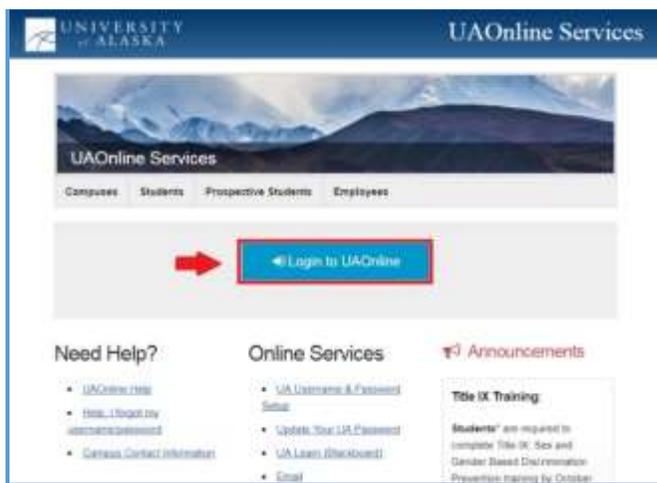


How to Distinguish Between and Use UAOnline, UAS Online!, and Blackboard

This tutorial is designed to help introduce you to websites and the course management system (Blackboard) you will use while completing courses. There have been some changes to Blackboard since this tutorial was created, but it should still be mostly applicable and useful to introduce the course management system.

The first website to be described will be UAOnline. Later UAS Online! (page 3) and Blackboard (page 5) will be covered.

UAOnline can be found at this web address <https://www.alaska.edu/uonline/> and looks like the image below.

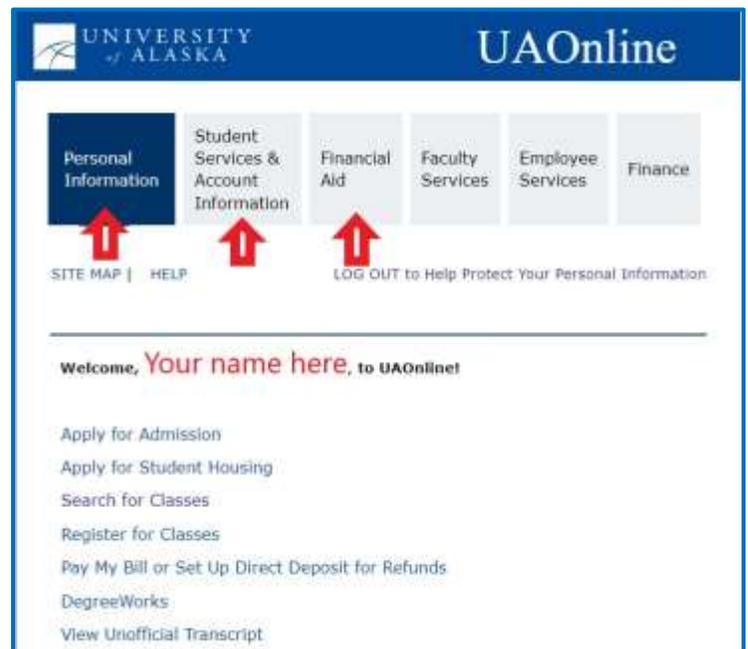


1. **UAOnline is used for the business side of your account. With it, you can:**

- Apply for admission
- Request information about a degree program
- Check class schedules and register for courses in an upcoming semester
- Apply for and check the status of your student housing
- View grades for a previous semester
- View unofficial transcripts
- Request official transcripts
- Manage your personal contact information

2. After you log in to UAOnline with your UA username and password you will see the menu to the left.

From here you can access other menus associated with Student Services and Account Information, Financial Aid, and Personal Information.



Important Dates and Deadlines
Links to campus dates and deadlines

Admission
Apply for admission
Review existing applications, their status, and the status of supporting requirements

Registration
Class Schedule Search
Check your registration eligibility
Register/add/drop classes
Select variable credits or grading modes
Display your class schedule

DegreeWorks and Electronic Degree Audit ** Best Thing Ever!** ****
See what you need to graduate
Try a "what if" scenario to consider progress to other degrees
Run degree audit
See checklist of your accomplishments

Stay on TRACK
Take 30 Credits a Year to Graduate on Time

Student Records
Apply to Graduate (Anchorage, Mat-Su and Kenai students only)
Academic transcript (unofficial)
Grades
Holds
Transfer Credit Equivalency Report - How your courses transferred to your UA institution

Enrollment Verifications
Free service for proof of enrollment through the National Student Clearinghouse

Official Transcript Request Service

Scholarships
Review and/or complete your personal information criteria for University scholarships.

Direct Deposit Services **Get Your Refunds Faster!**
Setup, change or delete the use of direct deposit. View direct deposit payments received.

Student Account
Make payments
Review charges
Review tax (1098T) information
Review account detail of financial transactions and refunds

3. The Student Services and Account Information menu contains links to:

- **Registration and course searches**
- **An Electronic Degree Audit through DegreeWorks*** (See this YouTube video for a DegreeWorks tutorial: www.youtube.com/watch?v=I2CpNjy-Pf0&feature=youtu.be)
- **Student Records** (unofficial transcripts, final grades for courses, and info about holds on your account)
- **Requesting official transcripts**
- **Scholarship opportunities and applications**
- **Student Accounts** (current and previous charges billed to your account, online payments, and tax info)

***Degreeworks** shows you all the courses required for your degree and can be especially useful to review when determining which courses to register for in an upcoming semester!

4. The Financial Aid menu can provide you with more information about your financial aid status and a few of the links it contains are related to:

- **Financial Aid Status** (a general overview)
- **Eligibility** (review holds and requirements)
- **Award** (review and accept awards, view payment schedule, and view loan applications)
- **Scholarships** (review or complete personal information criteria for scholarships)

Financial Aid Status
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

Eligibility
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

Award
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

Scholarships
Review and/or complete your personal information criteria for University scholarships.

Direct Deposit Services
Setup, change or delete the use of direct deposit.

Change Campus
Review your financial aid from a different University of Alaska campus.
[How to accept financial aid](#)

Federal Shopping Sheet
Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized formation which facilitates easy comparison with other higher education institutions.

5. The Personal Information menu provides access to review and change personal records and the links it contains involve:

- **UA ID Number and Username ******** (view name, ID number, and username)
- **Managing contact information**
- **Preferred First Name**
- **Reviewing and Updating Ethnicity and Race**
- **Reviewing and Updating Emergency Contacts**
- **Information on Legal Name Changes and Social Security Number Changes**

UA ID Number and Username
Manage Your Address, Email and Phone Information
Preferred First Name
View Ethnicity and Race
Update Ethnicity and Race
Veterans Classifications
Disability Status
View Emergency Contacts
Update Emergency Contacts
Legal Name Change Information
Social Security Number Change Information

**Contact the IT Helpdesk (907-796-6400 or uas.helpdesk@alaska.edu) if your username does not match your name and you would like it to.

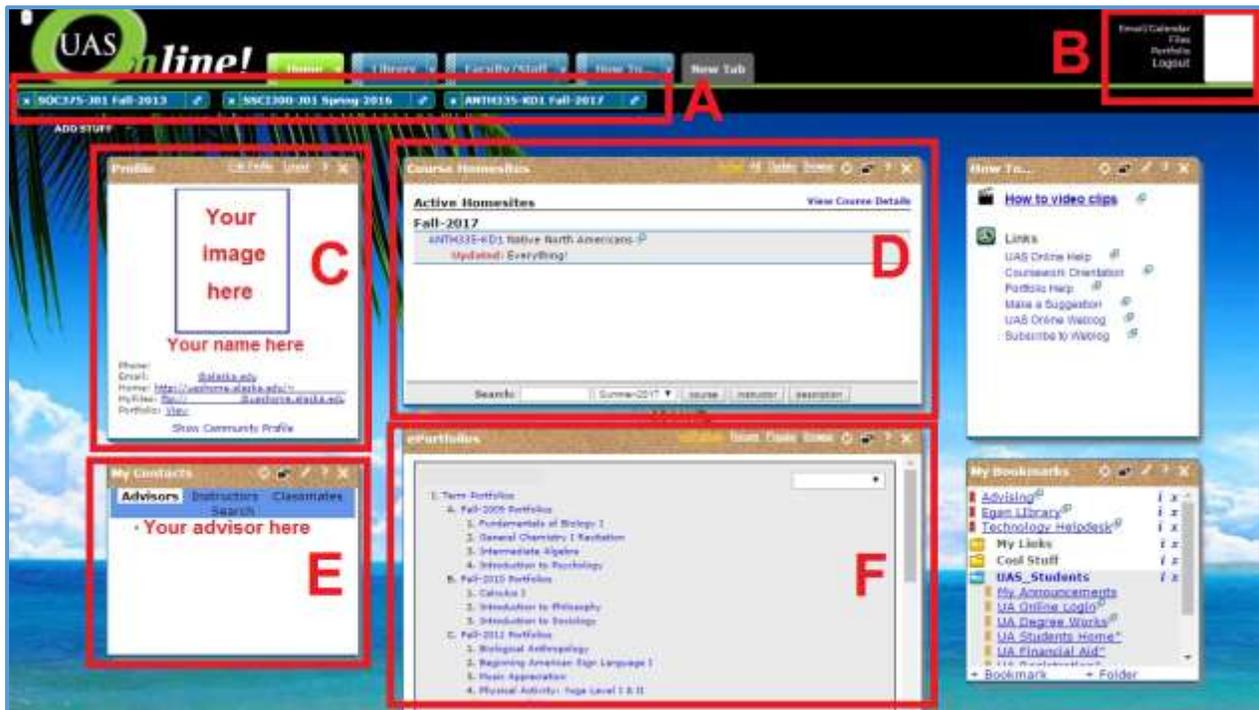
6. **UAS Online!** can be found at this web address <https://online.uas.alaska.edu/online/> and it looks like the image below.



7. **UAS Online! is commonly used to:**
- Access course homepages (current, past, or upcoming) and the portal to Blackboard
 - Access contact info for classmates
 - Contact your advisor
 - Review your ePortfolio
 - Review old course homepages ***

*** Access to UAS Online expires 8 weeks after your last scheduled day of class, but will be renewed when you register for classes at any UA campus.

8. After you login to UAS Online with your username and password you will see the menu below. There are six important components in this menu (labelled A-F) identified in the image.



9. **Component A** is a list of subpages (course homepages with links to Blackboard) you currently have opened, or have previously viewed. Once you view a course homepage, the subpage stays in this area unless you click the “x” to the left of the listing.

These subpages can be used as shortcuts to get to frequently used course homepages, such as for current courses or previous courses that you find yourself frequently reviewing materials from.





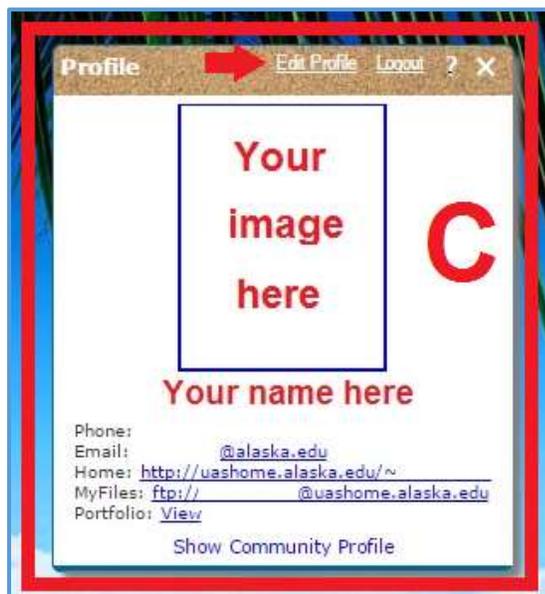
10. **Component B** is a list of links you might frequently use.

- Click on your name to edit profile information
- Click the “Email/Calendar” link to sign in to your UAS email account
- Click the “Files” link to see a breakdown of the files stored in your homepage (**contact the UAS IT Helpdesk for information on how to best utilize**)
- Click the “Portfolio” link to view the contents of your personal UAS portfolio (not the same as the portfolio required for some classes)
- Click the “Logout” link to log out of UAS Online

11. **Component C** is a channel (box) that contains a preview of your profile information, such as:

- A thumbnail of your profile picture (if you have assigned one)
- Your phone number (if you provided one)
- Your UAS email address
- A link to your home and a link to a breakdown of stored files (**contact the UAS IT Helpdesk for information on how to best utilize**)
- A link to view your UAS portfolio
- A link to view your “community profile” (publicly available information about you)

You can edit all the information that appears in this channel by clicking the “Edit Profile” link near the top of the box.



12. **Component D** is a channel containing a view of the courses you’ve registered for in the current (or upcoming) semester. Click the blue course listing (i.e. “ANTH335-KD1”) to be taken to the course homepage (in Blackboard) and to add a subpage to component A.



You can view all the courses you’ve ever taken through one of the UA campuses (UAS, UAF, or UAA) by clicking the “All” link near the top of the box.

You can also search (previous or current) courses you are not registered for, see the guest view of the courses, and even review course syllabi (to determine if you are interested in taking the course) by utilizing the search tool near the bottom of this component.

13. **Component E** is a channel with various information that can be accessed by clicking the links near the top of the box (in the small red boxes). This channel includes:

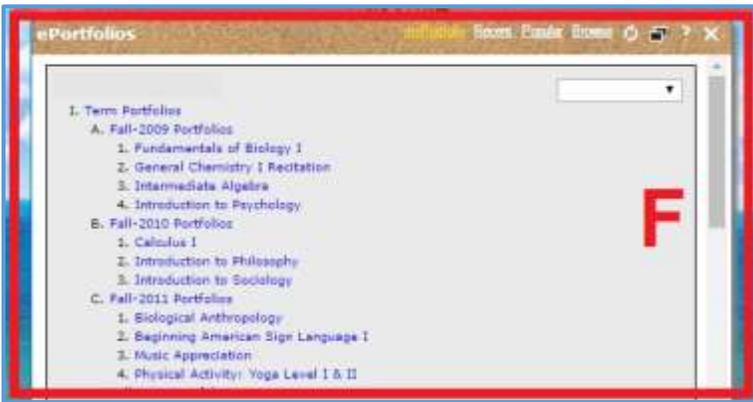
- A link to contact information for your current advisor
- Links to contact information for your instructors (for the current or upcoming semester)
- Links to your classmates' community profiles (for classes in the current or upcoming semester)



14. **Component F** is a channel that provides an easily-accessible record of which classes you have taken according to the term they were taken in.

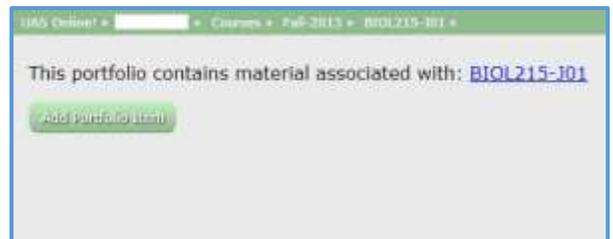
Clicking one of the one of the courses in this channel takes you to a class portfolio containing associated materials you may have uploaded. This portfolio page will be empty unless you upload materials to it (see example below).

You can also search public portfolios by choosing "Popular" or "Browse" near the upper right corner of this channel.



You can find more information and tutorials for UAS Online! at the following website:

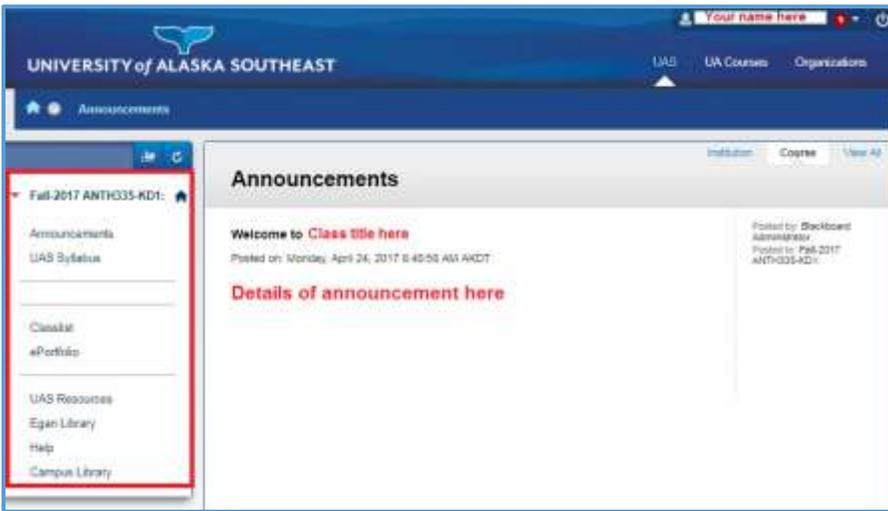
http://uas.alaska.edu/helpdesk/coursework/uas_online_portal/index.html



Blackboard, the course management system you will use for both face-to-face and distance courses, can be accessed by clicking on one of the courses located in Component D. Course homepages in Blackboard can also be accessed by clicking one of the subpages listed in Component A. Additionally, Blackboard can be accessed directly by going to <https://classes.alaska.edu>.

15. A variety of tasks can be accomplished in Blackboard, including the following:

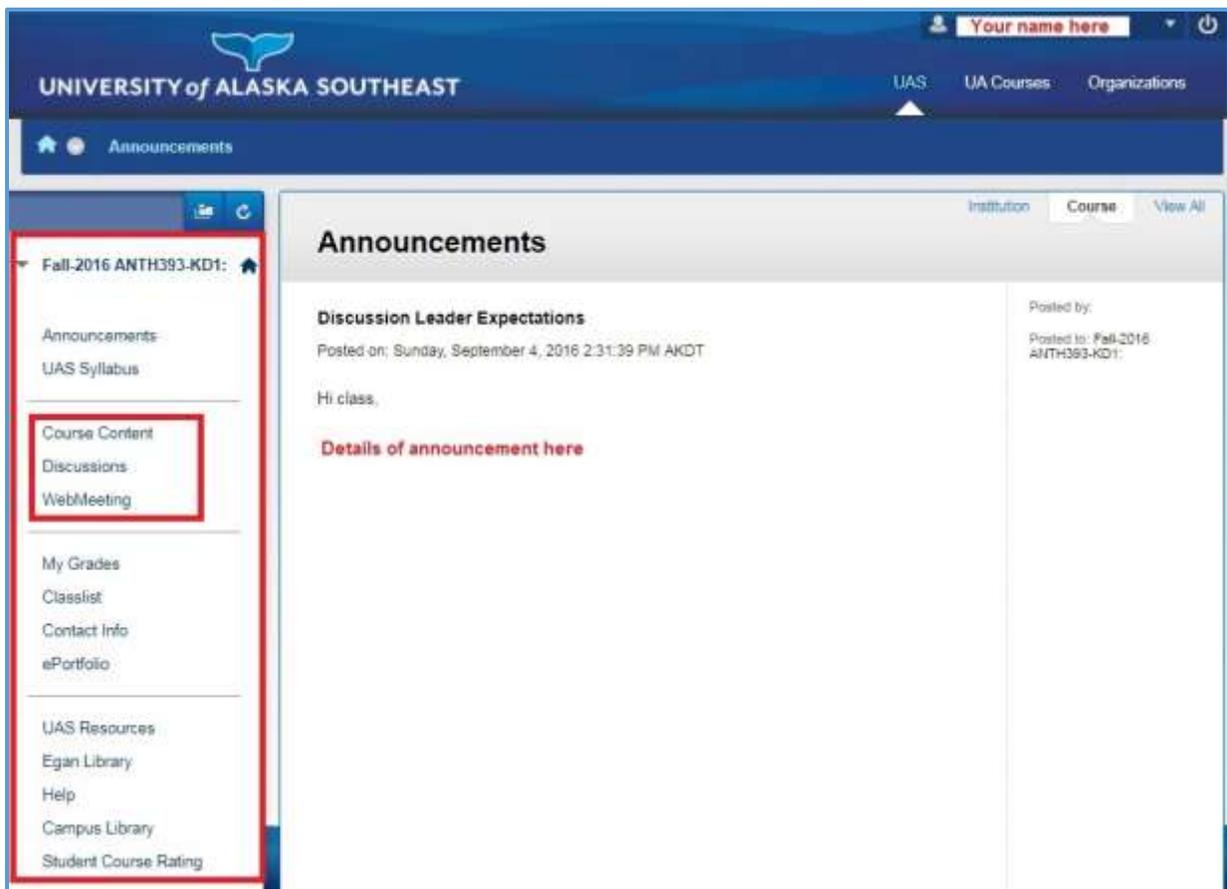
- Checking your grades
- Uploading coursework
- Contacting your instructor
 - Finding your syllabus
- Posting on a discussion board



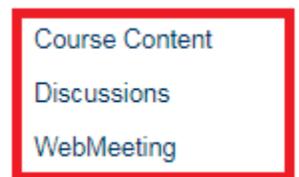
16. To the left is an example of what a course homepage in Blackboard could look like before the course has started.

You are automatically brought to the “Announcements” portion of the course homepage when you visit it, and can navigate the homepage by clicking menu items on the left side of the page (i.e. UAS Syllabus, Classlist, etc). Before a class has started there will only be a few menu items to access in the homepage, but as the course goes on the instructor may make more items available.

17. Below is an example of what a course homepage in Blackboard could look like after the course has started. You will notice that there are more menu items available now.



18. The “Course Content” menu item (in the menu to the right) is especially important as it links to a page with all the materials the instructor has uploaded for students in this course. Materials may include assigned readings, assignments, reference materials, lecture slides, study tools, or other items.



Please see the examples A and B of various formats for this page below.

Course Content A

-  **Textbook website**
Study tools and outlines!
-  **Lecture Slides**
-  **Gladwell**
-  **Research Participation Information**
-  **Article Review Readings**
-  **Paper**
-  **Exams**

Course Content B

-  **Week 1 (Aug 29 - Sept 2)**
 - Read Moris, Jos. [redacted] ([link here](#))
 - Read Quinlan, Robert [redacted] ([link here](#))
 - Read [redacted] "Lecture - Concepts" ([link here](#))
 - Assignment: create a post ([link here](#))
-  **Week 2 (Sept 6 - 9)**
 - Read [redacted] [redacted] (in textbook)
 - Read Darwin, Charles ([link here](#))
 - Read Sullivan, Charles and Catherine McPherson Smith [redacted] ([link here](#))
-  **Week 3 (Sept 12 - 16)**
 - Read Klein, Richard G. and Blake Edge [redacted] ([link here](#))
 - Read Diamond, Jared [redacted] ([link here](#))
 - Read Wenzel, Richard [redacted] ([link here](#))
 - Read [redacted] Lecture [redacted] ([link here](#))

Course Content

Discussions

WebMeeting

19. The "Discussion" menu item (in the menu to the left) is also important as it links to the discussion board with all the discussion prompts the instructor has provided so far for students in this class.

Not all courses utilize the discussion board. Instructions on using this feature will be provided if your class requires it. Below is an example.

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

[Search](#)

Forum	Description	Total Posts	Unread Posts	Total Participants
Personal Introduction	Post a personal introduction of yourself for the rest of the class to know you better. Include the following: your name, hometown, where you currently live, year in college, college major, why you are taking this course, what you hope to learn in this course, and what you did this summer.	14	14	13
Discussion Questions - Week 2	[redacted]	11	11	11
Assignment #1 - Presentation	[redacted]	15	15	10

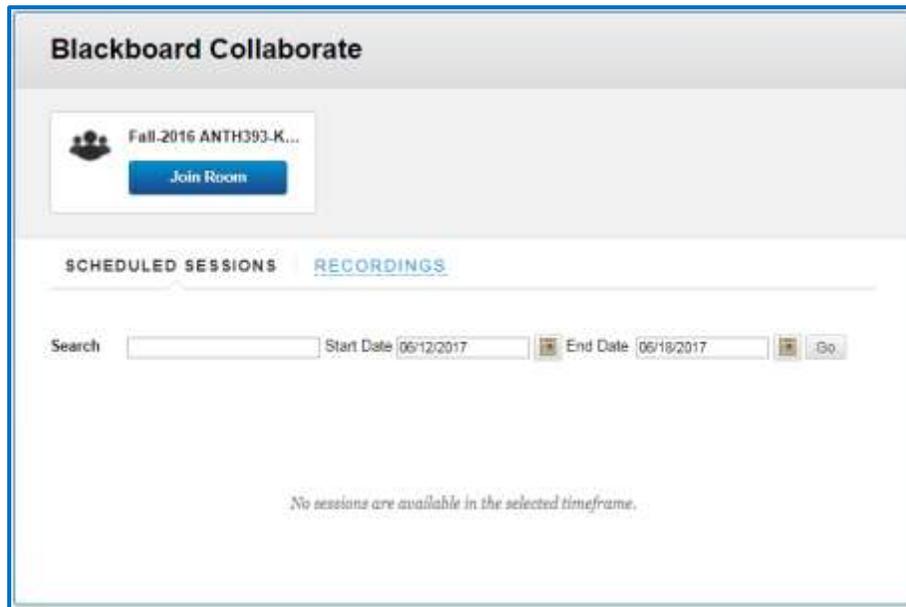
Course Content

Discussions

WebMeeting

20. The “WebMeeting” menu item (in the menu to the left) is frequently used for distance courses. Instructions on using this feature will be provided if your class requires it.

Below is an example of the page used to join current course sessions. It can also be used to watch recordings of previous sessions when accessed from a computer. (These recordings are not available when accessing this page from a mobile device.)



Additional information on, and tutorials for, Blackboard can be found by navigating links at the following website:
<http://uas.alaska.edu/helpdesk/coursework/index.html>

Please contact the UAS IT Helpdesk for additional assistance with (or questions about) UAOnline, UAS Online!, or Blackboard. They can help you get through ELMO, access courses, load your first webmeeting, and more!

907-796-6400

uas.helpdesk@alaska.edu

www.uas.alaska.edu/helpdesk

www.facebook.com/UASITS

Please contact Elisabeth Genaux (907-796-6076 or e.g@alaska.edu) if you have comments or corrections for this document.