schedule Rules

No alternate examinations may be given prior to the examination published in the term schedule of classes. This violates faculty legislation prohibiting the giving of final examinations earlier than officially scheduled.

If students are claiming to have conflicts with other examinations the student must document the conflicts to the instructor. A copy of the student’s schedule on DuckWeb would be appropriate. If there is a documented conflict here is how they are resolved.

In the event that a student is scheduled for two or more exams at the same time, the following policies assist with resolving the conflict:

For regular courses with examinations scheduled at the same time, the course with the largest enrollment must provide an alternate examination;

For conflicts between regular courses and combined examinations, the combined examination course must provide the alternate examination;
For combined examinations with conflicts, the largest combined enrollment course must provide the alternate examination.

These procedures were approved by the Undergraduate Council effective Spring 2003. Students unable to resolve examination conflicts with their instructors may contact the Office of Academic Advising <http://advising.uoregon.edu>, 364 Oregon Hall, for assistance.

Michael Jefferis
Assistant Registrar for Academic & Classroom Scheduling
University of Oregon

Revised February 5, 2015, Zudegi
Instructional Faculty Information.doc