Course Management Policies

August 15, 2009
Agenda

• Banner
• Blackboard
• Syllabus Course Policies
• Portfolio
• Faculty Reflections
• Student Evaluations
• Faculty Resource Page
• Faculty E-Learning Page
Banner

• Key Elements of Banner for Course Mgt
  – Accessing (& Verifying) your class roster
  – Submitting final grades
  – Early Warning System
  – Keep your personal information updated

• How To Access
  – My SLU portal
  – Http://banner.slu.edu
Banner Self-Service Login

Click Here To Search Schedule of Classes Without Logging In

Click Here To Search Course Catalog Without Logging In

IF YOU HAVE TROUBLE LOGGING IN:

1. visit the password management site and activate/verify your SLU Net ID
   - Your SLU Net ID is already familiar to you as your email name or username
   - If you don't currently use your SLU Net ID, your initial password has been set to the last 6 digits of your Banner ID
2. login to mySLU using your SLU Net ID and password
3. From mySLU click on the Tools tab then click the link to Banner Self-Service.

If you are still unable to login, please contact the Help Desk at 977-4000.

SLU Net ID: [ ]
SLU Net ID Password: [ ]

Login  Click Here for Help with Login?
Welcome, (YOUR NAME) to the Saint Louis University Information System! Last web access on Aug 04, 2009 at 03:43 pm

**Employee**
Find time sheets, benefits and deductions, pay information, leave or job data, development course attendance, and W-4 data, trip menu.

**Personal Information**
Update addresses, contact information or marital status, review name or social security number change information, customize your directory profile, or answer a survey

**Student**
Apply for Admission, Register, View your academic records and Financial Aid

**Faculty & Advisors**
Go to Your Course Evaluations, Enter Grades and Registration Overrides, View Class Lists and Student Information

**RELEASE: 7.4.1**
Banner- Two Points of Use

Managing your Course Throughout the term
- Access & Verify roster
- Early-warning
- Enter final grades

Updating Personal Information (Ongoing)
- Government request for voluntary update of race/ethnicity
Manage your class in Faculty Services tab

Manage Personal Information in PI tab
Welcome, Stephanie E. Granda, to the Saint Louis University Information System! Last web access on Aug 04, 2009 at 03:44 pm

Employee
Find time sheets, benefits and deductions, pay information, leave or job data, development course attendance, and W-4 data, trip menu.

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RELEASE: 7.4.1
Faculty/Advisors Services

- Term Selection
- Advising Tools
- Active Assignments
- Add or Drop Classes
- Assignment History
- Class List: Detail
- Class List: Summary
- Spreadsheet
- Course Catalog
- Faculty Course Selection
- Faculty Detail Schedule
- Final Grades
- Look Up Classes For A Student
- Midterm Grades
- Office Hours
- Registration Overrides
- Search Schedule Of Classes
- Syllabus Information
  - Requires HTML
Select Term

Select a Term:

- Fall, 2009-2010
- CEU Acad Yr, 2009-2010
- Spring, 2009-2010
- Medical School Fall 2009
- Fall, 2009-2010

Submit

RELEASE: 6.1
Faculty/Advisors Services

- Term Selection
- Student Information Menu
  - Advising Tools
- Active Assignments
- Add or Drop Classes
- Assignment History
- Class List Details
- Class List: Summary
- Spreadsheet
- Course Catalog
- Faculty Course Selection
- Faculty Detail Schedule
- Final Grades
- Look Up Classes For A Student
- Midterm Grades
- Office Hours
- Registration Overrides
- Search Schedule Of Classes
- Syllabus Information
- Requires HTML
Students Names and ID numbers appear here. Click on student name for more detailed information about the student.

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Major</th>
<th>Class</th>
<th>Credits</th>
<th>Grade Detail</th>
<th>Early Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td><strong>Registered</strong></td>
<td>Criminal Justice-Organization</td>
<td>Junior</td>
<td>3.000</td>
<td></td>
<td>Early Warning</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td><strong>Registered</strong></td>
<td>Social Work</td>
<td>Senior</td>
<td>3.000</td>
<td></td>
<td>Early Warning</td>
</tr>
<tr>
<td>3</td>
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<td></td>
<td><em>Registered</em></td>
<td>Organizational Studies</td>
<td>Junior</td>
<td>3.000</td>
<td></td>
<td>Early Warning</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td><em>Registered</em></td>
<td>Social Work</td>
<td>Senior</td>
<td>3.000</td>
<td></td>
<td>Early Warning</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td><em>Registered</em></td>
<td>Organizational Studies</td>
<td>Senior</td>
<td>3.000</td>
<td></td>
<td>Early Warning</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td><em>Registered</em></td>
<td>Criminal Justice-Organization</td>
<td>Junior</td>
<td>3.000</td>
<td></td>
<td>Early Warning</td>
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<tr>
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<td></td>
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<td>Junior</td>
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<td></td>
<td>Early Warning</td>
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<td>Criminal Justice-Organization</td>
<td>Fifth Year Undergrad</td>
<td>3.000</td>
<td></td>
<td>Early Warning</td>
</tr>
<tr>
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<td></td>
<td><strong>Registered</strong></td>
<td>Organizational Studies</td>
<td>Junior</td>
<td>3.000</td>
<td></td>
<td>Early Warning</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td><strong>Registered</strong></td>
<td>Criminal Justice-Organization</td>
<td>Senior</td>
<td>3.000</td>
<td></td>
<td>Early Warning</td>
</tr>
</tbody>
</table>
Early Warning Form

Students Name:
Banner ID:
Student E-Mail Address:
Instructors Name:
Instructors E-mail Address:
Department:
Course/Section:

Please check each statement that applies:
- Never attended class
- Excessive absence
- Give Last Date Attended:
- Poor performance on exams or other evaluations
- Late or incomplete assignments
- Weakness in basic skills or background for this class

-----> Math
-----> Reading
-----> Writing
-----> Study Habits
- Inattentiveness in class
- Failure to participate in class activities
- Other (describe below)

Comments:
Welcome to the Saint Louis University Information System! Last web access on Aug 04, 2009 at 03:42 pm

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**RELEASE: 7.4.1**
Personal Information

View and update your security and contact information for Self-Service.

- View Addresses and Phone Numbers
- Update Addresses and Phone Numbers
- View E-mail Addresses
- Directory Profile
- View Emergency Contacts
- Update Emergency Contacts
- Update Marital Status
- Name Change Information
- Social Security Number Change Information
- Answer a Survey
- View My Education Records
- View Certification Records
- Check if campus emergency event phone verified
- If you have verified your campus emergency event phone, you will be taken to the
- View Ethnicity and Race
- Update Ethnicity and Race
- Update Marital Status
- Name Change Information
Blackboard

• How To Access:
  – My SLU portal

• Key Elements of BB for Course Management
  – Syllabus must be posted 2 weeks in advance
  – Faculty are required to use Blackboard in some capacity
Welcome to mySLU.

- How do I get to Banner or Blackboard?
- How does the My Groups channel work?

What's Inside?

- **Groups**: Create, manage and join group homepages for clubs, affiliations and interests.
- **Banner Self-Service**: Student accounts, financial aid, human resources and more.
- **Blackboard Learning System**: Online course materials for students and faculty, and much more...
Syllabus

• Course Information
• Course Logistics
• Course Requirements
• Assessment Methods
• SPS Standard Policies
• Other Instructor-Specific Policies
Syllabus

• Course Information
  – Prerequisites
  – Course Description
  – Course Goals
  – Learning Objectives
  – Learning Methodologies
• Course Logistics
  – Meeting dates/times
  – Blackboard Component Description
  – Instructor Contact Information
  – Textbook and reading list
Syllabus

• Course Requirements
  – Course outline & key dates
  – Assignments, papers, tests, quizzes, etc.
  – Portfolio Projects (as applicable)

• Assessment Methods
  – Grade Distribution & Percentages
  – Point values for course requirements
Syllabus

- Standard SPS course policies
  - Academic Integrity
  - Courtesy Expectations
  - Disability Services
- Other policies necessary to manage your course
  - Late assignments/missed exams
  - Attendance/participation/Grade of “AF”
  - Grading Rubrics
  - Discussion Rubrics (for online discussions)
  - Others?
Syllabus:
Communicating Expectations

• May require chairperson review
• Post on Blackboard 2 weeks prior to class
• Plan to discuss syllabus in class
Portfolio Project Background: The Big Picture…Alignment

SLU Dimensions
- Scholarship & Knowledge
- Intellectual Inquiry & Communication
- Community Building
- Leadership & Service
- Spirituality & Values

SPS Program Objectives (Major/Minor/Certificate)

Class Project Learning Objectives
Portfolio Project Background:
Measuring Learning Outcomes at SPS

Portfolio Process
- OS Major/Minor
- OLT Major
- Hospitality & Food Service Management
- Psychology/Industrial Psychology Minors
- Computer Science Technology Majors/Minors
- Communication/Strategic Communication Minors

Student/Faculty Evaluations
- Contract Management Program

Focus Groups
- Public Administration

Student Project
- Real Estate & Community Development
The Portfolio Process

Step 1: Students take courses that have standard projects

Step 2: Students Save Projects Electronically

Step 3: Students take OSTD 485: Portfolio Proseminar

Step 4: Students Present Portfolios & Professional Development

Step 5: Faculty Evaluate Students Portfolio Projects
Portfolio Projects and YOU!

• Applies to OS, CST, CJSM, & BSG degrees
• Certain classes have projects – stick to them, unless chair gives permission
• Projects result in the development of a written document, visual, and/or presentation aids
• Remind students to save projects and presentations electronically!
Faculty Reflections

• All faculty are required to complete a reflection online (available at: http://www.slu.edu/x26001.xml)

• PLEASE PUT THOUGHT INTO YOUR REFLECTIONS

• Chairs review and follow up with comments, suggestions, etc.
Faculty Reflections

• Four Items
  – What went right?
  – What needs improvement?
  – What are two improvements you will make to your course?
  – What resources do you need from SPS to make this teaching-learning experience better?
Student Evaluations

• Moved Away from Paper-and-Pencil Evaluations
• All evaluations now conducted online
• Faculty are responsible for encouraging students to complete the evaluation
  – Sending out reminders through BB
  – Giving time in class (if in computer class) to complete
• Goal: 80% total response rate
Faculty Resource Page

• Links to Teaching Resources, including
  – SPS Faculty Handbook
  – Center for Teaching Excellence
  – Instructional Media Center

• Links to Administrative Resources
  – Information on SPS Committees

• Links to Scholarly Resources
  – SLU Libraries
School for Professional Studies
SAINT LOUIS UNIVERSITY

I've been able to apply real-world knowledge gained from the real estate and community development program directly to my company's projects.

School for Professional Studies

Adult Degree Completion Programs at Saint Louis University

From adult degree completion programs and professional development to continuing education and personal growth, our educational offerings will meet your needs. We're SLU for Busy Adults, and we're committed to your success.

Online, evening and weekend classes
Online classes are when and where they're convenient for you | On-site classes meet once per week | Evenings and Saturdays | Locations include the main campus in St. Louis and a second campus in Clayton

Flexible accelerated schedule
Begin our accelerated degree completion programs anytime | Five accelerated, nine-week terms per year | Take one or more courses per term—choose the pace that's right for you.

School for Professional Studies Home
I've been able to apply real-world knowledge gained from the real estate and community development program directly to my company's projects.

Professional Studies Faculty

Industry leaders, sharing real-world experience

The School for Professional Studies provides education to its students using top-quality, industry experts. Faculty at SPS come from a wide range of for-profit and not-for-profit employers and have a wide range of expertise. They integrate theory, research and practice into the classroom environment to ensure that students receive an education that they can use in their daily lives.

SPS also employs full-time and part-time faculty from other academic departments at Saint Louis University, which strengthens our relationship with the broader SLU community.

Resources for Faculty

Professional Studies faculty members also have access to a variety of resources to assist them in developing themselves as teachers and in developing relationships with the broader SLU community. Our faculty demonstrate a commitment to the adult learner through their involvement with SPS, both inside and outside the classroom.
Professional Studies Faculty Resources

The School for Professional Studies and the larger university community provide important resources to support SPS faculty, both full-time and part-time in their teaching and academic pursuits. Several resources can be accessed and obtained by using the mySLU web portal.

You can also access general faculty informational resources. These resources can be classified into several areas:

1. Teaching Resources
2. Administrative and Governance Resources
3. Scholarly Resources

Teaching Resources

SPS faculty have access to numerous teaching resources, both within Professional Studies and within the larger SLU community. These resources include:

- The SPS Faculty Handbook (PDF)
- The Reinart Center for Teaching Excellence
- Blackboard Support
- Service Learning Support
- Academic Integrity Forum
- Office of Student Conduct
- Disability Services Support
- Instructional Media Center (IMC)
- Information Technology Services (ITS)
- Writing Center
- Tutoring Center
- Attendance Verification Form
- Faculty Reflection Form

The SPS admissions and advising staff highly encourages all SPS faculty to complete Attendance Verification and to utilize the Early Warning System, as described below. Failure to do so can lead to serious administrative issues as well as significant problems for SPS students.
Faculty E-Learning Resources

- Work in Progress
- Links to tutorials/support for Blackboard and Blackboard tools
- Link to Audacity
- If you have a good link to share, please send it to grawitch@slu.edu
Faculty e-Learning Resources

SPS emphasizes the need to incorporate technology into its classes. All SPS faculty members are expected to use Blackboard to support their online and on-ground classes. In addition, SPS encourages its full-time and part-time faculty to learn about and implement new technological resources into the classroom experience.

To support our faculty, we are continuously identifying or developing resources to assist faculty in using Blackboard and other technology.

Blackboard Resources

- Blackboard Support at Saint Louis University offers the following resources:
  - Frequently asked questions relating to accessing and using Blackboard
  - Blackboard CE instructional videos, where faculty can learn more about the Gradebook, possible download problems, using the Learning Modules tool, and adding classroom video links in Blackboard.
  - The schedule for Blackboard training is also available from CTE. This can provide faculty members with more in-depth training using particular tools, such as Assignments or the Grade Book. CTE also offers a Fast Track course required of all faculty who will be using Blackboard in their courses.

- UNC-Charlotte offers a variety of useful resources to assist faculty in using tools in Blackboard. Though their program uses Blackboard for Vista, many of the tutorials are applicable to our current Blackboard CE version.

- Johnson Community College also offers several useful resources to assist faculty in structuring Blackboard tools as well. This is probably one of the most comprehensive sites currently available.

- The University of Utah offers a comprehensive series of documentation for those faculty that prefer to read about different Blackboard components. This site offers small chunks of documents to maximize accessibility.

- Online courses at SPS are evaluated before they go live. The evaluation criteria, along with the explanations of those criteria are available for SPS faculty.

Other Technology Resources

- Powerpoint can be a useful tool for online classes and can even be used to...
Questions?