Guidelines for Teaching EN 101 and 102 Online

These online asynchronous courses were written in 2017 in a collaboration between the College of Continuing Studies, the Innovation Team, and the First-Year Writing Program and revised in 2020. UA Libraries created the EN 102 library materials. They underwent minor revisions in summer/fall 2020 and summer 2022. As you approach teaching these classes, please read this entire document carefully. It contains important information about setting up and teaching these sections.

# Textbooks

* No textbook required. Online classes will use [Wavelength](https://wavelength.as.ua.edu/), the free open access FWP textbook. When you get an email from the SUPE store asking for book orders, enter no textbook required. Classes include links to other open-access resources that replace previous textbook readings.
* You are allowed to supplement with another textbook; see the Approved Book list and talk to Ashley Palmer if you have questions.

# Before the semester begins

1. On the Blackboard home page, edit the following in your course:
   * **Your name** on the home page
   * **Welcome letter** on the home page. You can modify the existing sample letter and sign your name (you can access the document via content collection) or write your own welcome letter from scratch. You can also create a video if you want. Instructions for accessing and editing documents in the content collection are found [on our website](https://fwp.english.ua.edu/instructors/online-instructor-resources/).
2. Download and edit **the syllabus** in your course. You can access the .docx syllabus for the current semester via the FWP website. See highlighted sections on the syllabus for areas to edit. Upload the edited document to your Blackboard page. Then, create your syllabus in **Simple Syllabus**. Edit the following:
   * Your instructor information. You do not have to enter your home phone number; students should generally contact you via email or IM. The general English dept office number is 205-348-5065. Indicate the best email address and the timeframe for your replies.
   * Office hour days and times (can be by appointment)
   * You may add to the Course Description if you want.
   * Other Required Course Materials
     + Students with book scholarships can only purchase materials that appear on a syllabus. Here you might include things like a laptop or tablet, printer access, a binder or folder, pens, pencils, etc.
   * Classroom Environment: the FWP has some sample statements, or you may write your own. The tone should be positive and inclusive.
   * Exams and Assignments. Here you put the major work for your course and how you will arrive at final grades.
     + Courses using the Online 101 curriculum are broken down as follows:

|  | Word Count | Percentage Points |
| --- | --- | --- |
| Discussions (7 @ 1.5% each) |  | 10.5% |
| Journals (5 @ 1.5% each) |  | 7.5% |
| Assignments (3 @ 2% each) |  | 6% |
| Draft Submissions (4 @ 2% each) | 800-1250 words each | 8% |
| Peer Review (4 @ 2% each) |  | 8% |
| Literacy Narrative: Revision Submission | 800-1250 words | 15% |
| Profile Essay: Revision Submission | 800-1250 words | 15% |
| Evaluation Essay: Revision Submission | 800-1250 words | 15% |
| Portfolio: Revision Submission | Variable word count (Revision)  700-1000 words (Reflection) | 15% (for entire portfolio) |
| Total | ~6500 words (includes drafts and revisions) | 100% |

* Courses using the online 102 curriculum are broken down as follows:

|  | Word Count | Percentage Points |
| --- | --- | --- |
| Library modules (2 @ 0.5% each) |  | 1% |
| Discussions (5 @ 2% each) |  | 10% |
| Journals (5 @ 1% each) |  | 5% |
| Assignments (6 @ 2% each) |  | 12% |
| Text Analysis Draft Submission | 800-1250 words | 2% |
| Annotated Bibliography Draft Submission | 1000-1500 words | 2% |
| Argument Essay Draft Submission | 1000-1500 words | 2% |
| Remix and Reflection Draft Submission and Peer Review (in a discussion board) | 500-750 words (Reflection)  Variable word count (Remix) | 3% |
| Text Analysis Peer Review |  | 1% |
| Annotated Bibliography Peer Review |  | 1% |
| Argument Essay Peer Review |  | 1% |
| Text Analysis Essay: Revision Submission | 800-1250 words | 15% |
| Annotated Bibliography: Revision Submission | 1000-1500 words | 15% |
| Argument Essay: Revision Submission | 1000-1500 words | 15% |
| Remix and Reflection Submission | 500-750 words (Reflection)  Variable word count (Remix) | 15% (for reflection and remix together) |
| Total | ~6500 words (includes remix and drafts) | 100% |

* + Generative AI Tools. The FWP has a suggested policy in the syllabus template; you can also choose one of the university’s prewritten policies if you like. Whatever policy you choose, the acceptable parameters of AI use in your class should be completely clear to your students.
  + (In Simple Syllabus, please toggle “Online Proctoring and Room Scan” to invisible mode, as it does not apply to the format of our online coursework.)
  + Policy on Missed Exams & Coursework. The FWP has suggested policies. Be sure to apply your policy equally to all students.
  + Class Calendar. Courses using the online curriculum will have a Course Schedule embedded in the course. Include the link on your syllabus, copy/paste the schedule into your document, or direct students to view the schedule in Blackboard.
  + On the course menu in Blackboard, add a weblink to the Simple Syllabus. If you make revisions to the syllabus (such as adding your name, section number, and any policies you edited in Simple Syllabus) be sure to upload the new version to Blackboard as a word document.

1. Set up all of your **Turnitin** **assignments**
   * Turnitin assignments are located within the last part of each module. Go into that part and locate the placeholders. At the top click Build Content🡪Turnitin. Refer to the course schedule and syllabus for due dates. Everything is worth 100 points.
   * Each module has a draft, a PeerMark assignment, and revised essay. The placeholders include proper titles; please use these titles when naming your assignments so they match essay instructions.
   * Instructions for creating Turnitin assignments, as well as PeerMark instructions and question libraries, are located in separate handouts on the FWP website. If you do not want your students’ papers added to the Turnitin database, you can turn off this option in the Advanced settings.
   * Once you have created your Turnitin assignments, drag and drop them into the correct location on the page. Delete the placeholders by hovering over the arrow to the right of the name and clicking “delete.”
   * With the May 2022 update, you will grade/access Turnitin assignments by clicking on the submission link rather than going through Course Tools.
2. Set up your **grade book** by going to full grade center. Instructions for setting up the weighted grade column, reorganizing the order of columns, and hiding columns are found on the FWP website.
3. **Review** all of the modules and instructions. Familiarize yourself with the class.
4. Go to the Introduction discussion in the introduction module and **introduce yourself** to your class.

1. **Email** your students and/or send an Announcement and check the box that forwards to their Crimson account. Include information about logging in to the course, ordering textbooks, getting started, etc. You should also mention that anyone registered with the Office of Disability Services (ODS) are welcome to discuss their individual accommodations with you.
2. Figure out how you want to hold **office hours**. You are not required to hold set hours each week, but let students know when/how to contact you to set up a meeting. There are some tutorials here: <http://cit.ua.edu/tutorials/>.

# Grading procedures

* Rubrics are on a 100-point scale. Read the rubric and be kind; the journals, discussions, and prewriting activities are designed to have students write often, practicing their skills and building toward their major essays. Think of these as generative and confidence-building assignments. Reward students for their labor. Drafts should be thought of in the same way: not finished, polished pieces but works in progress. If you want to use a different rubric or a dialogic assessment for the final draft of each essay, be sure to provide it to your students in advance of the deadline.
* Missing work should be assigned a grade of “0” in the grade book. You can change the grade if a student submits late work. Failing to enter zeroes for late work can result in a falsely inflated grade because the grade book calculates only grades you assign.
* Discussions and homework assignments should be graded within a couple of days of completion. Because many assignments build on each other, please grade the first assignment by the time the second is due. Major essays should be graded by the time the first draft of the next major essay is due. If you are behind on grading, it’s courteous to email your students with an explanation.

## Process work

* Discussions, journal entries, and homework assignments require different amounts of feedback, depending on the assignment. Some assignments specify that instructors will be leaving a certain type of feedback (such as letting them know whether their research is on the right track or helping them to narrow/refine ideas), so read all prompts carefully.

## Essay drafts and peer review

* Please use GradeMark within Turnitin to comment on and grade essay drafts, including the final essays. Do not export into Word or have students email you their essays. If the assignment is closed to students, or if Turnitin/Blackboard are experiencing technical issues, you can upload an essay on your student’s behalf or accept via email and have a student upload it when the site is back up. Students do not need to log into Turnitin but should be able to access assignments through Blackboard. If they are having issues, advise them to use a Chrome or Firefox browser. All essays and comments should be housed within your Blackboard courses. You can choose whether or not to submit drafts to the Turnitin database, under Advanced options when setting up assignments.
* The amount of feedback you leave on Turnitin rough drafts is up to you. You may wish to provide feedback verbally during a conference or as a voice memo, and/or you can make notes on the draft. Rubrics/draft grades are meant to help ensure students are on the right track and are not generally an indication of how well the student will do on the final essay. For all drafts, do make sure that the student is following the assignment and is learning to document sources.
* The document for how to set up PeerMark assignments is located on the FWP website. Students must complete two peer reviews plus a self-review, for a total of three reviews. A rubric is provided to ensure that students are providing sufficient feedback on their peers’ essays, but keep in mind that some students are much more adept at this skill than others. After the first peer review, you may wish to review all comments and email students with the types of feedback you’d like to see them leaving on essays.

## Final drafts

* Final drafts can include four types of feedback within Turnitin: in-text bubble comments and highlighting to mark sentence-level content issues, QuickMarks for common issues, the Comment box for end comments, and the Rubric to score the student in each category. Generally, less is more: focus on a couple of things and don’t overwhelm your students with extensive revision notes. You are their writing teacher, not their editor.

## Academic misconduct/plagiarism

* If you see an alarming Originality Report at the draft stage, you can talk to the student about revising to follow instructions, writing a new paper (if he/she submits one written for another class), or using proper citation methods. Don’t accuse students of plagiarism, but do work with them to correct any problems you see. If you have a questionable draft, don’t hesitate to contact Ashley with your concerns. If you suspect an essay revision (final draft) of academic misconduct, you need to follow departmental and university protocols for submitting the questionable paper for review. Do not mention plagiarism to students at this stage; we have a set process for dealing with academic misconduct that we must follow. Contact the FWP as soon as you notice a questionable paper. Please read and follow the procedures [here](https://fwp.english.ua.edu/instructors/academic-misconduct/).

# Frequent Communication with Students

* Please be fully present in your classes. Let students know when you have graded major assignments. It can also be helpful to compile a list of frequently asked questions or common concerns you see on essays and send them out to everyone. Some instructors send a weekly announcement or email with reminders, tips for work-in-progress, clarification about instructions (especially if students are emailing you individually with questions), etc. You can also use Zoom or other face-to-face interactions to ensure everyone is on the same page.
* Check your email daily—both Blackboard and UA email—and respond promptly. If you will be out of town or won’t have access to email, it’s a good idea to let students know when you will check your messages. You can set up notifications in Blackboard to let you know when students email you there.
* Be thoughtful in your late work policy and be sure to apply it to all students. See the FWP materials for sample late work policies. Even though it is on your syllabus, it’s a good idea to remind students of your policy from time to time.
* Remind students when course evaluations are available at the end of the semester. You should get email reminders about these evaluations. To get maximum participation, you may need to send multiple reminders.

# Posting Midterm and Final Grades

* Make sure that you have set up the weighted grade column in your grade book according to the syllabus. Hide the Total column because it does not reflect accurate grades. Please see the tutorials on the [FWP website](https://fwp.english.ua.edu/instructors/online-instructor-resources/) for setting up the gradebook.
* Be on the lookout for emails about submitting grades. All 100-level instructors must submit midterm letter grades for students by the deadline.
* You may enter a grade of NA (never attended) if a student has not logged into your class and/or has not submitted any work by midterm.
* If students stop participating and earn a final grade of NC, you can list DO (dropped out) as a reason and put the date they last logged into the course.
* For all other reasons for NC grades, including missing work, list “Earned.” **Make sure you enter zeros in your Blackboard grade book after each deadline has passed so students are aware of their current grades in the course.**
* You may need to remind students of the ABC No credit policy (on syllabus). There’s also a grade appeal process, which is found on the [FWP website](https://fwp.english.ua.edu/students/grade-appeals/).
* After you’ve posted final grades, you’ll need to submit your final grades to the FWP office ([mfields@ua.edu](mailto:mfields@ua.edu)). Look for more information from the FWP director. Instructions and templates will be emailed in the Sunday bulletin, which you should read every week.

# Other

* Contact tech support by clicking the link on your course home page for technical issues you encounter, such as broken links, browser issues, etc. If possible, include course and module information, with specific information about the problem. Please inform Ashley (aepalmer2@ua.edu) of any major issues so she can check for the same problems in other sections.
* You can find lots of helpful tutorials and other info on the Center for Instructional Technology [website](https://cit.ua.edu/).
* For First-Year Writing Program questions (including program policies, plagiarism procedures, and anything else you might imagine) see the FWP [website](https://fwp.english.ua.edu/).
* All online instructors must complete certification through the [Excellence in Online Teaching Program](https://itas.ua.edu/teaching-online/online-educator-program/). Even if you’ve already been certified, you can take or re-take courses that look helpful.

# Editing Course Content

All online courses at UA go through a rigorous development and review process every 3-5 years. A&S must ensure that these courses comply with our accreditation standards and OTIDE must renew copyrights for all materials each semester.

Because of this, courses must contain four major papers/projects, including the final. The online curriculum builds in writing assignments, discussion posts, homework assignments, readings, videos, and instructions that meet UA standards for accessibility and accreditation. If you wish to add/change readings, sample texts (such as profile examples, evaluation videos, argument essays, etc.), or other content, please be sure they correspond to the unit and are accessible to all of your students.

Ashley will provide tutorials for editing deadlines and content, but any changes you make to your courses should be clearly communicated to your students and accessible to all learners.

Additional questions? aepalmer2@ua.edu