

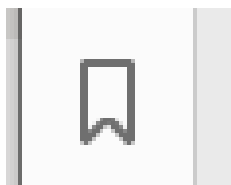
MAYVILLE STATE UNIVERSITY



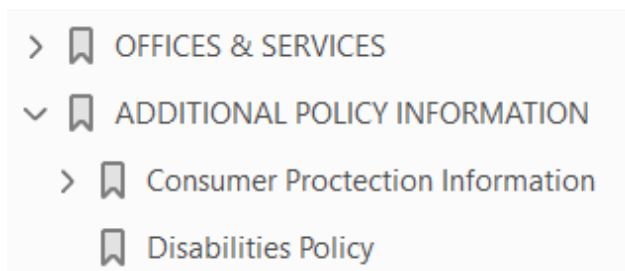
ADJUNCT FACULTY HANDBOOK 2020-2021

NOTE ON NAVIGATING THROUGH THIS HANDBOOK

To navigate easily through this pdf handbook, download and save it to your computer. Next, reopen the pdf using Adobe Reader and look for the bookmarks icon in the bar to the upper left side of the screen. The bookmarks icon looks like this:



When you click on that icon, you should see a bookmarked list of topics that appears similar to this:



To move from topic to topic, click on the bookmark icons. There will be an arrow pointing to the bookmark icon if there are subtopics bookmarked under that “parent” topic. Click on the arrow to see the subtopics. When you do, the parent topic’s arrow changes so that it is pointing downward. Clicking on the downward arrow will collapse the subtopics once again under their parent topic.

2020-2021 ACADEMIC CALENDAR

FALL SEMESTER 2020

August

24 Orientation/Registration
24 Classes begin at 4:00 pm (syllabi must be posted by noon)
25 First full day of classes

September

1 **Dual Credit Faculty: Send course syllabi to Misti Wuori and Brittany Stevenson**
All other faculty: Send course syllabi to your division chair
2 Last day to register or add a class
Last day to drop a class without record
7 Labor Day – No classes
9 Final bill payment due
13 Application for Spring graduation due (\$35 late charge beginning September 14)
21 Enrollment census date

November

11 Veterans Day – No classes
13 Last day to withdraw from term or drop with record
25-27 Thanksgiving – No classes
30 Classes resume

December

14-18 FINAL EXAM WEEK
22 **Final Grades Due at Noon – PLEASE WATCH EMAIL**

SPRING SEMESTER 2021

January

11 Orientation/Registration
Classes begin at 4:00 pm (syllabi must be posted by noon)
12 First full day of classes
18 Martin Luther King, Jr. Day – No classes
21 Last day to register or add a class
Last day to drop a class without record
27 Final bill payment due

February

1 **Dual Credit Faculty: Send course syllabi to Misti Wuori and Brittany Stevenson**
All other faculty: Send course syllabi to your division chair
7 Application for Summer graduation due (\$35 late charge beginning February 10)
8 Enrollment census date
15 Presidents Day – No classes

March

15-19 Spring Break
22 Classes resume
28 Application for Fall graduation due (\$35 late charge beginning March 29)

April

2-5 Easter Break – No classes
6 Classes resume
9 Last day to withdraw from term or drop with record

May

10-14 FINAL EXAM WEEK
15 Commencement
18 **Final Grades Due at Noon – PLEASE WATCH EMAIL**
31 Memorial Day – No classes

SUMMER SESSIONS 2021

May

17 Fast Track session begins
24 First Five-Week session begins
24 Regular Eight-Week session begins
24 Ten-Week session begins

June

28 Second Five-Week session begins

2020-2021 Key Contacts

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HELPFUL LINKS

2020-2022 CATALOG

<http://mayvillestate.smartcatalogiq.com/2020-2022/2020-2022-Academic-Catalog>

MSU Dual Credit

<https://mayvillestate.edu/admissions/early-entry>

Blackboard

https://online.mayvillestate.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=121

MSU Extended Learning

<https://mayvillestate.edu/msu-online/distance-student-services/>

<http://www.mayvillestate.edu/msu-online/msu-online/>

MSU Faculty Handbook

<https://mayvillestate.edu/about-msu/consumer-information/>

MSU Library

<https://mayvillestate.edu/student-resources/library/>

MSU Policy and Procedural Manual

<https://mayvillestate.edu/about-msu/reports-policies/university-policy-manual/>

Distance Student Complaint Process

<https://mayvillestate.edu/msu-online/student-complaint-process/>

Student Success Center

<https://mayvillestate.edu/student-resources/student-success-center/>

Instructional Design

<https://mayvillestate.edu/academics/instructional-technology/instructional-design/>

SharePoint (to access several departments and offices such as Academic Records and HR):

- www.mayvillestate.edu
- Click the "S" icon in the upper right-hand corner
- Continue login
- Enter your NDUS User ID and Password

Academic Records

<https://mayvillestate.edu/academics/academic-records/>

Human Resources

https://mayvillestate.edu/about-msu/more-info/contact-us/employee_directory/?demo=2&view=dept&did=50

Office of Extended Learning

The office collaborates with academic divisions and administrative units to develop and deliver extended programs and courses, and to provide support for students and faculty engaged in distance learning at Mayville State University.

Office is responsible for:

- Serving as a point of contact for distance and online students
- Processing non-degree, Graduate non-degree, Collaborative, Dual Credit, and Continuing Education applications for admission
- Collaborative student registration
- Dual Credit (Early Entry) registration
- Advisement for online and distance students
- Online and distance programs recruitment, advisement, and registration
- Heart of the Valley Consortium ITV courses
- Online and Distance Proctor Verification
- Providing student, staff, and faculty support for Blackboard, YuJa, Blackboard Collaborate, Hoonuit, and other technologies.
- Providing orientation, handbooks, email information and other support for online and distance student support services, including new student support services

Syllabus Template

The MaSU Syllabus Template is disseminated by the Academic Affairs Office each semester. Check with them for a copy of the latest version. This template is to be used for all MSU courses regardless of delivery mode.

Syllabus Headings – some are recommended and others are required. See the Template.

- Course Identification (name, number, section)
- Semester, Year
- Your name and contact information, Hours of availability
- Meeting times and locations (for on-campus only)
- Course Description (duplication of the academic catalog)
- Purpose of the course (summary of the objectives of the course; expands upon the description)
- Conceptual Framework – required for EDUC/EC block courses and professional education core courses
- Course Objectives
- Program Student Learning Outcomes Addressed in this Course
- Course Improvements based on most recent assessment findings
- Required/recommended materials
- Instructional Strategies
- Learning Experiences
- Expectations/Protocols
- Instructor/Student Communication
- Course Timeline/Schedule
- Method of Evaluation/Grading
- Proctor Notification (Applicable if requiring exam proctors)
- Enrollment Verification Activity
- Late Arrivals
- Important Student Information
- References/Bibliography (Optional)

A copy of the syllabus must be emailed to your Division Chair and to the Office of Academic Affairs (Ashley Hanson, ashley.a.madson@mayvillestate.edu), and to the Office of Extended Learning (Misti Wuori, misti.wuori@mayvillestate.edu) before the semester begins. Please watch your MSU Email account for this information.

Orientation and Onboarding

As a new employee of Mayville State, you will have access to a comprehensive orientation course to help you hit the ground running in your new position. To find this course, login to Blackboard at **online.mayvillestate.edu** and click the Community tab. The course is called, "Orientation and Onboarding for New Online Faculty."

The course is set up in five modules:

- Module 1: Faculty Onboarding and Mentorship
- Module 2: MSU Handbooks, Policies and Procedures
- Module 3: Course Planning and Preparation
- Module 4: Instructional and student Resources
- Module 5: Division Specific Information

If you have any questions or concerns, please contact the Onboarding Course Coordinator, Chris Gonnella at 701.788.4709 or christine.gonnella@mayvillestate.edu

Instructor Guidelines for Distance Faculty

STANDARDS OF INSTRUCTION

Faculty are responsible for stating, in writing, measurable objectives for each course they teach at the beginning of each semester. It is expected that each of the faculty will direct his or her instruction toward the fulfillment of these objectives. Faculty are also responsible for orienting the content of the courses they are assigned to the course descriptions approved by the faculty of the University. It is expected that graded examinations and papers will be provided to the student for inspection and discussion. Final examinations should be retained for at least one semester to provide the opportunity for review, should the student so request. Examinations should be graded and used as a part of the student's learning experience. Faculty members are expected to schedule a reasonable number of face-to-face or virtual office hours for student conferences. Office hours should be scheduled and posted in Blackboard, the learning management system, at times convenient to both students and faculty, with the additional option of prearranged appointments.

Faculty Responsibility for Conducting Classes

Faculty members who are unexpectedly prevented from meeting a class are to notify the Division Chair of that fact as soon as possible. Faculty members who expect to be absent from the campus or the online class environment are to inform the Division Chair of their absence and acquaint them with the arrangements that have been made to provide for making up missed classes prior to or immediately following this absence.

Contact Checklist

In order to meet students' needs it is recommended to consider a variety of communication options. For teaching at a distance, please consider the following checklist as you post and update your contact information in the learning management system.

- _____ Name
- _____ Photo (nice to have a "face with a name")
- _____ Email Address
- _____ Phone Number
- _____ Office Hours if applicable
- _____ Hours available via email (weekdays/weekends/holidays)
- _____ Office Location (on campus, if applicable)
- _____ Procedure for making appointments or asking questions, etc.

Course Schedule

Online classes begin on the first day of the semester. It is expected that instructors have the course available to students at that time. It is very important to have the syllabus available to students on the first day of class at noon. Also keep in mind that students tend to email their online instructors with questions prior to the first day of class.

Course Enrollment

Students may enroll in an online class until the last date to add for the semester. This date is listed in the academic calendar. Email reminders are also sent out by the Academic Records Office. Students are populated into the learning management system up to 48 hours after registration.

Course Un-Enrollment (Blackboard)

There is an 'un-enroll' function in Blackboard. DO NOT un-enroll a student from Blackboard yourself. If a student drops a course, please notify Alissa Perkins at 1-800-437-4104, ext. 34645 to un-enroll the student from Blackboard. To check class enrollment accuracy, verify your class roster through ConnectND. Blackboard is NOT the official class roster for the course.

Course Minimums and Enrollment Caps

Online course enrollments caps are typically 24 students but are established by academic divisions. Instructors may give consent to exceed the cap by contacting their Division Chair and Academic Records Office.

Course Compensation

Adjunct faculty who teach online classes are compensated based on class enrollment. Class rosters are finalized after the "*last day to add a course*" date. This process will cause a delay in the first paycheck for online adjuncts.

Course (teaching) Contracts

Letters of appointment are sent out from the Office of Academic Affairs at the beginning of each semester.

Course Participation and Enrollment Verification

It is important for online instructors to confirm student course enrollment and participation during the first 10 days of class. The U.S. Department of Education requires instructors of online courses to provide an activity that will validate student enrollment in each course. The only way to verify that a student has been in a course is if he or she takes an action in the learning management system, such as completing an assignment or a taking a quiz.

Logging into Blackboard is NOT considered attendance.

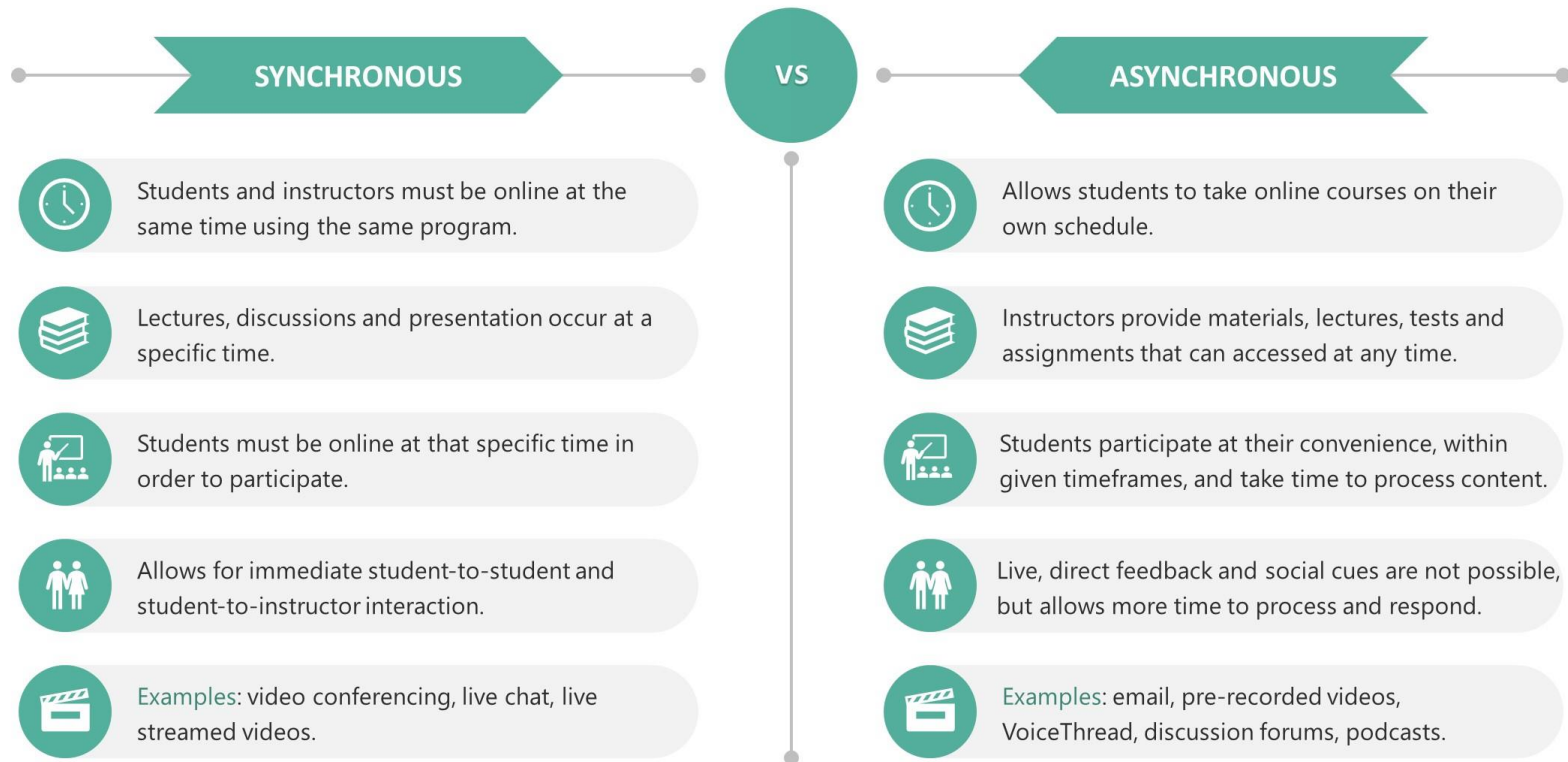
Distance Course Content and Development

Distance Adjunct Faculty may teach a course at MSU where content has already been created. On the other hand, adjunct faculty may be asked to create a new course. In either case, significant changes to a current course or creating a new course must be approved by the division chair prior to making the changes or beginning a new course.

Contact the Instructional Designer, Christine Gonnella, at 701-788-4709 or email at christine.gonnella@mayvillestate.edu for more information on course development, or access the Online Course Development Wiki on the Instructional Design SharePoint Site.

SYNCHRONOUS VS ASYNCHRONOUS

Learning



Campus Connection Designation Required: If you include a **required synchronous** component in your **asynchronous online** classes, like Zoom meetings, they must be indicated in Campus Connection as **Online Synchronous** with times listed for the required sessions. This designation is not required if synchronous components are optional, but still should be included in Campus Connection. Thank you.

Mayville State University

Course Prefix, Name and Number

Semester Year
Semester Hours

Course and Instructor Information

Instructor Name:

Contact Information: office, e-mail, and work phone

Hours of Availability:

Instruction Mode: (**Instructions:** choose one of the following and delete the rest: on-campus face-to-face, off-campus face-to-face, online asynchronous, online synchronous, Interactive Video)

Time Zone (Online Courses): All times indicated throughout this syllabus reflect Central Time (CT).

Meeting Times and Location:

Course Description

Instructions: Enter the course description exactly as it is displayed in the current academic catalog.

Pre-/Co-requisites: Add text here. If none, include: No Pre-/Co-requisites are required

Course Objectives

Add text here

Required/Recommended Materials and Technologies

Instructions: Enter a list of the required and/or recommended textbooks, Open Educational Resources (OERs), software, web-based resources, online platforms, equipment, licenses, exam fees, access codes, and other materials in this course. For courses that do not require a textbook, please describe alternate resources used in the course.

Add text here

Course Expectations

Instructions: As you compose the information for each of the areas in this section, include any expectations you have of the student and what the student can expect of you. This section must contain the information included below (subheading titles may be edited by instructor preference) as well as any customized information needed for this course.

Instructor/Student Communication

Students are accountable for all academic communications sent to their MSU email address.

Add text here

Assignments and Assessments

Add text here

Method of Evaluation/Grading

Instructions: This section must contain the information included below (subheading titles may be edited by instructor preference) as well as any customized information needed for this course. 1) Describe what *your students* can expect of *you* in terms of grading turnaround time. [See Timely Manner clause in M490 Section B]. Describe what *you* expect *from students* regarding late submissions, make-up exams, etc. 2) any attendance and/or participation policies, 3) grading scale (90-100=A; 80-89=B; etc.), and 4) the grade breakdown for the course.

Grading Policies

Add text here

Attendance/Participation Policies

Add text here

Grading Scale

Add text here

Breakdown of Grades

Add text here

Enrollment Verification

On-Campus Course Statement

The U.S. Department of Education requires instructors to conduct an activity which will validate student enrollment in this course. Class attendance will be used to verify enrollment in on-campus courses. If you do not attend, your enrollment in this course will be at risk.

Online Course Statement

The U.S. Department of Education requires instructors of online courses to provide an activity which will validate student enrollment in this course. The only way to verify that a student has been in this course is if he or she takes an action in the LMS, such as completing an assignment or a taking a quiz. Logging into the LMS is **NOT** considered active course participation. Please complete the designated enrollment verification activity by the date indicated. If it is not complete your enrollment in this course will be at risk.

Proctor Notification

Instructions: This section is required for online classes only. Faculty using proctors must notify students that a proctor is required. Instructors **may not** require use of a proctor **unless** this requirement was specifically explained Campus Connection prior to course registration and included in the course syllabus. You may offer paid-for proctoring services, such as ProctorU, as an *option* (rather than a requirement) if you have not met these conditions.

If a proctor is not required, enter this required statement:

No proctors are required for this course or this course will use YuJa Proctoring.

Important Student Information

Instructions: Navigate to Blackboard > MaSU tab > Student Resources tab to find a document entitled, "Important Student Information," which includes information about:

- ✓ Academic Grievance Concerns and Instructor English Proficiency
- ✓ Starfish - Student Success System
- ✓ Students with Documented Disabilities
- ✓ Student Learning Outcomes / Essential Learning Outcomes
- ✓ Academic Honesty
- ✓ Emergency Notification
- ✓ Continuity of Academic Instruction for a Pandemic or Emergency
- ✓ Family Educational Rights and Privacy Act of 1974 (FERPA)
- ✓ Diversity Statement (Title IX)

Course Timeline/Schedule

Instructions: The information listed in the timeline/schedule should include assignments, due dates, where to find info if needed. If a separate Word document or LMS page is used, reference its title and location in this section.

Appendix

Other Required Items, if Applicable:

Courses Grouped in the LMS

Instructions: If you intend to group your courses in the LMS, use the following statement. If not, delete this section: All sections of class name, class number, and delivery method have been grouped together in one Blackboard course shell. Students will see the names, locations, email addresses, discussion forum postings, and contributions to group activities of all students enrolled in the grouped course for the current semester. Grouping classes allows for access to enhanced course materials, greater diversity of opinions and life experiences in course discussion boards, and expanded class sizes for course activities.

Important Reminder: Additional permissions are required to use any course materials that include student identifiers, such as any recorded materials or samples of student work. Please refer to the FERPA Course Grouping Release Form located under the Faculty Resources tab on the home page for either LMS.

Essential Studies Courses

As part of Mayville State University's Essential Studies curriculum, this course seeks to prepare students for twenty-first century challenges by gaining: 1) Knowledge of human cultures; 2) Intellectual and practical skills; 3) Personal and social responsibility; 4) Integrative and applied learning.

Division-Specific Items

How to address your instructor

Instructions: Students are often confused by how to address their instructors. The syllabus is an excellent opportunity to provide students with direction on your preference.

Given my rank at MSU and my degree, I prefer to be called, " _____".

Conceptual Framework (required for EDUC/EC Block courses and Professional Education Core courses)

Instructions: Teacher education courses must enter the following statement:

Teacher education courses are based upon the Conceptual Framework: Reflective Experiential Teacher. See the document 'Conceptual Framework' provided in the course shell.

Note: Teacher Ed can add their own requirements and inform the instructors involved.

INTASC-Teacher Education

Instructions: Enter the learning objectives developed for this course. Include references to INTASC Standards if this course is for the teacher education program.

Add text here

Program Student Learning Outcomes (SLOs) Addressed in This Course

As part of Mayville State's effort to demonstrate continuous improvement in achieving student learning outcomes, this course will address the following SLOs:

- enter SLO and description here
- enter SLO and description here

The following SLOs/Professional Standards will be mastered in this course:

SLOs/Professional Standards	Mastery Assignment

Instructional Strategies (required for teacher education and Nursing program courses)

Instructions: Enter a list of instructional strategies that will be used in the course. **Examples** include active learning, advanced organizers, blended learning, brainstorming, character analysis, concept mapping, discussion forums, exams, feedback, flipped classroom, position papers, presentations, reflective writing, etc.

Add text here

Proctor Notification

Instructions: Faculty using proctors must notify students that a proctor is required.

If a proctor is not required, enter this required statement:

No proctors are required for this course.

If a proctor is required: Instructors must provide students with the information their proctor needs to know so that the proctor understands his or her expectations and responsibilities. If your students will not be permitted to use ProctorU, or some other proctoring service, be sure to note that. Also note that there may be a cost involved in hiring a proctor. A model paragraph is provided below. **Be sure to customize this for your own course requirements in the underlined areas.**

This course requires a proctor for exams. A proctor is an individual who will monitor you while taking an exam to ensure academic integrity. To be approved as a proctor, the individual must be a disinterested professional with a valid business address, business phone number, and business email address (professional contact information is required; personal contact information such as Yahoo or Hotmail addresses will not be accepted). Proctors should be people in education or education-related fields and/or responsible positions of workplace leadership. Examples of potential proctors include university faculty and staff members, testing centers, library staff, elementary or secondary teachers or administrators, law enforcement or military officers, and human resource or workforce development staff. Friends, family members, and other students are not allowed as proctors. You may also/may not hire ProctorU, a proctoring service that works with the institution. Keep in mind, proctors can sometimes charge for their services (see our [ProctorU page](#) for a list of fees for NDUS students). You should speak to your potential proctor and ensure that he or she understands the time commitment and responsibilities before submitting his or her name for approval with Extended Learning. Your proctor information should be submitted at the start of the semester and must be submitted **at least 10 days prior to the first proctored exam**. Failure to have a proctor secured by exam time may result in a zero grade. More information on submitting proctors for approval can be found on the [Submit a Proctor page of the MSU website](#).

(Continued on the Next Page)

As the student, it is your responsibility to provide your proctor with the following information:

In this course, there will be enter # of exams exams. Exams are due enter due dates. Each exam is # of hours long and will be taken online. As the proctor, you are expected to provide a quiet location with reliable internet access. You must also keep the passwords secure and watch over the student to see that he or she is not using additional resources. If technical issues arise, please contact me immediately. Also, some proctors may charge a fee to proctor an exam. Students are responsible for paying for any exam proctoring charges and should discuss payment options directly with the proctor.

Late Arrivals

The grading system for students adding this course after the first day of instruction will be modified. The student will be graded only on the activities that transpired while the student is enrolled. Students will not be penalized for missed assignments, but the student is still responsible for learning the course material that was covered during their initial absence.

Useful Information for Syllabus Development

Required/Recommended Materials and Technologies

When referencing materials, we recommend that you use and model the formatting and writing style (APA, MLA) you require your students to use.

Course Expectations

Instructions: Provide a detailed explanation of your course-specific expectations and requirements for all assignments. **For instance:** a) Describe your expectations for the content of discussion forum posts and responses as well as the format in which they should be submitted; b) Explain which citation style is required for the research paper assignment and how you expect the paper to be submitted (e.g. in the LMS). **A specific example:** Discussion Forums – Discussion forum posts should be on time and grammatically correct. Posts should thoroughly answer questions and should include citations using APA Style formatting.

Instructor/Student Communication (now a subheading for Course expectations)

Instructions: This section should contain the two sections described below as well any customized information needed for this course.

1) Describe what *you* expect of *students* with regard to communication, such as your preferred method and time you expect them to contact you. **For example (customize to your needs):**
Please contact me via text between the hours of 8:00 am and 9:00 pm.

Please ensure that you have include this required statement:

Students are accountable for all academic communications sent to their Mayville State University e-mail address.

2) Describe what *your students* can expect of *you* in terms of communication, such as what they can expect for a response time to their efforts at communication. **For example (customize to your needs):**

If you contact me via text between the hours of 7:00 am and 7:00 pm, you can expect a response within 4 hours. Contact occurring via email may take longer. I will not respond to communication that occurs outside of the times mentioned until the next 12-hour cycle of availability begins. Any exceptions to this will be posted in the Course Announcements.

Assignments and Assessments

Add text here

Method of Evaluation/Grading

Instructions: This section should contain the two sections described below as well as any customized information needed for this course.

1) Describe what *your students* can expect *of you* in terms of grading turnaround time. [See Timely Manner clause in M490 Section B]. 2) Describe what *you* expect *from students* regarding late submissions, make-up exams, etc. Also, include any attendance and/or participation policies, the grading scale (90-100=A; 80-89=B; etc), and the grade breakdown for the course. **Customize the examples below for your own situation.**

Example #1. Breakdown of Grades:

Total points possible = 500

- 5 Exams = 50 points each for a total of 250 points: 50% of final grade
- Research paper = 100 points: 20% of final grade
- Presentation = 100 points: 20% of final grade
- 10 Discussion Forum posts & responses = 5 points each = 50 points total: 10% of final grade

Example #2. Breakdown of Grades

Activity	No. of Occurrences	Points Possible	Percent of Total Grade
Exams	5	250	50%
Research Paper	1	100	20%
Presentation	1	100	20%
Discussion Forum posts & responses	10	50	10%
Total Points Possible		500	

References/Bibliography

Instructions: If you used references to write your syllabus, we recommend demonstrating proper use of your preferred formatting style by citing them here.

Starfish Retention Solutions-Early Alert Reporting System

The Mayville State campus uses Starfish Early Alert and Starfish Connect software, which promotes student success through coordination and communication among students, instructors, advisors, and campus support service departments.

Increase the Effectiveness of Retention and Intervention Measures

All warning information is captured and managed online by an easy-to-use Web interface, so there are no paper forms to misplace, and attrition warnings can be shared across campus offices and departments for the most complete student risk profile possible—equipping you to intervene efficiently and successfully.

Keeps Students Actively Engaged

Engage proactive student involvement by offering grade reporting, progress reports, and engaged students will contribute to a more stimulating classroom environment for faculty and students alike, and early warnings for students struggling in your class. Plus, campus offices will have metrics indicating how often student services are used and how those services are perceived by students.

Here's how:

Go to MSU website—>Starfish icon at the top of the page—>Proceed to Login Page

Enter your MSU user name—>Enter your MSU password

Direct link Starfish: <https://mayvillestate.starfishsolutions.com/starfish-ops>

This resource page contains handouts and videos that will help you set up and manage your Starfish account. <https://mayvillestate.edu/academics/starfish/>

If you need assistance with the Starfish software, you can email starfish@mayvillestate.edu with any questions or concerns. Someone will assist you as soon as they can to resolve any issues.

Incomplete Grade

A student may request an "I" (Incomplete) for work the student has an excusable reason for not completing. This process is initiated by the student filling out the Incomplete Grade Request Form. If an Incomplete Grade is granted by the instructor and advisor, the student is responsible for completing the work by a deadline approved by the instructor, but no later than the close of the following term. With instructor approval, a student may be granted a one-time extension for removing the incomplete grade that includes a contracted date of completion. If any incomplete grade is not removed by the end of the specified time, the grade as recorded on the Incomplete Grade Request form will be placed on the transcript by the Registrar. For questions regarding filing an Incomplete Grade, please contact Heather Hoyt, Registrar, at 701-788-4773.



FERPA GUIDELINES FOR FACULTY & STAFF

QUESTIONS CAN BE DIRECTED TO:

Academic Records Office | Mayville State University
701.788.4773 (o) | records@mayvillstate.edu

What is FERPA?

Family Educational Rights and Privacy Act (1974) or 'Buckley Amendment'

- Federal law designed to protect the privacy of student education records
- Applies to all educational agencies or institutions that receive funds by the Secretary of Education
- Provides guidelines for appropriately using and releasing student education records
- Students are the "owners" of their education records, and the institution is the "custodian" of the records

Student Rights

Students have the right to:

- Inspect and review everything in their records except:
 - Information about other students
 - Financial records of parents
 - Confidential letters of recommendation if they waived their right of access
- Records cannot be destroyed when a request to view them has been made.
- Institution has 45 days to comply with request.
- Seek amendment to records they believe are incorrect
- Consent to disclose academic records
- File a complaint with the Family Policy Compliance Office:

U.S. Department of Education
400 Maryland Ave SW
Washington, DC 20202-4605
- Institutions must annually notify students of their rights under FERPA.

When Do FERPA rights begin and end?

- When students become 18 years of age or enroll in a higher education institution at any age. MASU considers 'enrollment' the point of registration
- FERPA rights do not apply to alumni activities
- FERPA rights end at death, unless otherwise specified by state law

Key Resources / Additional Information

- MASU Academic Records Office
- Family Compliance Office, Dept. of Education—
www.ed.gov/policy/gen/guid/fpc/index.html

Types of Student Information

Education Records - Any record maintained by the institution related to a student, including:

- Personal information (name, ID, etc.)
- Enrollment records (unofficial and official transcripts)
- Grades
- Class Schedules and Rosters
- Student exams or papers
- Student financial records
- Student employment information (work study, assistantships, etc.)

Storage Media -may include the following:

- Electronic document or email
- Computer printout
- Class list on a desktop
- Notes taken during an advising session
- Database
- Documents and materials that are handwritten, taped, saved on disks, film, etc.

Exceptions to Education Record Definitions:

- Records in the "sole possession of the maker"
- Law enforcement records created for a legal purpose
- Employment records, not based on student status
- Medical/psychological treatment records — protected under HIPAA

Directory Information: Releasable items that are not generally considered sensitive or confidential

- Name (all on record)
- Address (all on record)
- E-mail address (all on record)
- Phone number (all on record)
- Height, weight, and photos of athletic team members
- All major/minor fields of study
- Class level
- Dates of attendance
- Enrollment status
- Name of previous institutions attended
- Participation in officially recognized activities and sports
- Honors/awards received
- All degrees earned
- Date degree(s) earned
- Photographic, video, or electronic images of students taken and maintained by the institution

Non-Directory Information: CONFIDENTIAL DATA that may NOT be released without a student's written consent

- Race
- Gender
- Date of birth
- SSN
- Student ID number
- Grades
- GPA
- Country of Citizenship
- Religion

Education Record Access

Who May Access Education Records?

- Student
- Third party authorized in writing by the student
- School officials with a legitimate educational interest
- Parents of dependent students (most recent federal tax return required)
- A person in response to a court-ordered subpoena
- Institution where student seeks to enroll or is enrolled
- Education Departments, state/local officials for legislative requests
- Accrediting agencies
- Health/safety emergency personnel
- Those representing MASU's legal interests in matters where student record is relevant
- Those who plan, conduct or review research related to MASU educational programs
- Those employed or contracted by institution to perform their designated job functions (i.e., National Student Clearinghouse)

Right to Consent to Disclosure

- A student has the right to control to whom his/her education record is released.
- *Consent to Release* form available at mayvillestate.edu
- ND Open Records Laws requires release of directory information that is not suppressed by student

"No Release"

- Students are given opportunity to suppress directory information from public release
- Everyone within the institution must respect a student's No Release on his or her record.
- Must be done in writing with the Academic Records Office
- No Release requests are coded in Campus Connection with a blue window shade symbol

Guidelines for ALL Employees

- Federal regulations allow electronic signatures; *signed* releases are still required by MASU for most transactions.
- All MASU employees are responsible for protecting the confidentiality of student education records.
- "Need to Know"- Access to student data is to perform job responsibilities and role with MASU.
- Data stored/transmitted electronically must be secure and only available to those entitled to it.
- Be vigilant and report any FERPA violations.
- **Once a student is enrolled with MASU, you must communicate with the student via their MASU email address.**

Important Reminders-NEVER:

- Use SSN or Student ID in posting grades or other information
- Release non-directory student information without written consent of student
- Release **ANY** type of transcript to a student via email. Unofficial transcripts can only be mailed **OR** faxed.
- Release class schedule to locate a student
- Release directory information if student has a No Release
- Leave sensitive information on desk/desktop when away from office
- Discard documents with sensitive information without proper destruction and disposal
- Leave graded papers in a stack for student pick up
- Circulate printed lists with student IDs, SSNs or grades for attendance, verification or distribution
- Discuss student progress with anyone other than the student without consent on file with WSC
- Access student records for personal reasons or reasons not related to job responsibilities
- Release lists with sensitive student information to third parties outside your department

Campus Connection: Importing Grades from Blackboard (RECOMMENDED)

Grades Integration provides an option for instructors to import grades from their SAIP (PeopleSoft)-created Blackboard course directly into Campus Connection instead of entering grades manually. This document provides a step-by-step overview of how the process works.

1. In Campus Connection navigate to
 - a. **Self-Service**
 - b. **Faculty Center**
 - c. **Grade Roster**
2. Click on **Import Grades** button as shown below. This will pull grades displayed in the “CC Final Grade” column from the Blackboard course into Campus Connection.

PeopleSoft

Grades Integration

NORTH DAKOTA UNIVERSITY SYSTEM CS Test 8.55

Favorites Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule

Darrell Neubert

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster

Grade Roster

[View FERPA Statement](#)

2018 Spring | Regular Academic Session | Dickinson State University | Undergraduate

▼ **MRKT 301 - 1 (14432)** [change class](#)

Principles of Marketing (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-10:50AM	DSU May Hall, Rm 312	Darrell Neubert	01/08/2018 - 05/11/2018

Display Options: *Grade Roster Type: Final Grade (v) ☐ Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: Not Reviewed (v) [save](#)

Grade Import

Last Import [import grades](#)

Student Grade	Last date Attended	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>		1		(v)		GRD	Administration - BS-Business Administration/Major Accounting	Senior
<input type="checkbox"/>		2		(v)		GRD	Exercise Science - BS-Exercise Science/Minor Coaching	Senior
<input type="checkbox"/>		3		(v)		GRD	Administration - BS-Business Administration	Junior
<input type="checkbox"/>		4		(v)		GRD	Accounting - BS-Accounting/Major Business Administration/Minor Leadership Studies	Senior
<input type="checkbox"/>		5		(v)		GRD	Administration - BS-Business Administration	Senior

3. After grades are pulled in, it is important to review the results.

PeopleSoft

Grades Integration

NORTH DAKOTA UNIVERSITY SYSTEM CS Test 8.55

Favorites Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule

Darrell Neubert

Faculty Center Advisor Center Search Learning Management

my schedule class roster grade roster

Grade Roster

[View FERPA Statement](#)

2018 Spring | Regular Academic Session | Dickinson State University | Undergraduate

MRKT 301 - 1 (14432) [change class](#)

Principles of Marketing (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-10:50AM	DSU May Hall, Rm 312	Darrell Neubert	01/08/2018 - 05/11/2018

Display Options: *Grade Roster Type: **Final Grade** ☐ Display Unassigned Roster Grade Only

Grade Roster Actions: *Approval Status: **Not Reviewed**

Grade Import

Last Import: 05/23/2018 8:03AM [Grade Import Error Log](#) [import grades](#)

Student Grade	Last date Attended	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>		1		<input type="button" value="v"/>		GRD	Administration - BS-Business Administration/Major Accounting	Senior
<input type="checkbox"/>				A -		GRD	Exercise Science - BS-Exercise Science/Minor Coaching	Senior
<input type="checkbox"/>				B -		GRD	Administration - BS-Business Administration	Junior
<input type="checkbox"/>				B -		GRD	Accounting - BS-Accounting/Major Business Administration/Minor Leadership Studies	Senior
<input type="checkbox"/>				C -		GRD	Administration - BS-Business Administration	Senior
<input type="checkbox"/>				B -		GRD	Administration - BBA-Administration	Junior
<input type="checkbox"/>		7		<input type="button" value="v"/>		GRD	Administration - BBA-Administration	Junior
<input type="checkbox"/>		8		B -		GRD	Administration - BS-Business Administration/Major Accounting	Junior
<input type="checkbox"/>		9		D -		GRD	Administration - BBA-Administration	Senior
<input type="checkbox"/>		10		A -		GRD	Accounting - BS-Accounting	Senior

IMPORTANT: If the Grade Import Error Log link displays as shown here, you need to click it to review errors.

If necessary, instructors can override the imported grade by choosing the drop-down arrow and selecting a different grade.

Common Errors / Resolutions

ERROR: Student does not exist in LMS - Students do not exist in Blackboard or no grades have been entered in Blackboard for the students.

RESOLUTION: If students are in Blackboard, grade in Blackboard and then import grades into Campus Connection. If students do not exist in Blackboard, manually enter the grades in the Grade Roster in Campus Connection.

The screenshot shows the 'Grade Error Report' page in the PeopleSoft system. At the top, the North Dakota University System logo is visible. The page title is 'CS Test 8.55'. Below the title, there is a breadcrumb trail: 'Favorites | Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule'. The main heading is 'Grade Error Report'. Below this, there are fields for 'Term: 1830', 'Class Nbr: 14432', 'Last Import: 05/23/2018 8:03AM', and 'Seq Nbr: 1'. A table titled 'Grade Import Error Log' is displayed, showing two rows of errors. The first row has 'IMS ID' 1 and 'Error Description' 'Student does not exist in LMS'. The second row has 'IMS ID' 2 and 'Error Description' 'Student does not exist in LMS'. The table has a 'Personalize' link, a 'Find' button, and a 'View All' button. There are also 'First', '1-2 of', and 'Last' navigation links. A 'Return' button is located at the bottom left of the page.

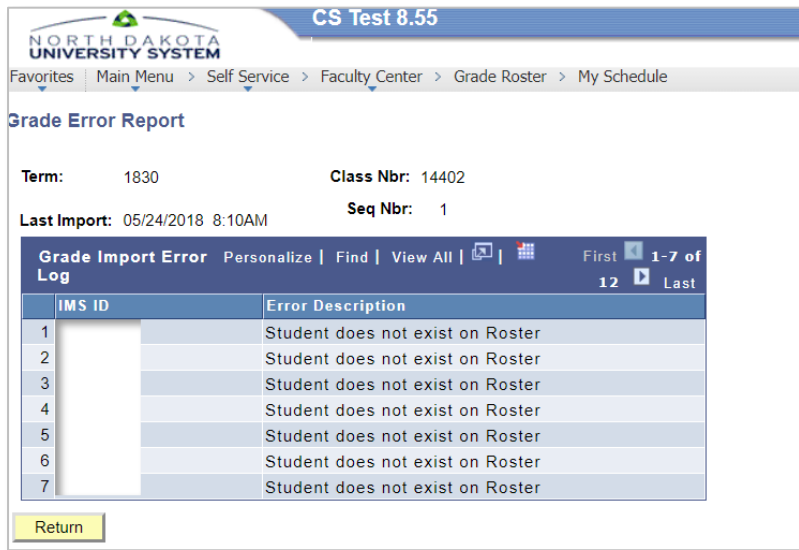
IMS ID	Error Description
1	Student does not exist in LMS
2	Student does not exist in LMS

ERROR: Student does not exist on Roster - Students exist in Blackboard but are not enrolled in Campus Connection.

RESOLUTION: You are not able to enter grades for these students until the students are enrolled. Contact the Registrar's Office on how to handle this situation.

PeopleSoft

Grades Integration



CS Test 8.55

NORTH DAKOTA UNIVERSITY SYSTEM

Favorites | Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule

Grade Error Report

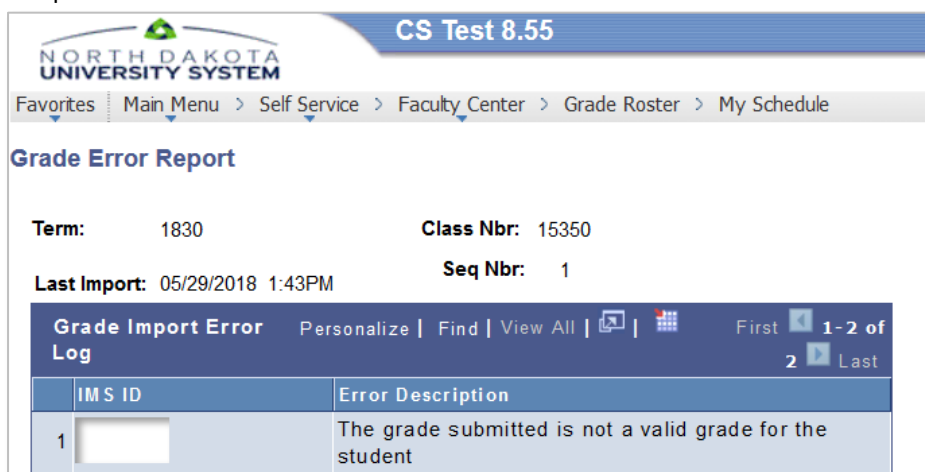
Term: 1830 Class Nbr: 14402
Last Import: 05/24/2018 8:10AM Seq Nbr: 1

Grade Import Error Log		Personalize Find View All [Icons]	First 1-7 of 12 Last
IMS ID	Error Description		
1	Student does not exist on Roster		
2	Student does not exist on Roster		
3	Student does not exist on Roster		
4	Student does not exist on Roster		
5	Student does not exist on Roster		
6	Student does not exist on Roster		
7	Student does not exist on Roster		

Return

ERROR: The grade submitted is not a valid grade for the student - The grade entered in Blackboard is not a valid grade for this class in Campus Connection. Click on the roster grade dropdown in Campus Solutions to see which grades are valid for this class.

RESOLUTION: Best practice is to enter the valid grade in Blackboard and select the import grades in Campus Connection to pull in all valid grades. This will ensure consistency between the grade in Blackboard and the grade in Campus Connection.



CS Test 8.55

NORTH DAKOTA UNIVERSITY SYSTEM

Favorites | Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule

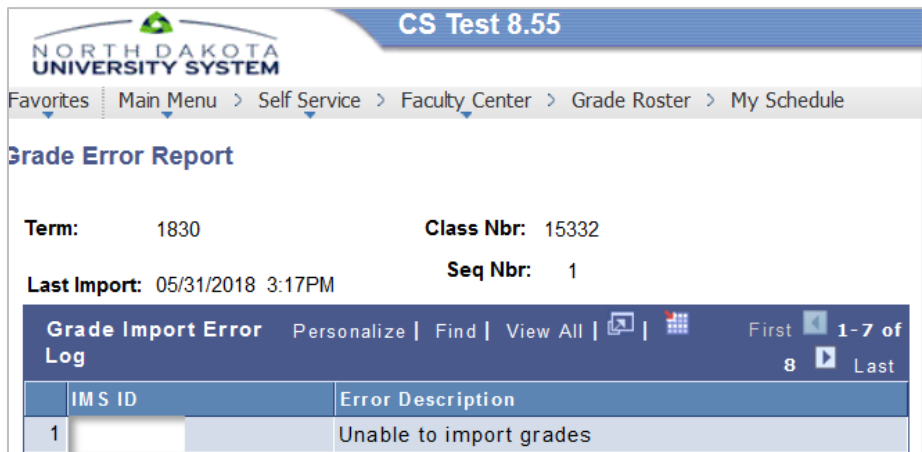
Grade Error Report

Term: 1830 Class Nbr: 15350
Last Import: 05/29/2018 1:43PM Seq Nbr: 1

Grade Import Error Log		Personalize Find View All [Icons]	First 1-2 of 2 Last
IMS ID	Error Description		
1	The grade submitted is not a valid grade for the student		

ERROR: Unable to import grades - Most commonly the student has a W in Campus Connection, meaning the student dropped the course.

RESOLUTION: No action is needed.



Course Sections Merged in Blackboard

This is where two or more class sections in Campus Connection have been merged into one course in Blackboard.

1. Grade all students in Blackboard.
2. In Campus Connection, you will import grades for each section.
 - a. When you import grades in the first section, all grades will populate for the students in this section; and student in the other section(s) will show in the 'Grade Import Error Log' with the error 'Student does not exist on Roster'.
3. Continue to do the grade import for all sections. Be sure to review the results to ensure all students are graded in Campus Connection.

FN, UN, FNN, and UNN GRADES

When grading in Blackboard, remember to use FN, UN, FNN, UNN in the following situations:

FN, UN	Use these grades when a student stops attending class, and earned an F or U. You will need to enter the last date of attendance in the Grade Roster in Campus Connection.
--------	--

FNN, UNN	Use these grades when a student never attended your class.
----------	--

**These grades are used by Financial Aid in determining if disbursed funds are required to be sent back.*

Additional Notes

The "CC Final Grade" column is pre-configured to be the default Learn grade column used with the Campus Connection grade import. This column can be hidden but not deleted and is not required to be used. Another grade column could be used for importing grades as long as that column meets these conditions:

- Column is set as the External Grade Column
- Primary display of the column uses a Learn Letter Grading Schema that matches the Campus Connections Grading Basis. Learn schema options have been added to match the most common Campus Connections Grading Basis. These Learn schemas start with CC Final Grade + the Campus Connection Grading Basis abbreviation.

Contact your campus Blackboard Administrator for more information.

Need Assistance?

Contact Heather Hoyt, Director of Academic Records/Registrar at heather.hoyt@mayvillestate.edu or

Alissa Perkins, Blackboard Specialist – Office of Extended Learning at alissa.perkins@mayvillestate.edu.

How to Manually Enter Grades in Campus Connection

Grade Roster

- Enter grades using the Roster Grade column dropdown box
 - Once grades are entered, Save while in the Not Reviewed approval status

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster [View FERPA Statement](#)

2019 Summer | 10 Week | Mayville State University | Undergraduate

BUSN 330 - 01 (8128) [Change Class](#)
Computer Applications II (Lecture)

Days and Times	Room	Instructor	Dates
TBA	MASU Online	Rhonda Nelson	05/20/2019 - 07/28/2019

Display Options: *Grade Roster Type: Final Grade
☐ Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: Not Reviewed [Save](#)

Grade Import [Import Grades](#)

Last Import

Personalize | Find | View All | [PDF](#) | First | 1-17 of 17 | Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		▼		GRD	Business Administration - BAS Business Administration	Junior
<input type="checkbox"/>	2		▼		GRD	Business Administration - BAS Business Administration	Junior
<input type="checkbox"/>	3		▼		GRD	Business Administration - BAS Business Administration	Senior
<input type="checkbox"/>	4		▼		GRD	Business Administration - BAS Business Administration	Senior

Review Grades

- Once entered grades have been reviewed, change approval status to Approved
 - Save

Faculty Center | Advisor Center | Search

My Schedule | **Class Roster** | Grade Roster

Grade Roster [View FERPA Statement](#)

2019 Summer | 10 Week | Mayville State University | Undergraduate

BUSN 330 - 01 (8128) [Change Class](#)
Computer Applications II (Lecture)

Days and Times	Room	Instructor	Dates
TBA	MASU Online	Rhonda Nelson	05/20/2019 - 07/28/2019

Display Options: *Grade Roster Type: Final Grade
☐ Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: Approved [Save](#)

Grade Import [Import Grades](#)

Last Import

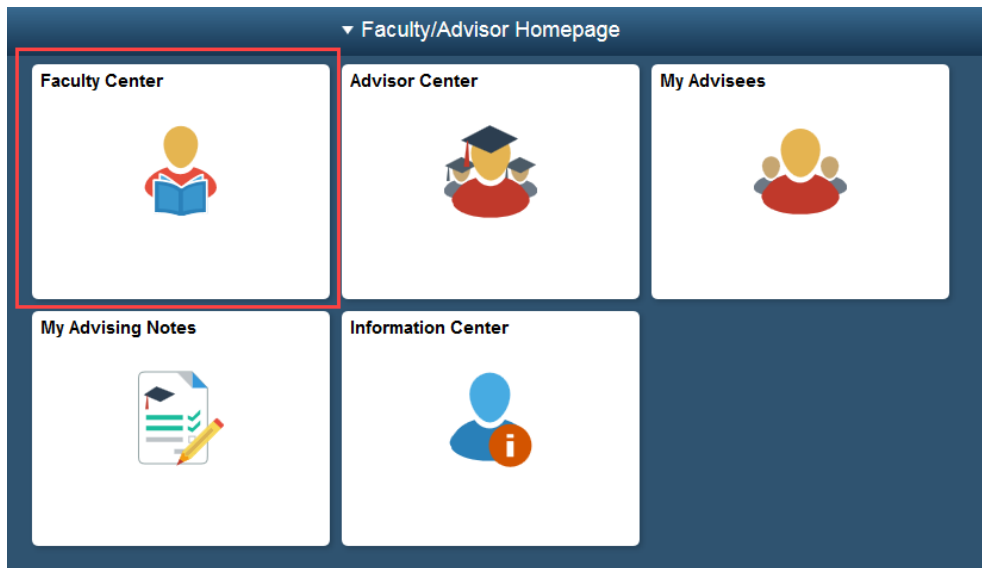
Personalize | Find | View All | [PDF](#) | First | 1-17 of 17 | Last

ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Last Date of Attendance
<input type="checkbox"/>	1	A			GRD	Business Administration - BAS Business Administration	Junior	Note
<input type="checkbox"/>	2	D			GRD	Business Administration - BAS Business Administration	Junior	Note
<input type="checkbox"/>	3	D			GRD	Business Administration - BAS Business Administration	Senior	Note

How to Manually Enter Grades in Campus Connection

Log into Campus Connection

- Click on the Faculty Center tile



The Faculty Center will give you a preview of your teaching schedule

- Click on the Grade Roster icon next to enter grades
 - You can also click on Grade Roster at the top of the page

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | **Grade Roster**

Faculty Center




My Schedule

2019 Summer | Mayville State University [Change Term](#) [View Personal Data Summary](#)
[My Exam Schedule](#)

Select display option
☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend [Class Roster](#) [Grade Roster](#) [Learning Management](#)

My Teaching Schedule > 2019 Summer > Mayville State University

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	BUSN 330-01 (8128)	Computer Applications II (Lecture)	17	TBA	MASU Online	May 20, 2019-Jul 28, 2019
	BUSN 334-01 (8127)	Business Communication (Lecture)	6	TBA	MASU Online	May 20, 2019-Jul 28, 2019
	BUSN 497S-01 (5042)	Internship (Field Studies)	0	TBA	MaSU Not Applicable	May 20, 2019-Jul 28, 2019

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2019 Summer > Mayville State University

You have no final exams scheduled at this time.

[Go to top](#)

[Go to top](#)

Mayville State University

Important Student Information

2020-2021

Academic Grievance/Concerns and Instructor English Proficiency

The State Board of Higher Education require that all faculty members and teaching assistants in the NDUS have appropriate communication skills, including the ability to speak English clearly and with good pronunciation. Students who experience problems should follow the steps outlined here:

1. Discuss the situation with the instructor to see if resolution can be reached.
2. If the problem is still not resolved, contact the instructor's Division Chair for assistance.
3. Situations still not resolved should be brought to the attention of the Vice President for Academic Affairs (VPAA).



Academic Division Chairs:

Business: [Rhonda Nelson, M.B.A.](#)

Education: [Andrea Dulski-Bucholz, Ph.D.](#)

Health, Physical Education and Recreation: [Jeremiah Moen, Ph.D.](#)

Liberal Arts: [Lon Jorgensen, Ph.D.](#) (Interim Co-Chair) and [Erin Lord-Kunz, Ph.D.](#) (Co-Chair)

Nursing: [Collette Christoffers, M.S.N., R.N., P.H.N.](#) (Interim Chair)

Science and Mathematics: [Joseph Mehus, Ph.D.](#)

Vice President for Academic Affairs: [Tami Such, Ph.D, RNC-OB, P.H.N.](#) (Interim VPAA)

In the unlikely event that a situation has not been resolved through this procedure, students may contact the President of the University for final resolution.

Starfish – Student Success System

Starfish is Mayville State's Student Success & Early Alert System the faculty and staff use to report feedback on your academic performance, attendance, etc. If you receive a Starfish notification (will be sent to your @mayvillestate.edu email from Director of Student Success), please read it immediately – it will contain important information for you.

We Care About Your Success

This course is part of a student success project between our institution and Starfish Retention Solutions. Throughout the term, you may receive emails from Starfish® regarding your course grades or academic performance. Please pay attention to these emails and consider taking the recommended actions. They are sent to help you be successful! You'll also have the ability to reach out for help by "Raising your hand"

in Starfish and choosing between the “I Have a Question” flag and the “I Need Help” flag. After the flag has been raised the appropriate faculty or staff will make contact to see how they can assist you. Once again, we are here to help you be successful!

In addition, your instructor may: (1) request that you schedule an appointment by going to Starfish, or (2) recommend that you contact a specific campus resource, such as tutoring or counseling. You may also be contacted directly by one of these services.

So be sure to log in to Starfish AND check your MSU email inbox on a regular basis. This is where you’ll be notified about your academic progress throughout the semester. If you have any questions, you can visit the Starfish webpage on MSU’s site found in the “Current Students” tab and under the “Academic Information” list.

You can also contact Katie Richards, Director of Student Success and Disability Support Services, by email (katie.richards.2@mayvillestate.edu), phone (701-788-4675), or stop by the office (Classroom Building 109) for help with Starfish.

Students with Documented Disabilities

As required by Section 504 of the Rehabilitation Act and the ADA, appropriate and reasonable accommodations will be made for all students with documented disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health-Related, & Other) who request those accommodations to ensure full access to the academic opportunities of Mayville State University. In order to receive services, students must disclose their disabilities, request accommodations and provide documentation showing necessary accommodations to the Director of Student Success and Disability Support Services, Katie Richards (Katie.Richards.2@mayvillestate.edu). Any information shared will remain confidential.

Academic Honesty “Academic integrity is of the utmost importance”

Definitions: Academic dishonesty consists of cheating on tests, quizzes, oral presentations, general coursework, fabrication of data, and plagiarism. Academic dishonesty also includes allowing someone else to copy your work (including computer programs, research data, or any other assignment) and submit it as his or her own. Plagiarism is representing the words or ideas of another as one’s own in any academic endeavor.

Examples: This includes, but is not limited to, the following:

- Copying another student’s assignment (hard copy or electronic files)
- Working with another person when both submit similar work to satisfy an individual, not group, assignment
- Using an author’s writing without proper documentation or reference, whether intentional or unintentional
- Copying any source, book, periodical, database, or computer program without proper credit, whether quoted, paraphrased, or summarized

Consequences: When a student commits academic dishonesty, he/she may be answerable to one or more of the following consequences:

1. Receive an “F” for the assignment with no opportunity to redo it
2. Receive an “F” for the course
3. Referral of the Vice President for Academic Affairs for further disciplinary action

Emergency Notification

The State Board of Higher Education requires all students, student employees, and NDUS employees to participate in the Emergency Notification System (ENS) pursuant to SBHE Policy 1902. Students will have the ability to update their information in the ConnectND portal with a cell phone number and an email address. Students are allowed to leave ‘ENS’ registered cell phones on during class to receive emergency notifications unless instructed otherwise by faculty. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications by one of the following methods:

- a) ‘ENS’ registered personal cell phone that is turned on
- b) ‘ENS’ registered campus email when a computer or other electronic communication device is active

Continuity of Academic Instruction for a Pandemic or Emergency

In the event of a major campus emergency resulting in temporary suspension of classes or early ending to the semester; the course requirements, deadlines, and grading percentages on the official syllabus are subject to change. The course instructor will notify you of such changes by email and/or by the campus learning management system (LMS), currently Blackboard Learn.

Family Educational Rights and Privacy Act of 1974 (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974, Mayville State University has information available regarding student and graduation records it maintains. This information is available in the Mayville State University Academic Catalog at <http://mayvillestate.smartcatalogiq.com/>.

Diversity Statement

This classroom is a place where you will be treated with respect, and the course instructor welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible or nonvisible differences. All members of this class are expected to contribute to a respectful, welcoming and inclusive environment for every other member of the class. MSU is committed to providing a safe learning environment, free of harassment and discrimination as articulated in our university policies located on our website at <http://www.mayvillestate.edu/about-msu/consumer-information/title-ix/>. MSU’s policies require me as a faculty member to share information about incidents of gender-based discrimination and harassment with MSU’s Title IX coordinator, regardless of whether the incidents are stated to me in person or shared by students as part of their coursework.

Technology Information

INSTRUCTIONAL TECHNOLOGIES at MSU

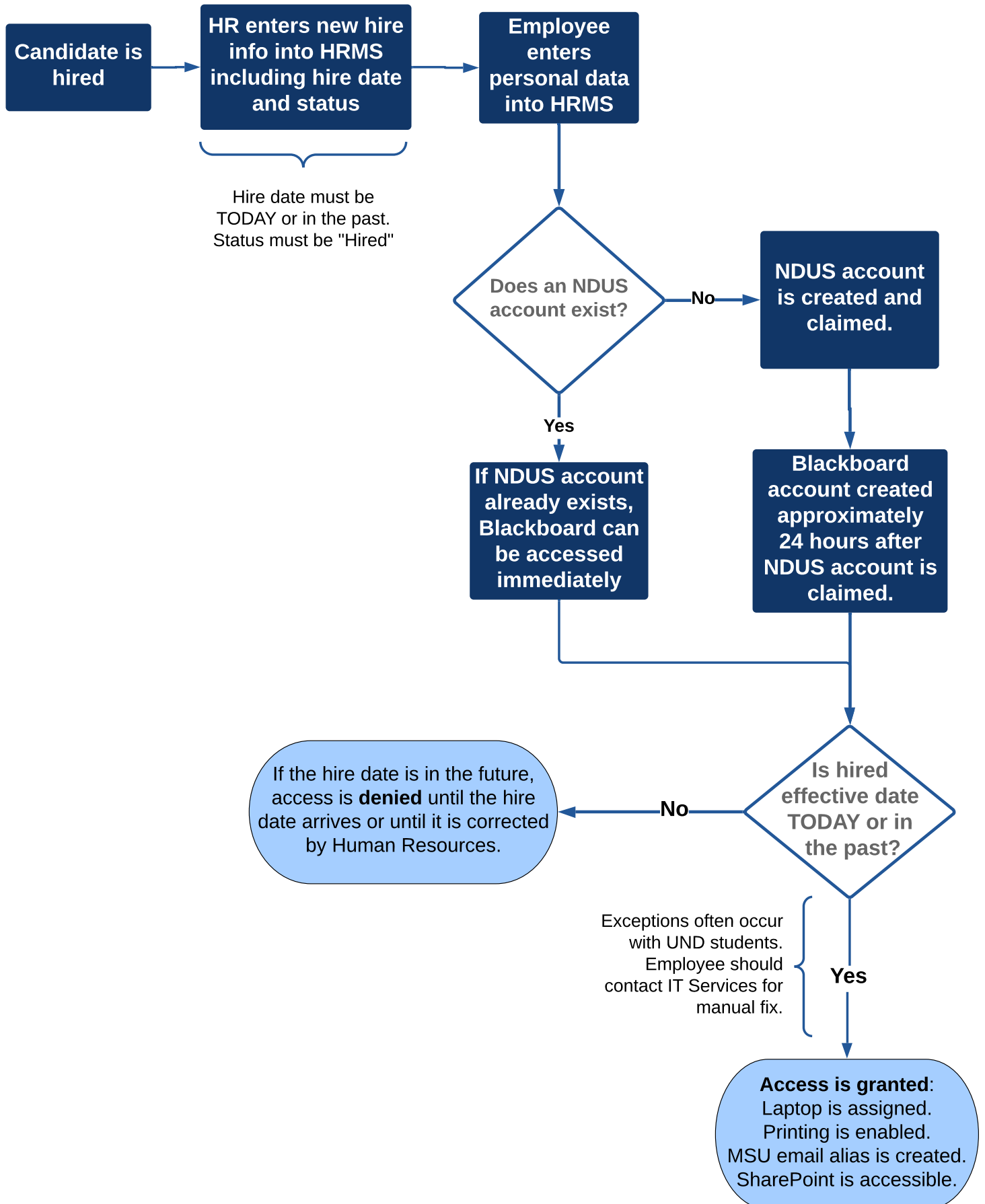
Classroom Technologies	
Each classroom or lab contains instructional technologies, such as computers, projectors, and Promethean boards. Several network-shared printers are available for student use. Instructions have been provided in most of the rooms and on most of the networked printers.	MSU Service Desk
Blackboard Learn	
Blackboard is MSU's Learning Management System (LMS) that is used for online teaching, learning community building, and knowledge sharing. Faculty, staff, and students can access Blackboard at https://online.mayvillestate.edu using their ConnectND credentials.	MSU Service Desk
Blackboard Ally	
Blackboard Ally helps build a more inclusive learning environment and improve the student experience by helping them take clear control of course content with usability, accessibility, and quality in mind.	Chris Gonnella
Blackboard Collaborate Ultra	
Blackboard Collaborate Ultra is a web conferencing tool offered by NDUS. Bb Collaborate Ultra delivers an updated, easy-to-use and highly accessible, synchronous web conferencing interface enabling more collaboration choices to support your pedagogical goals.	MSU Service Desk
Hoonuit	
Hoonuit is an online training resource with hundreds of videos and hands-on tutorials that are available 24/7 to Mayville State students, faculty, and staff using their ConnectND credentials.	Chris Gonnella
Interactive Video Network (IVN)	
Some classes use internet-based, two-way interactive video to provide real-time collaboration with other students and professionals at multiple locations. The North Dakota Interactive Video Network (IVN) is a high-quality system used primarily for the delivery of courses.	MSU Service Desk
Office 365 and Teams	
All employees and registered students have access to Office 365 and its components, including Word, Excel, PowerPoint, OneNote, Skype for Business, Outlook, and SharePoint.	MSU Service Desk
Pexip	
Pexip is a video conferencing service that allows users to connect with IVN classrooms using only a web browser. Users may also connect using a mobile device.	MSU Service Desk
ProctorU	
ProctorU is an online proctoring service that allows students to take exams online while ensuring the integrity of the exam for the institution by authenticating their identities and monitoring the exam in real time.	Misti Wuori

(continued to next page)

INSTRUCTIONAL TECHNOLOGIES at MSU, continued	
Qualtrics	
Qualtrics is an easy-to-use, full-featured, web-based tool for creating and conducting surveys online. Qualtrics can be access using ConnectND credentials.	Chris Gonnella
Read&Write	
MSU students, faculty, and staff have free access to Read&Write, an award-winning literacy software tool that can help students improve reading, writing, research, and study skills. The software is designed to help individuals of all ages, abilities, and learning styles.	Katie Richards
SharePoint	
SharePoint provides a single point of access to email, a personal calendar, custom technical support documents, MSU news and information, file storage, software downloads, and more.	MSU Service Desk
Skype for Business	
All employees and registered students have access to Skype for Business, which allows real-time communication with contacts via chat/IM, audio, or video calls. You can see when your contacts are available online, in a meeting, or presenting.	MSU Service Desk
Smarthinking	
Smarthinking is an on-demand online tutoring program. Students have 10 hours of free access of live tutors from within each course shell via the Smarthinking icon.	Katie Richards
YuJa	
YuJa is a lecture and content capture software that was chosen by NDUS to provide service for its 11 campuses. YuJa enables faculty, staff, and students to record presentations, lessons, training, exam proctoring, and more. The recorded content is searchable, provides for note-taking, can be streamed live, and can be used on mobile devices.	MSU Service Desk
Zoom	
Zoom is the leader in modern enterprise video communications. Zoom has an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across multiple devices and room systems.	MSU Service Desk

Chris Gonnella: christine.gonnella@mayvillestate.edu 3-4709
Katie Richards: katie.richards@mayvillestate.edu 3-4675
Service Desk: support.tickets@mayvillestate.edu 3-4739

Tech Access Map for New Faculty Members



Accessing Your Mayville State Email

Every faculty member with MSU is issued a Microsoft Office account and a Mayville State email address which will become available to you once you have completed the hiring process. Mayville State University considers the university's e-mail system (i.e., employee or student e-mail addresses that follow the MSU email naming conventions) to be an official means of communication.

The university will consider employees and students to be duly informed and in receipt of notifications and correspondences sent by a college administrator, staff member, or faculty member when such notifications and correspondences are delivered to the employee's or the student's university e-mail account. **It is therefore recommended that employees and students frequently access their university assigned e-mail account for official information.**

1. Go to the Mayville State website at www.mayvillestate.edu and click on the mail icon at the top of the page.

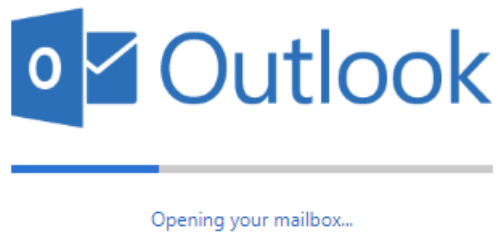


2. You will be taken to the page below. Enter your NDUS username and password, then Sign In. Your username is your name, typed in the format: **first.last**. Your password is the same as your Campus Connection (ConnectND) password. If you need password/login assistance, contact the NDUS helpdesk at 866.457.6387.

3. Next the Microsoft login page will open. Choose whether you would like to remain signed in.



4. Your Outlook email account should now open.



5. If you have difficulty logging in or accessing your university email, please contact the MSU Help Desk by phone at 800.437.4104 (ext. 4739) or by email at service.desk@mayvillestate.edu between 7:30 A.M. and 4:00 P.M., Monday through Friday.

Outside of normal business hours, please call the NDUS Help Desk at 866.457.6387 or submit a help ticket at <https://helpdesk.ndus.edu/ndusaccount>.

Installing Duo Mobile for MFA

(Multi-Factor Authentication)

1. Install Duo Mobile

Find the Duo Mobile App for your type of device by searching for Duo Mobile in your app store or using the following direct addresses:

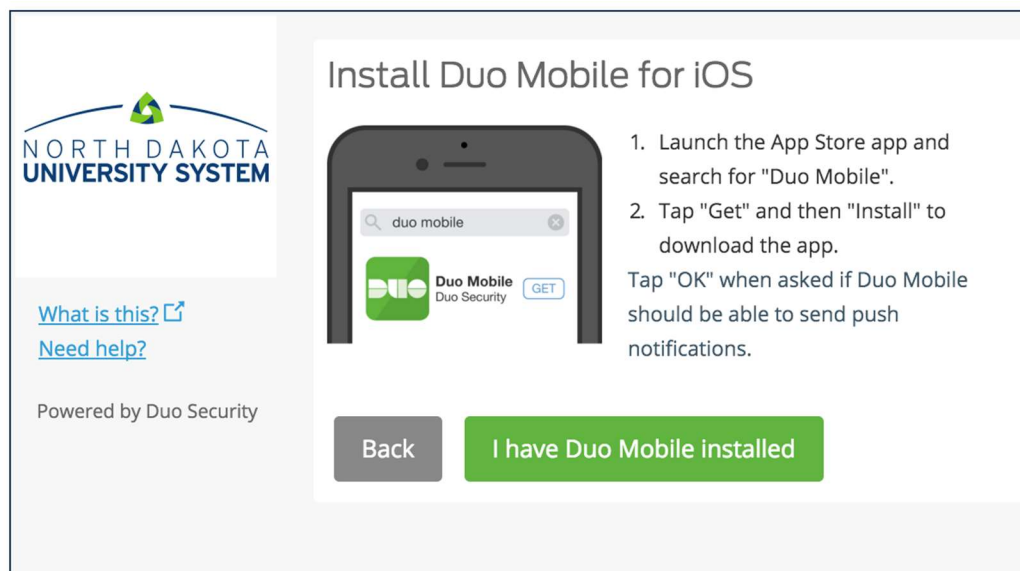
iPhone - <https://itunes.apple.com/us/app/duo-mobile/id422663827?mt=8>

Android - <https://play.google.com/store/apps/details?id=com.duosecurity.duomobile&hl=en>

App Store - <https://itunes.apple.com/us/app/duo-mobile/id422663827?mt=8>

Google Play - <https://play.google.com/store/apps/details?id=com.duosecurity.duomobile&hl=en>

Follow the platform-specific instructions on the screen to install Duo Mobile. After installing the app return to the enrollment window at <https://2fa.ndus.edu> and log in with your NDUS credentials. Click **I have Duo Mobile installed**.



2. Activate Duo Mobile

Activating the app, links it to your account so you can use it for authentication.

On iPhone, Android, and Windows Phones activate Duo Mobile by scanning the barcode on the screen with the app's built-in barcode scanner. Follow the platform specific instructions for your device:

The "Continue" button is clickable after you scan the barcode successfully.

Can't scan the barcode? Click **Email me an activation link instead.** and follow the instructions.

3. Configure Device Options (optional)

You can use **Device Options** to give your phone a more descriptive name, or you can click **Add another device** to start the enrollment process again and add a second phone or another authenticator. Adding a second phone is highly recommended as a backup in the case of a loss/theft/damage of the registered device.

If this is the device you'll use most often with Duo then you may want to enable automatic push requests by changing the **When I log in:** option and changing the setting from "Ask me to choose an authentication method" to "Automatically send this device a Duo Push" or "Automatically call this device" and click **Save**. With one of the automatic options enabled Duo automatically sends an authentication request via push notification to the Duo Mobile app on your smartphone or a phone call to your device (depending on your selection).

My Settings & Devices

iOS 734-555-0105 JUST ADDED **Device Options**

+ [Add another device](#)

Default Device: iOS 734-555-0105

When I log in: ✓ Ask me to choose an authentication method
Automatically call this device


Saved **Continue to Login**

NORTH DAKOTA UNIVERSITY SYSTEM

[What is this?](#) [Need help?](#)

Powered by Duo Security


Click **Continue to login** to proceed to the Duo Prompt.



[What is this?](#) [Need help?](#)

Powered by Duo Security

My Settings & Devices

 iOS 734-555-0105 JUST ADDED

Device Options

+ [Add another device](#)

Default Device: iOS 734-555-0105

When I log in:


Ask me to choose an authentication method

Saved

Continue to Login

Your device is ready to approve Duo authentication requests.


Click **Send me a Push** to give it a try. All you need to do is tap **Approve** on the Duo login request received at your phone.




[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Powered by Duo Security


Choose an authentication method

 Duo Push RECOMMENDED

Send Me a Push

 Call Me

Call Me

 Passcode

Enter a Passcode

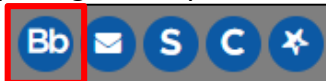
Enrollment successful! This is the Duo login prompt that you'll normally see when logging in. ✕

ACCESSING & LOGGING INTO BLACKBOARD

To gain access to Blackboard, Mayville State's Learning Management system, you must have successfully claimed your NDUS User ID. Claim your account at: <https://helpdesk.ndus.edu/ndusaccount>.

Google Chrome and Mozilla Firefox are the preferred browsers to use when accessing Blackboard. Do NOT use Internet Explorer.

You may access Blackboard at <https://online.mayvillestate.edu>. Please bookmark this page so that it can be easily accessed in the future. You may also access Blackboard by opening the Mayville State website and clicking on the Blackboard link at the top right-hand side of the homepage.



To login, enter your username and password. Your Blackboard Username is identical to your NDUS User ID which was given to you when you claimed your account.



Once you are logged in, click the **My MASU** tab at the top of the page as shown in the screenshot below. Each course you are enrolled in for the current semester will be listed.* To go to a course's page, click on the desired course name from the list.

If you have forgotten your username or password, please go to <https://helpdesk.ndus.edu> for assistance.

**Please Note: Your courses may not be listed until the first day of classes*



Please login to Blackboard one week prior to the start of classes to ensure any problems are addressed.

Your courses will be listed and available in Blackboard by 12:00 (noon) CST on the first day of classes. If you have a problem accessing your courses at that time or have any other questions, please contact the Help Desk at 1.800.437.4104 ext. 34739 or service.desk@mayvillestate.edu.

We also recommend that you take some time to practice working with Blackboard and learn about being a student at Mayville State University in the **Student/Blackboard Orientation** course located in your list of courses in Blackboard. This **optional** course will be available at least one week prior to the start of the semester. It is not required and there is no cost associated with the **Student/Blackboard Orientation**.



YuJa Quick Start Guide



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ACCESSING YUJA

YuJa can be accessed in one of three ways:

- **Blackboard:** You can add YuJa as a tool link on your course menu (**recommended** for Mayville State courses that use YuJa) or create a content item in your course

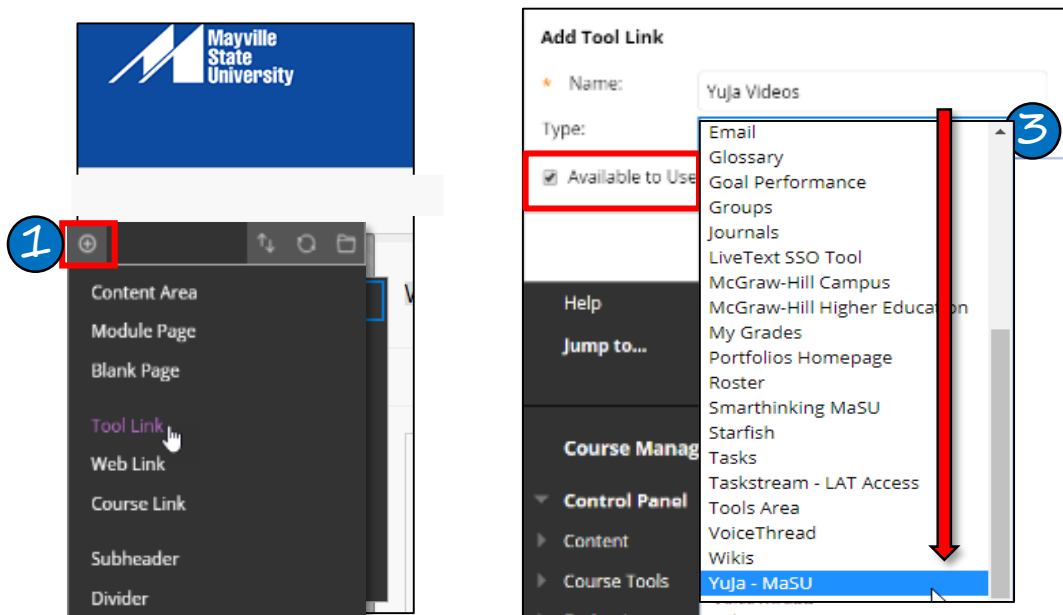


To ensure proper account synchronization, the first time you access YuJa, do so using Blackboard

- **YuJa's website:** Go to mayvillestate.yuja.com, login using **Mayville State University Single Sign-On** and use your NDUS credentials
- **YuJa's mobile app**

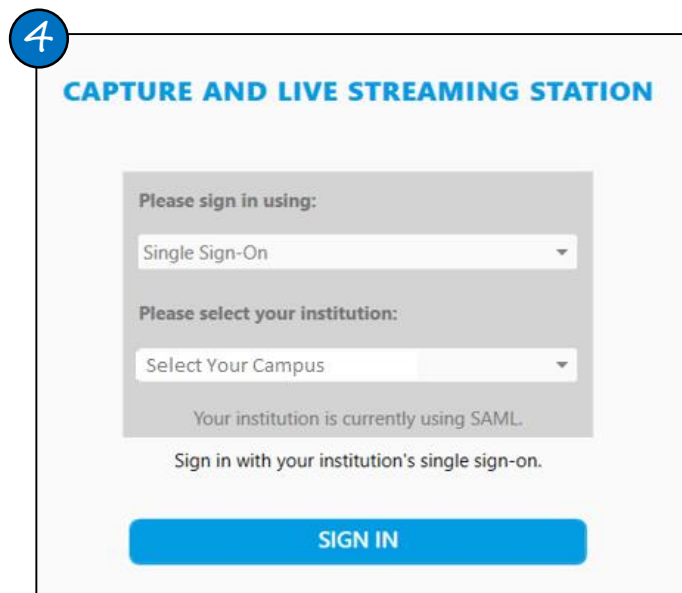
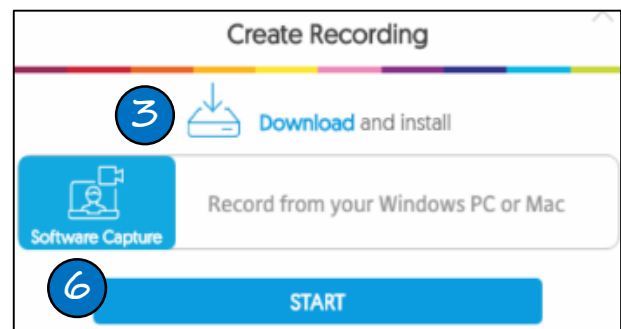
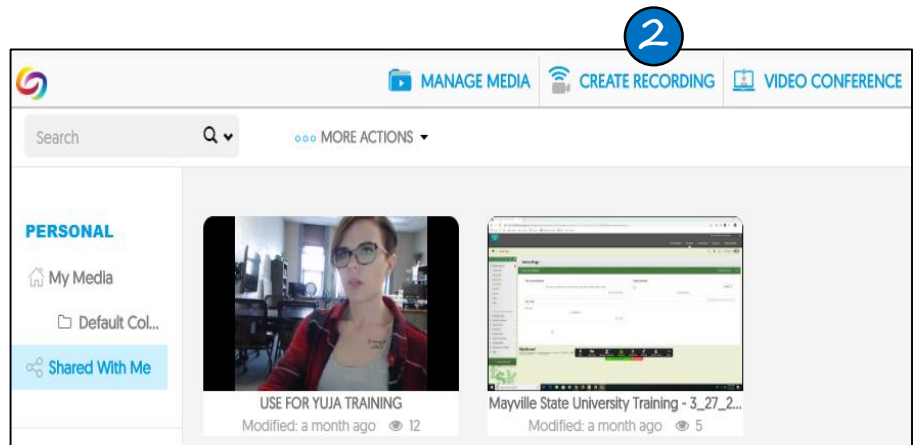
Adding YuJa to Your Course Menu:

1. Choose the **Add Menu Item** icon on the top left-hand corner of your course menu and select **Tool Link**
2. Give the tool link a name such as YuJa, YuJa videos, etc. This is the name that will display for students
3. Use the dropdown box and select **YuJa – MaSU**
4. Check the **Available to Users** box and **Submit**
5. The new YuJa link will appear at the bottom of your course menu. Drag the link to the desired location on your course menu
6. Click into YuJa using the link you created. This step will sync YuJa with your course



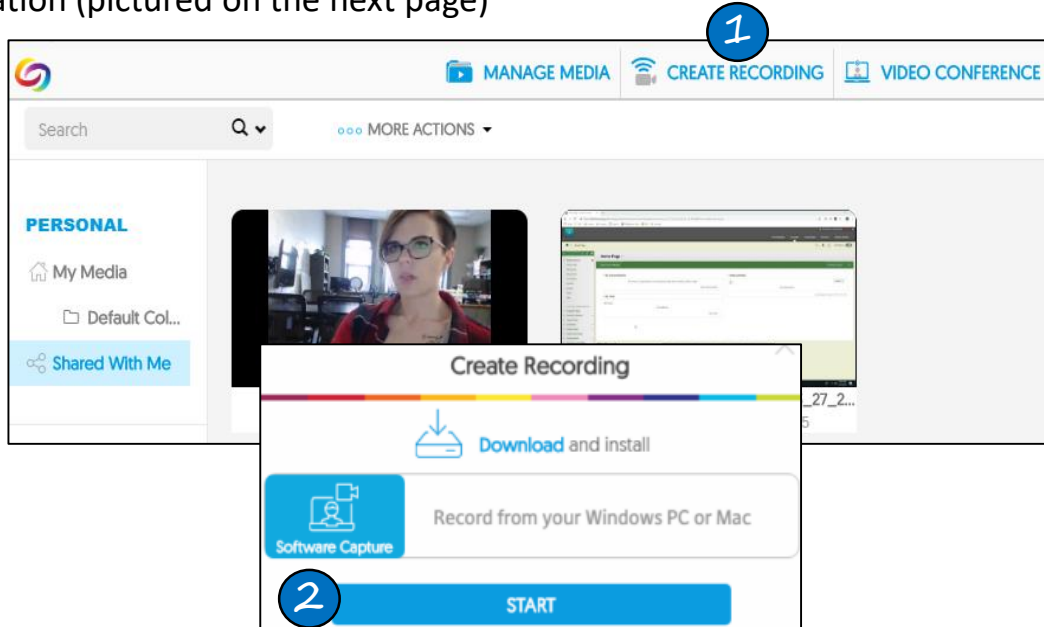
INSTALLING THE YUJA SOFTWARE STATION

1. Access **YuJa** and login
2. Click the **Create Recording** button to launch the recorder
3. The first time you click the **Create Recording** button, you will be prompted to download the YuJa Software Station. Click **Download and Install** and follow all prompts to download
4. Once the Software Station is installed, you will be prompted to login to YuJa. Change the first dropdown box to show **Please sign in using: Single-Sign On**. Select **Mayville State University** in the second dropdown menu. Click **Sign In**
5. Once it validates your NDUS credentials, you are ready to record. The next page provides instructions on how to create a recording

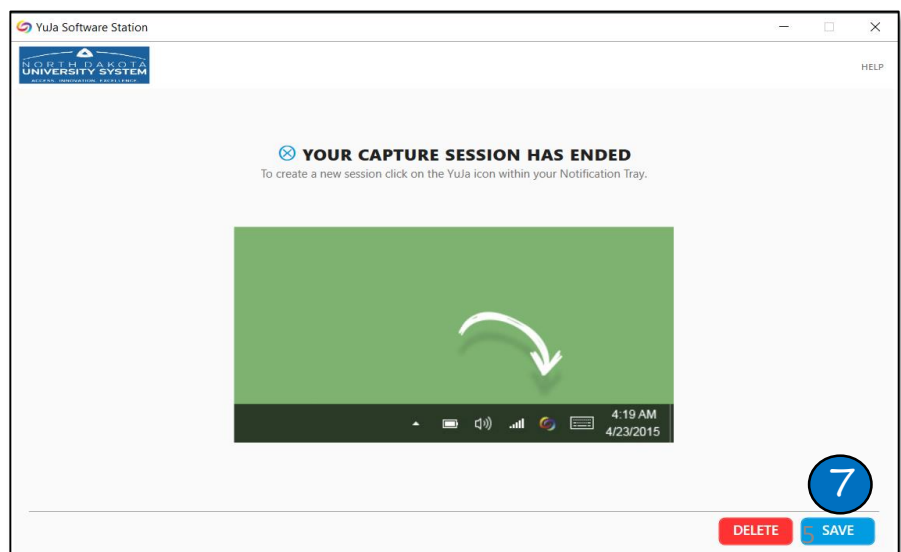
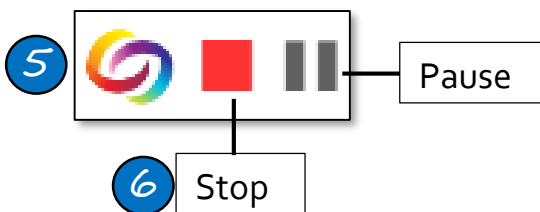


CREATING A RECORDING

1. Access YuJa and click **Create Recording**
2. Click **Start**
3. A dialog box with a preview of your recording will appear on your screen. This is called the YuJa Software Station (pictured on the next page)

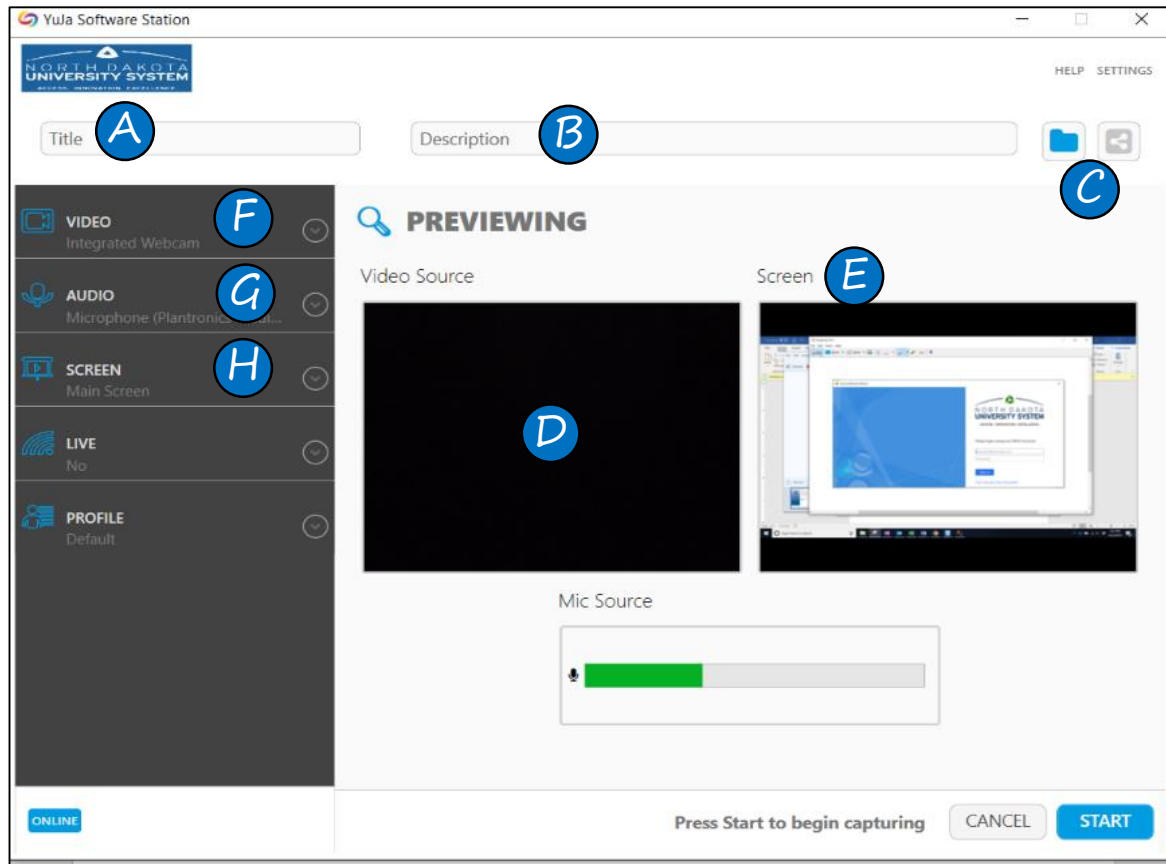


4. Use the YuJa Software Station to edit the settings of your recording. When you are finished, click **Start** to begin recording. A countdown will begin on your screen. Immediately after the countdown completes, your recording is live
5. Once you begin recording, YuJa's toolbar will appear in the bottom right corner of your screen
6. When you click **Stop**, you will be prompted to save or delete the recording
7. Clicking **Save** will upload your recording. This may take a few minutes to process. DO NOT close your browser or disconnect from the Internet until the recording has fully uploaded. If you should disconnect, YuJa will continue the upload once you reconnect. You will receive an email confirmation when the recording is available



ABOUT THE YUJA SOFTWARE STATION

The following dialog box will show up on your screen after you click **Create Recording**. This dialog box is called the YuJa Software Station.

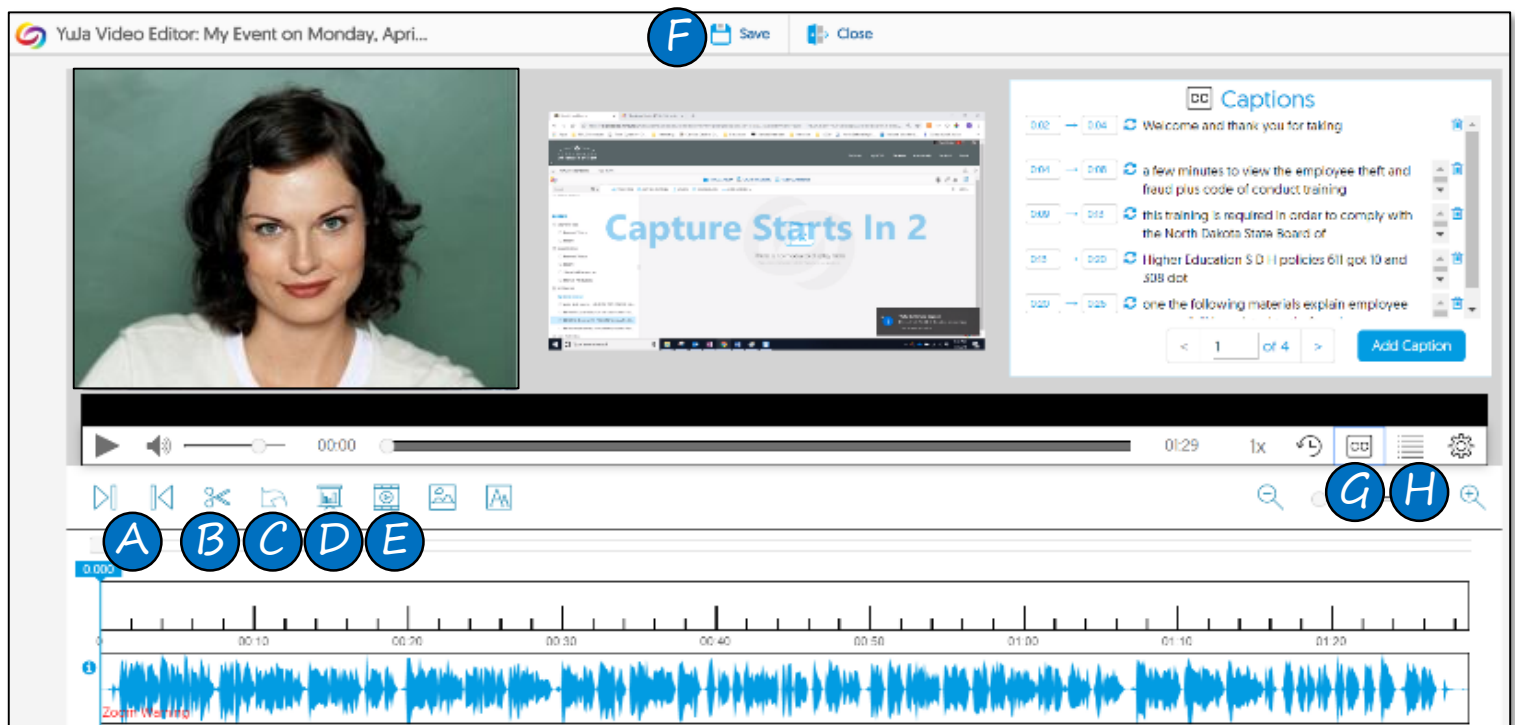
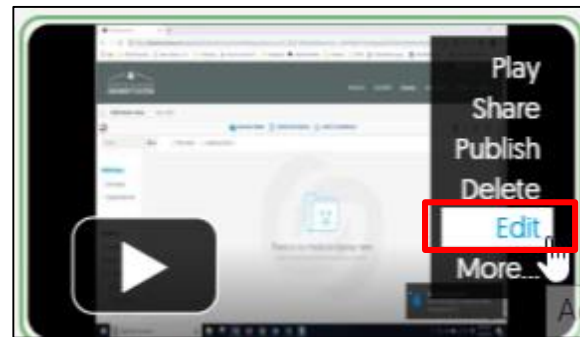


- A. **Title:** Give the recording a title
- B. **Description:** Indicate what your recording is about
- C. **My Media Collection/Default Collection:** By default, your recording will be stored in your Default Media Collection folder. Click the Media Channel button to select a course in which to publish your video
- D. **Video Source:** This displays the video currently feeding into the recording
- E. **Screen:** This displays the current screen being recorded
- F. **Video:** This button provides for alternative video options, or to turn video off completely.
- G. **Audio:** This button provides for alternative audio input options
- H. **Screen:** This button provides for alternative content display options. You can choose from single or duo displays, custom display, or capture a selected area
- I. **Live:** Turn this on for live streaming. Once turned on, you select which course to send the live stream to
- J. **Profile:** This refers to a collection of settings. You can save your recording settings as a profile for easy setup in the future. For example, you may have a profile for recording from your desktop and another profile when recording in a classroom

THE VIDEO EDITOR

YuJa offers fully integrated video editing. The Video Editor is non-destructive, meaning your edited video can be saved as a new file without damage to the original media.

1. Hover your mouse over the video and choose **Edit**
2. The YuJa Video Editor will appear (pictured below)

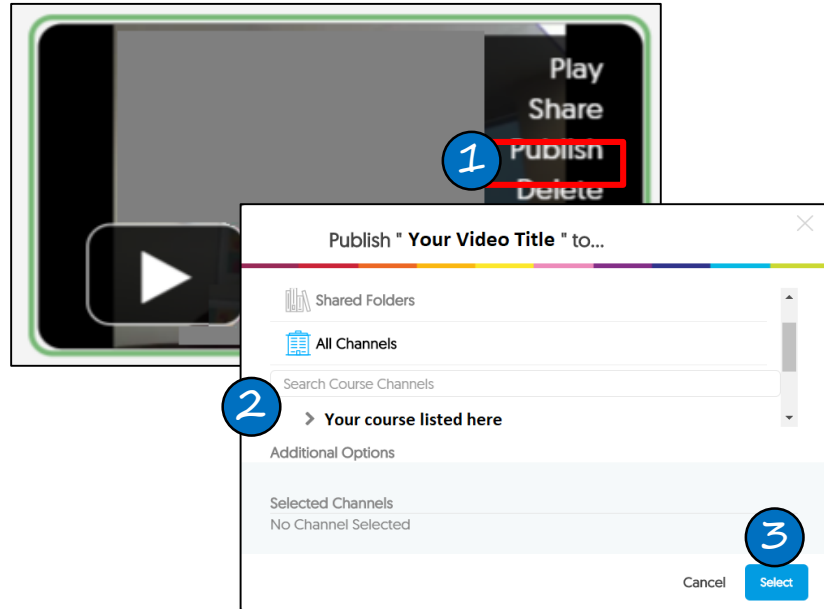


- A. Use **Trim Start** and **Trim End** to remove unwanted content at the beginning or end of your video
- B. Select the **Cut** tool to remove unwanted content from the middle of your video
- C. Use the **Undo** button to undo and remove your editing changes one-by-one
- D. Click on **Insert Slide** to replace a portion of the video with a single PPT slide or another file, like a PDF or Word document
- E. Choose **Insert Video** to insert a video clip into your edited video
- F. Choose **Save** to save your video under a new name or replace the existing video
- G. Click the **CC** button to open and edit associated closed captions
- H. Select the **Index** button to access and edit the Index

PUBLISHING A RECORDING TO A COURSE

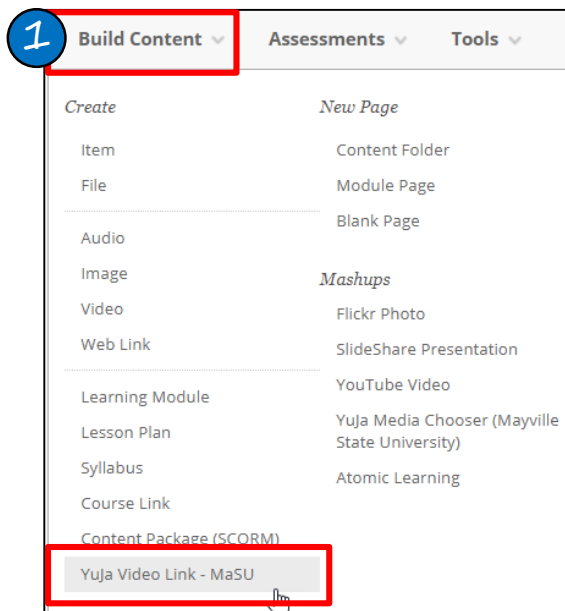
If you did not specify a location to store the recording when you first created it, that recording will be available in the **My Media** section in a folder titled **Default Collection**. Recordings will not be available to students unless you publish them to a course or provide a link.

1. Hover your mouse over the thumbnail image of the video and select **Publish**
2. Browse all channels and select the course(s) in which to publish the video
3. Click **Select**



LINKING A VIDEO IN BLACKBOARD

1. In a content area in Blackboard, click **Build Content > YuJa Video Link - MaSU**
2. A library of your YuJa videos will appear. Click on the title of the video you would like to link. The video will now be linked in Blackboard.
 - **Note:** After the link appears in Blackboard, it is recommended to edit the settings to open in a new window

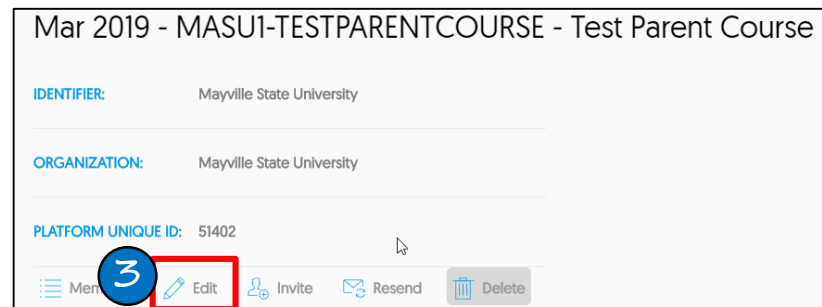
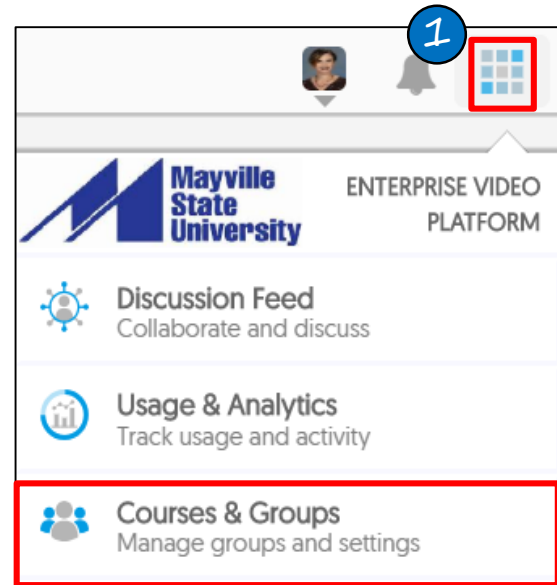


If you want to be able to run detailed reports in YuJa, you **MUST** use one of the options on this page to share your recordings with students. Using the options on pages 9-10 will not track detailed information in the course reports.

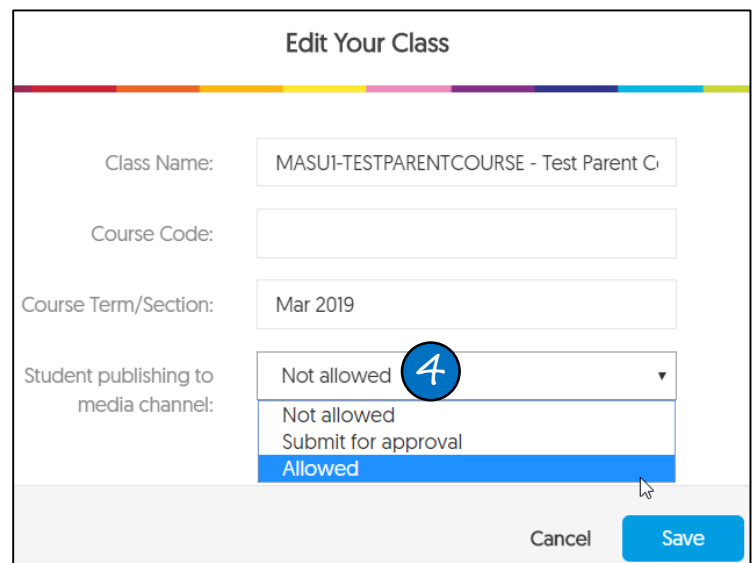
ALLOWING STUDENTS TO PUBLISH VIDEOS TO A COURSE

If you would like students to record YuJa videos and publish them to the course, you will need to enable that setting in YuJa. To allow students to record, follow the steps below.

1. In YuJa, on the top right corner, click **Main Menu icon** (9 little squares) > **Courses & Groups**
2. Select the course using the menu on the left-hand side of the page.
3. Select the **Edit** button
4. The **Edit Your Class** screen will appear. In the dropdown menu next to **Student publishing to media channel**, select from the following options:
 - **Submit for approval:** The student's video will submit to the instructor. Upon the instructor's approval, the video will publish to the course
 - **Allowed:** Students can publish videos to the course
 - **Not Allowed:** Students cannot publish videos to the course
5. Click **Save** to submit your changes



Allowing students to publish videos to the course means that their videos can be viewed by other students enrolled in the course. If you want students to create videos that are only visible by the instructor, have them use the *Providing a Direct Link to Your Video* option on page 9.

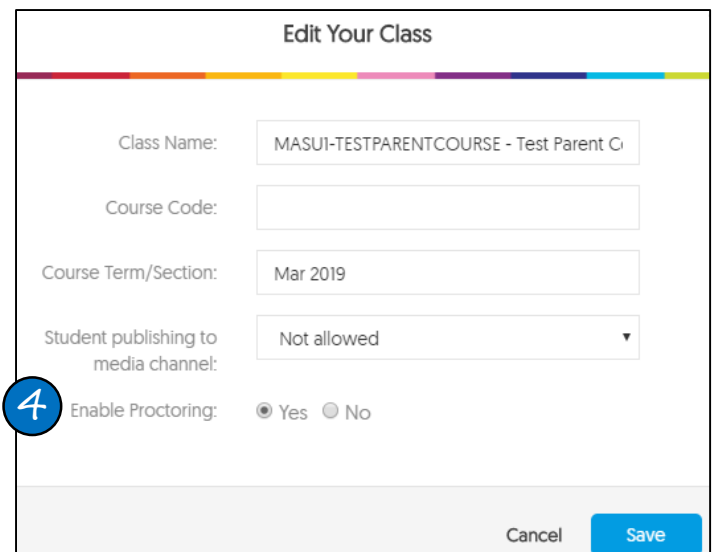
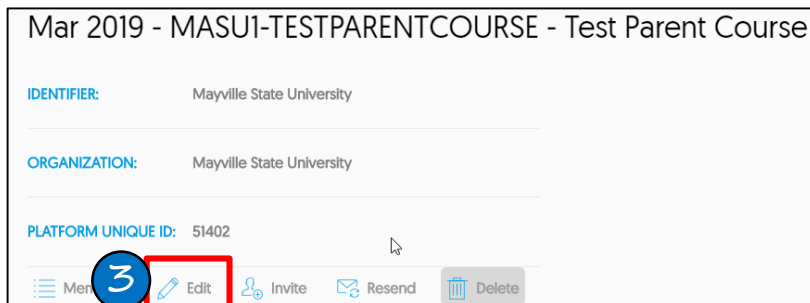
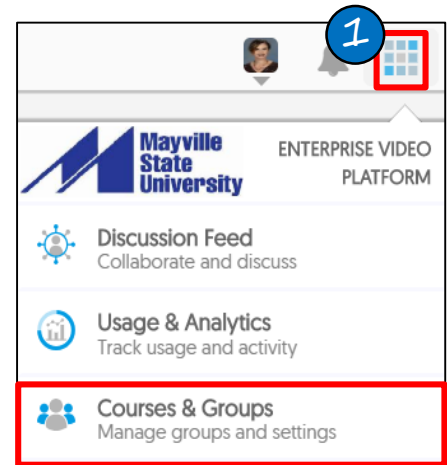


EXAM PROCTORING

YuJa's exam proctoring feature ensures the security of student exams taken from remote locations. The YuJa Proctor Recorder also ensures that the recording is only securely allocated to a centralized instructor folder, which will avoid distribution of the exam recording by the student.

If you would like students to use YuJa for proctoring an exam, you will need to enable that setting in YuJa. To allow proctoring, follow the steps below:

1. In YuJa, on the top right corner, click **Main Menu icon** (9 little squares) > **Courses & Groups**
2. Select the course using the menu on the left-hand side of the page
3. Select the **Edit** button
4. The *Edit Your Class* screen will appear. Next to the item titled *Enable Proctoring*, choose **Yes**
5. Click **Save**



The student's video recording will process to the instructor's submission folder labeled *Proctor Sessions*. This folder can be found under *My Media*.

