

Tracking Student Academic Engagement in Webcourses@UCF for Financial Aid Requirement

UCF must comply with the Federal Student Financial Aid regulation that states that in order to receive federal aid, students must be actively academically engaged (according to a federal definition) in each course in which they are enrolled. For the first disbursement of financial aid, we are required to gather this information no later than **Friday, January 16, 2015 by 5:00 pm EST. Without verification of this engagement, students will not receive their aid.** Student activity in Webcourses@UCF (Canvas) will be used to determine which students have met the federal standard, and that information will be sent to the Office of Student Financial assistance for processing.

Effective Engagement Strategies



Did you know that Webcourses@UCF can be used as a powerful online tool to engage your students academically? This can be done within all course modalities here at UCF. Click the following link to meet three UCF faculty and see how they [Engage Students Through Webcourses@UCF](#).

Additional CDL Resources:

- [Effective Online Assessment: Scalable Success Strategies](#)
 - [Online Engagement Strategies For Large Classes](#)
 - [Engaging Online Students: Practical Interaction Strategies to Enhance Learning](#)
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What Do I Do?

The following process is recommended to **all UCF instructors/faculty** for satisfying this requirement:

1. Add a statement to your syllabus explaining this policy. For example:

All instructors/faculty are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the following academic activity by the end of the first week of classes or as soon as possible after adding the course. Failure to do so may result in a delay in the disbursement of your financial aid.

(Then insert information about the activity students must complete. This could include any of the activities listed in Step 3 below.)

Also consider sending a [Student Start-of-Term Message](#) to notify students how to access Webcourses@UCF. This would be especially helpful for new students.

2. Access your Webcourses@UCF (Canvas) course following the directions below. The Center for Distributed Learning (CDL) will create "shells" for all courses ten (10) days before the semester starts. If you have already created courses through the Faculty Webcourse Manager, your course(s) will remain unaffected.
 - Go to the myUCF portal (<https://my.ucf.edu>) and click the Webcourses@UCF button in the left side of the screen.
 - Log in with your NID and NID password. Access each course by selecting it in the "Courses" dropdown menu at the top of the page. View the [Webcourses@UCF Login demo](#) for more information.
3. Create at least one assignment in Webcourses@UCF (Canvas) that students **must** complete during the first week of class or as soon as possible after they add the course. This assignment should be listed as due at the end of the first week, but should not close until Week Eight of the term. This will ensure that students whose aid is delayed are able to complete the assignment and receive late disbursement without causing extra work for the faculty member. Any of the academic activities listed below will meet this requirement:

Auto-graded Webcourses@UCF (Canvas) quiz (e.g., course pretest, syllabus quiz)

Important

Practice quizzes or ungraded surveys will not satisfy a student's financial aid requirement. Quizzes must appear in the gradebook in order for financial aid to be disbursed.

If a student does not take the quiz, a manually entered grade of zero will not satisfy the financial aid requirement. An instructor can choose to re-open a closed quiz for a student using the Moderate this Quiz function.

How-to Resources

- [Canvas Guides - Creating a Quiz](#)
- [Canvas Guides - Configuring Quiz Options](#)
- [Canvas Guides - Draft State in Quizzes](#)
- [Canvas Guides - Importing a Question Bank](#)
- [Canvas Guides - Additional Quiz Guide](#)

Course assignment

Important

An assignment requiring an electronic submission does not have to be graded in the first week of the semester as long as students submit it by the due date listed above (e.g., a short essay, an introductory memo, a paper).

An assignment that requires no electronic online submission and requires the instructor to manually enter grades must have one or more points assigned to it within Webcourses@UCF. The assignment must be graded by the due date listed above. A manually entered grade of zero will not satisfy a student's financial aid requirement.

If an instructor has a special circumstance and must require a non-graded assignment, he/she should contact either the Center for Distributed Learning or the Faculty Center for Teaching and Learning to discuss the most appropriate strategy to use.

How-to Resources

- [Canvas Guides - Create an Assignment Shell](#)
- [Canvas Guides - Adding Content to an Assignment](#)
- [Canvas Guides - Edit Assignment Details](#)
- [Canvas Guides - Additional Assignment Guides](#)

Graded discussion post

Important

Ungraded discussions will not satisfy a student's financial aid requirement.

If a student does not post a reply to the graded discussion, a manually entered grade of zero will not satisfy the financial aid requirement. The student must either post to the discussion or the instructor must give the student a grade of one point or higher.

How-to Resources

- [Canvas Guides - Setting up a Graded Discussion](#)
- [Canvas Guides - Start a Discussion](#)
- [Canvas Guides - Additional Discussion Guides](#)

Scores imported from a third-party system (e.g., clicker or audience response system, Materia, Obojobo, Cengage, McGraw Hill, or other publisher systems)

Note: Assignments must be worth one or more points and can not be placed in an assignment group weighted at zero percent.

How-to Resources

- [Integrating i>clickers with Webcourses@UCF](#)
- [Creating a Materia assignment](#)
- [Creating an Obojobo Assignment in Webcourses@UCF](#)
- [About Obojobo](#)
- [About Materia](#)

Information Literacy module

Important

The University of Central Florida Information Literacy Modules are funded by the Information Fluency (IF) Initiative and developed by the UCF Libraries and the Center for Distributed Learning

(CDL). The modules are instructional resources that faculty can integrate into their courses to help students learn information literacy skills.

Note: Assignments must be worth one or more points and cannot be placed in an assignment group weighted at zero percent.

How-to Resources

- [Creating an Obojobo Assignment in Webcourses@UCF](#)
- [About Information Literacy Modules at UCF](#)

Experiential Learning module

Important

These modules are supplemental resources developed by the Office of Experiential Learning for use by faculty to help students learn the theory and practice behind certain professional skills necessary for success in class and in the workforce.

Note: Assignments must be worth one or more points and cannot be placed in an assignment group weighted at zero percent.

How-to Resources

- [How to assign and use the Experiential Learning module](#)
- [Creating an Obojobo Assignment in Webcourses@UCF](#)

Scores on any assignment uploaded or entered manually to the Webcourses@UCF gradebook

Note: Manually entered scores of zero will not satisfy a student's academic engagement requirement.

How-to Resources

- [CDL Interactive Tutorial - Using the Gradebook](#)
- [Canvas Guides - Entering Scores into the Gradebook](#)
- [Canvas Guides - How to use the Gradebook](#)
- [Canvas Guides - How to Upload Grades \(CSV File\)](#)
- [Canvas Guides - Additional Gradebook Guides](#)

Scantron assessment graded by the CS&T Test Scoring service

Note: Assignments must be worth one or more points and cannot be placed in an assignment group weighted at zero percent.

How-to Resources

- [CS&T Test Scoring web page](#)

Attendance taken with the Attendance/Roll Call tool

Important

A Webcourses@UCF assignment is automatically created the first time an instructor uses the Attendance/Roll Call tool. This assignment must have a point value of one or more and cannot be placed in an assignment group weighted at zero percent. By default, the assignment is worth one hundred points.

Note: Attendance will need to be taken every class session, until each student has been present for at least one class session. After which, future attendance is optional for satisfying the Financial Aid Requirement. You will also need to take attendance after the Add/Drop deadline, as it may be possible new students have enrolled into your class.

How-to Resources

- [Using the Attendance/Roll Call tool](#)
 - [Instructure Guides - Attendance/Roll Call tool](#)
4. [Publish your course](#) so that students can access it.

If you follow this process, no additional action will be required on your part to verify student engagement for financial aid reporting.

Please Note: You can always review the [Academic Engagement for Financial Aid FAQ](#) page for a list frequently asked questions in regards to setting up the financial aid requirement in your Webcourses@UCF course shell.

Tip: If this is your first experience using Webcourses@UCF, please visit the [Webcourses@UCF Faculty Tour](#) for a guided overview. This brief demonstration provides an introduction to UCF's learning management system.

You may also want to consider enrolling into [Essentials of Webcourses@UCF](#) (Essentials). This self-paced, just-in-time online training is available to anyone who wishes to learn about the tools and functionality of the university's learning management system.

Other Important Information

Independent Study, Thesis, Dissertation, Undergraduate Research

For very small courses, like Independent Study or Dissertation, faculty should consider cross listing those courses to consolidate record keeping. Directions for combining courses can be found on the [Webcourses@UCF Semester Checklist](#). You may use the [Attendance/Roll Call tool](#) noting student attendance when the student has made contact with the instructor (face-to-face, email, or phone).

Note: The assignment that is automatically created the first time an instructor uses the Attendance/Roll Call

tool must have a point value of one or more cannot be placed in an assignment group weighted at zero percent. By default, the assignment is worth one hundred points.

Face-to-face Course (P modality)

Faculty members in face-to-face (P) classes also have the option of taking attendance by more traditional means (e.g., roll call, sign-in sheet) and logging that information in Webcourses@UCF until the due date listed above using the new [Attendance/Roll Call tool](#).

Note: The assignment that is automatically created the first time an instructor uses the Attendance/Roll Call tool must have a point value of one or more cannot be placed in an assignment group weighted at zero percent. By default, the assignment is worth one hundred points.

Please visit the [Webcourses@UCF Semester Checklist](#) for directions on how to:

- enable a course shell that was not automatically created
- adjust the date when students can access your online course shell
- enable Tegrity for approved video-mode courses

Which Academic Activity Should I Use in my Course?

Review the table below for a list of recommended activities based on course modalities.

	P	M	W	V	RV
Graded Quiz	Yes	Yes	Yes	Yes	Yes
Practice Quiz	No	No	No	No	No
Graded Survey	Yes	Yes	Yes	Yes	Yes
Ungraded Survey	No	No	No	No	No
Graded Discussion	Yes	Yes	Yes	Yes	Yes
Ungraded Discussion	No	No	No	No	No
Graded Assignment	Yes	Yes	Yes	Yes	Yes
Information Literacy module	Yes	Yes	Yes	Yes	Yes
Experiential Learning module	Yes	Yes	Yes	Yes	Yes
Obojobo Assignment	Yes	Yes	Yes	Yes	Yes
Materia Assignment	Yes	Yes	Yes	Yes	Yes
CS&T Test Scoring service	Yes	Yes	No	No	Yes

*Attendance/Roll Call Tool	Yes	Yes	No	No	Yes
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* Use of the Attendance/Roll Call Tool is recommended for face-to-face courses. The tool can also be used with Mixed Mode (M) and Video Streaming/Reduced Seat Time (RV) courses, if a face-to-face lecture is scheduled before the academic engagement activity due date listed at the beginning of this page. It is not acceptable to use the Attendance/Roll Call tool in World Wide Web (W) and Video Streaming (V) courses.

Support Services

The following services/resources are available to assist you and your students:

- Review the [Academic Engagement for Financial Aid FAQ](#) web page for a list of frequently asked questions.
- Review the [Financial Aid Timeline for Instructors](#) web page for a list of relevant dates regarding UCF's financial aid requirement.
- Karen L. Smith Faculty Center for Teaching and Learning (Faculty support only)
 - Classroom 1 Bldg, Room 207
 - Call: 407-823-3544
 - Hours: 8:00am - 5:00pm
- Online@UCF Support - Provides technical assistance to faculty and students who use Webcourses@UCF.
 - Live support 8:30 to 4:30
 - 407-823-0407
 - Live Chat and online document search: <http://online.ucf.edu/support/>
 - Email: onlinesupport@ucf.edu
 - Support form: <http://online.ucf.edu/support/contact-online-support/>
 - Weekend and evening hours: Messages are answered by email.
- Service Desk - Students and faculty should contact the Service Desk for issues regarding NID passwords or access to university systems.
 - Hours: 8:00 am to 5:00 pm Monday-Friday
 - Call: 407-823-5117
 - Website: <http://www.cst.ucf.edu/service-desk/>