



Online Learning



50th Anniversary to See Historic Building Boom

By Jay Wilson
150 W. University Blvd.
Melbourne, FL 32901-6975
www.fit.edu

Florida Institute of Technology will spend much of its 50th anniversary celebrating to the sounds of saws and hammers as the campus undergoes nearly \$75 million worth of new construction. The boom, the largest construction undertaking in the university's history, will add nearly 200,000 square feet of space to the campus — an increase of 20 percent.

At the heart of the new construction is the Harris Village, located on the southern end of campus. This village includes three new five-story residence halls. Other south campus construction includes, an autism research and treatment center, an Olympic-sized swimming pool and integrated diving well, a new dining hall, the new Harris Center for Science and Engineering and a 392- space parking garage.

Florida Tech President Anthony J. Catanese, whose background is in urban planning, said the south campus construction



projects reflects the concept of New Urbanism. "The whole idea is, we'll actually have a living, breathing, village here that's very accessible to the whole community," said Catanese. "The concept encourages walking, but the addition of a parking deck shows we're not anti-automobile. We just hope they stay in their spaces while students, faculty and staff are on campus."

Other projects under way include the College of Aeronautics' Emil Buehler Center for Aviation Training and Research at the Melbourne International Airport and the Ruth Funk Center for Textile Arts to be located in the heart of campus. ♦

CALENDAR

Fall 2 – 2008

- Oct. 10 faculty upload due date
- Oct. 13 information to new faculty & facilitators for FA 2
- Oct. 15 Last day to register for FA 2 with no late fee
- Oct. 23 "I" grade changes due to registrar for SU 2
- Oct. 26 Fall 1 classes end @ midnight
- Oct. 29 Fall 1 Deadline for entering grades is 5:00 PM
- Oct. 20 FA 2 - ASC 1006 Begins
- Oct. 27 Fall 2 classes begin
- Oct. 28 GRADES DUE FOR FA 1 CLASSES BY 11:59 p.m. Eastern
- Nov. 2 Last day to drop with 100% tuition refund – FA 2
- Nov. 26, 27 & 28 Thanksgiving Holiday

Academic Alert: Reporting Absences or Academic Duress

If, at any time during the term, you feel a student is in need of assistance or if there are students who are not participating in course discussions or submitting assignments, please use the academic alert form located under the resources section in your course site. This form will be automatically sent to uahelp@fit.edu. At midterm, you may also be requested to send a list of students who have not participated since the beginning of the term and any students who have not participated in a week or more via discussion postings, exams/quizzes, or assignment submissions. This list should include students' names, course number, title, and section number and be sent to uahelp@fit.edu. If you have been using the alert form throughout the term, it is not necessary to resend information for the midterm request. ♦

Q: Who conducts student advising?

A: The BISK University Alliance is the first line of response.

Customer Service

Email:

CustomerService@UniversityAlliance.com

Phone: 800-280-9718

Int'l: +1 813-621-6200, ext. 2955

Hours of Operation for Phone Calls:

Mon. – Thurs. 8:00 a.m. – 6:00 p.m. EST

Fri. 8:00 a.m. – 5:30 p.m. EST

Hours of Operation for Chat Button:

Mon. – Thurs. 9:00 a.m. – 6:00 p.m. EST

Fri. 8:30 a.m. – 5:30 p.m. EST

Customer Service will filter the questions to the correct person to respond.

End of Term

Adding Grades In PAWS

Please note that although you have a grade book in your course(s) that is NOT the official resource or location for grades. All grades MUST BE entered in PAWS (Web for Faculty) with the university in order for students to receive an official grade for the course.

Web for Faculty is accessed through PAWS (Panther Access Web System) using your TRACKS account information. You should already have received your TRACKS account information previously (username and password). If you have not received this information, please contact Tech Support at either techsupport@fit.edu or (321) 674-7284.



Please note that the grading system will be available beginning, **Wednesday, Oct. 22, 2008**, and your grades MUST be entered no later than **11:59 P.M. on Tuesday, Oct. 28 2008**. You can continue to enter or change grades online up until that time. The grades become official no later than 8:00 a.m. on Wednesday morning, Oct. 28, 2008. Any added grades or grade changes after that time will need to be submitted by a hard copy Change of Grade form for each student.

If you have never entered grades in Web for Faculty before you can refer to the following web site for instructions: http://www.fit.edu/admcom/pdf/Web_for_Faculty.pdf. We have a "Web for Faculty with Online Grading" manual specifically for University Alliance grading. It will detail step by step how to use this system as well as how to enter grades. However, it is too large of a file to attach it to this e-mail. If you would like me to send you a copy of the manual, please e-mail me separately (vknerly@fit.edu) and I'll be sure to send you a copy via e-mail. This information is also conveniently located within your course site in the Learning Management System (LMS) and is available 24/7. Click on the "Faculty Lounge" tab in the top tool bar and then click on "Resources" for links to instructor resources. This includes PAWS final grading information complete with a link to the above-referenced online grading manual as well as pdf visual and text step-by-step procedures for entering grades.

I have included important information and reminders below. Please don't hesitate to contact the Registration Center at (321) 674-8115 if you have any additional questions or issues.

Important Information:

- Once the term ends, neither you nor your students will be able to access your course directly when you login to the LMS course site. If you need to access your course, once you login to the LMS, click on "Transcripts" under the "Course Home" option in the top tool bar. You will be able to view everything from your classes; however, you will not be able to make any changes to the course site.

- Web for Faculty will list only the courses taught by the faculty member logged in for the selected term. Only instructor(s) of the course listed in Banner will be eligible to enter grades.
- Make sure you have chosen the correct term to enter grades. The current term is **Fall 2008 (8-week, Term 1)**.
 - The drop-down grade box will show only those grades eligible for that course, i.e., A, B, C, D, F, and I
 - "Submit" grades often to avoid going over the 30-minute time limit.
 - Grades of W, AU, and CEU will be automatically pre-filled on the grade roster. Any changes to those must be submitted by a Change of Grade form. Since withdrawals are already indicated, if a student's name appears on the list without a "W" grade, you must assign a letter grade or an "I" grade. You may NOT assign a grade of "W" in this column.
- You do NOT need to enter anything in the "Last Attend Date" or "Attend Hours" columns.
- You may enter grades and/or change grades in the online Web for Faculty grade roster up until the deadline (see above).
- Any grades not entered by the deadline on the day grades are due will be defaulted to a grade of NR (no record). Please contact the Registration Center for instructions on submitting Change of Grade forms to replace NRs.
- You may NOT use a + or - sign when entering grades.
- The general policy for assigning an "I" grade is that it should only be used for a student who has completed approximately 80% or more of the course and has a reasonable expectation of completing the remainder. It should only be used for extenuating circumstances, and an "I" grade requires the approval of the Associate Provost for Online Learning or your Program Chair **BEFORE** you assign the grade. Thus, if a student has not withdrawn and is not eligible for an "I" grade, you must assign the appropriate letter grade. If you are not sure or need assistance with the approval process, please contact uahelp@fit.edu.
- If you encounter a listed student in the PAWS grade sheet who is NOT on your LMS course site or a student who is in your LMS course site but is not listed on the PAWS grade sheet, please contact uahelp@fit.edu
- DO NOT leave any blanks. If a student is listed at your course site AND is listed on the PAWS grade sheet, you must assign a grade of A, B, C, D, F, or I.
- Within your course site in the Learning Management System (LMS), you can click on the "Faculty Lounge" tab in the top tool bar and then click on "Resources" for links to instructor resources, including PAWS final grades information complete with a link to the above-referenced online grading manual as well as pdf visual and text step-by-step procedures for entering grades. These materials are available to instructors 24/7 and are conveniently located! ◇

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Message from the Associate Provost

Mary S. Bonhomme, Ph.D.
Associate Provost,
Online Learning and
University Professor



I hope the fall 1 term is going well for you. We have over 2,000 enrollments in the various undergraduate course offerings, 236 in the MS/IT courses, and 209 in the MBA courses for the term.

We have created a faculty lounge for each of the programs. It is a course site in the LMS (Learning Management System). "RESOURCES > FACULTY LOUNGE" You'll find resources there including Announcements and Faculty Resources. You can use this site to pose questions to the other faculty teaching in the program.

As an instructor, you are provided with a training CD and a faculty handbook. What other tools would help you in your teaching? Please send your suggestions to either Gil Conradis, LMS trainer, at conradis@fit.edu or to me at bonhomme@fit.edu.

We are considering holding chats in the various faculty lounges. Our proposal would be that these chats are held in the evening about once a term. Topics would include announcements, a presentation on some topic such as techniques for engaging students in the online environment, and a discussion of the successes/challenges that you are facing in teaching in the program. Is such an event of interest to you? Again, please let Gil or me know your comments.

You will have an opportunity to give us formal feedback on your experience teaching in the program through the Instructor Evaluation form available at the end of the term. I encourage you to

complete that form. A summary report is prepared and is distributed to the provost's office and to the members of the Academic Implementation Committee, composed of representatives from the colleges that offer degree programs online.

Thank You ◇

Interesting People

Katie Werner
Military and Veterans Affairs
Coordinator
Certifying Official – Office of Online Learning and Photographer

One of Katie Werner's photos has been selected to be published in Kaleidoscope, Florida Tech's Literary Arts Journal. The premiere issue will be out just in time for the 50th Anniversary Celebration of Florida Tech.

"I am an avid nature photographer. My favorite places to take pictures are Melbourne Beach and The Turkey Creek Sanctuary in Palm Bay, Florida. I also love to take photos of animals, historic buildings, and city skylines. One of my photos has been selected to be published in Kaleidoscope, Florida Tech's Literary Arts Journal." ◇

Nancy Blair - Online Instructor & Artist

Nancy's artistic statement:
"My current "Silly Shaman" is from a series of glass sculptures in which I've created a quirky pack of "animal spirits" who act as magical guides, silly clowns, and serious teachers who remind us that nothing is ever what it seems. My work stems from a lifelong interest in the shamanic and transformative healing arts. I am particularly fascinated by the voluptuous excesses that accumulate, clutter and distract, and at the same time can elevate the ordinary detritus of daily life into extraordinary objects that demand attention and reverence.

By combining everyday objects, iconic collectibles, precious and not so precious memorabilia in a new and vital way, I am creating a curious, evocative and powerful menagerie of metaphorical figures and alchemies: objects of myths and memory that are torn and fragmented then re-constructed for a deeper meaning.

Like the wandering mystic, I am seeking the sacred dimensions in the routine of daily experience. Working in glass suits this journey: it is demanding and intense, and like life, is potentially unpredictable, entirely rewarding."

Nancy is represented by Catherine Person Gallery in Seattle. ◇

NEWSLETTER STAFF

Gil Conradis

Editor

LMS Coordinator
conradis@fit.edu
(321) 674-8203

Contributors:

Karen Rhine

University
Communications

Jay Wilson

University
Communications

**Florida Institute of
Technology**

150 West University Blvd.
Melbourne, FL.
32901-6975
(321) 674-8964