



### **Resources for New Instructors and Faculty**

The below links and directions are intended to give new instructors and faculty a general sense of the resources and policies they should keep in mind while planning and executing their courses for the South Carolina Honors College.

If you have any questions or concerns about policies listed here or how to utilize any of the below resources, then please reach out to the Honors College Schedule and Curriculum Coordinator, Kim Overmier, at [overmier@email.sc.edu](mailto:overmier@email.sc.edu) for assistance.

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**Blackboard** – *What is it?* It is the online learning platform the university uses. Each class has its own private page generated each semester.

*How can you use it?* There are a number of opportunities to utilize Blackboard: (1) you can post course readings or additional media sources to complement textbooks; (2) you can create discussion posts; (3) you can have students complete quizzes or tests; (4) there is a digital gradebook that keeps track of all your grades and feedback, and it gives students live access to their grades in the course; (5) you can send out announcements to the class through this platform rather than through email.

*Helpful hint:* eLearning Services (803-777-1800) can individually help you to learn blackboard and get set up. There are also a variety of Blackboard workshops over the summer months. You can view this schedule [here](#).

*Honors recommendation:* Students expect instructors to use Blackboard because it gives them another way to interact with their instructors and their courses. We recommend posting the following course items to your page: course syllabus, grades (regularly), any announcements for the course.

**Center for Teaching Excellence** – *What is it?* The CTE is a great resource for new and seasoned instructor alike – the Center offers various training workshops, certificates, [one-on-one instructional design aid](#), and more.

*How can you interact with them?* They always list their schedule of workshops, available certificates, and opportunities for funding and growth on their main website.

*Helpful hint:* The CTE maintains a wonderful [archive](#) of all their workshops that you can reference at any time as a starting point in exploring a particular pedagogical question or practice.

[\*\*Student Disability Resource Center\*\*](#) – *What is it?* An office focused on supporting students with alternative learning abilities and needs.

*How will you interact with them?* If you have a student registered with the Center, then you will receive a standard notification email to your UofSC email account at the start of the semester informing you of the students' needs and potential accommodations the student may need to complete coursework.

*Helpful hint:* Students may not be aware of the Center or may not register with the Center before the start of the semester – adding a quick blurb in your syllabus indicating how students can get in-touch with the Center can be helpful to them and you! Additionally, if any student requests extensive accommodations due to injury, illness, etc., it is a good practice to refer them to the Center so that they can officially register their needs.

[\*\*Office of the Registrar\*\*](#) – *What is it?* The Registrar manages courses, the academic calendar, and handles the reporting of grades at the university.

*How will you interact with them?* The registrar's website is full of useful information. Some key links to check out when planning your course:

- [\*\*Academic Calendar\*\*](#) – Make sure to include university holidays like Fall/Spring Break in your course schedule.
- [\*\*Final Exam Schedule\*\*](#) – Your class must follow the final exam schedule; additionally, no final examination may be held outside of the stated time without the special permission of the dean of the college concerned. Reading Day is specified in the University calendar and no exams, quizzes or required class attendance may be scheduled for that day.
- [\*\*Final Exam Policies\*\*](#) – In any course or laboratory which meets two or three times per week, no quiz, test, or examination may be given during the last two class meetings prior to the regularly scheduled examination period. In any course or laboratory which meets once a week, no quiz, test, or examination may be given during the last class meeting prior to the regular examination period. In any course or laboratory which meets more than three times per week, no quiz, test, or examination may be given during the last three class meetings prior to the regular examination period.
- The registrar will also send out reminders about submitting final grades and will notify you to submit grades if you are behind.

*Helpful Hint:* Final grades are submitted through [\*\*Self-Service\*\*](#) (it is also referred to as Banner) and they are due **72 hours** after the final exam period.

[University Grading Policies](#) – *What is it?* The University has standard policies regarding what grades can be used to assess student work. UofSC uses a standard 4.0 scale with the grades of A, B, C, D, and F being used. B+, C+ and D+ may also be used (note there is no A+, nor are there minus grades, i.e., A-).

There are additional grading options for students seeking pass/fail, but honors courses are **NOT** eligible for this option. If a student is seeking the pass/fail option for your course, then please refer the student to the Schedule and Curriculum Coordinator.

Lastly, there are additional options for students who have extenuating circumstances and are not able to complete the course.

- A grade of “W” is recorded if the student withdraws from the course by the mid-point of the semester. This grade does not impact a student’s GPA.
- A grade of “WF” is recorded if a student withdraws from the course any time after the mid-point. It does impact a student’s grade because it is calculated in their GPA as a failing grade.
- Finally, a student may request an “I” for an incomplete in the course, so that they may complete the course’s assignments at a later date.

[Incompletes are extremely rare for undergraduate students. Please reach out to Kim and Andrea about cases where an incomplete is being requested BEFORE submitting the grade.](#)

*How will you use these policies?* The grading scale you intend to use for the course and how it corresponds with the university’s approved grades should be included in a syllabus (a sample is included below of a point scale and its equivalency to the letter grade system).

*Helpful Hint:* The [Academic](#) policies relating to grades, grade standards. If a student asks you forgiveness or something else, the understand what they need from out to Kim with these kinds of

A	540-600
B+	510-539
B	480-509
C+	450-479
C	420-449
D	360-419
F	359 and below

[Bulletin](#) contains all official forgiveness, and academic about completing grade bulletin is a great place to start to you (you can also always reach questions).

### New Instructor FAQs

*Why can’t I access any university platforms (blackboard, Self-service, etc.)?* – Hiring for adjunct instructors happens in late-July to early-August. It takes a couple of weeks for the process to be completed and for new instructors to gain access to these systems.

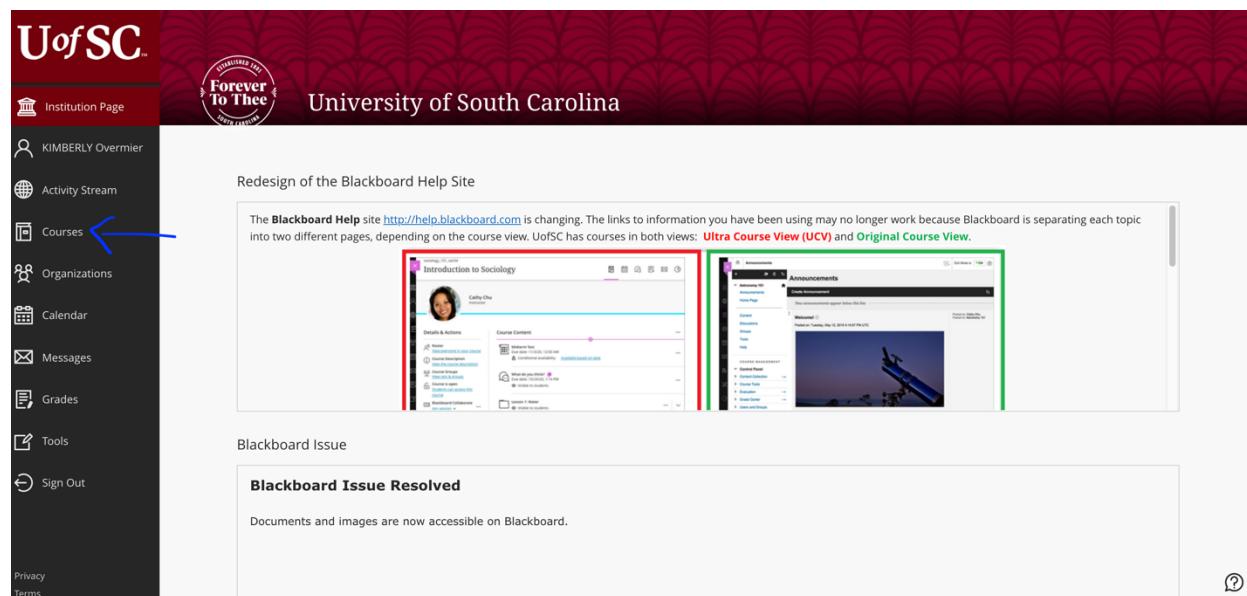
*What should I include in my syllabus?* – Every instructor is a little different on how they approach setting up their syllabus, and that is okay; however, there are some sections the university requires instructors to include in their syllabus in some form or fashion. The official policy can be reviewed [here](#) starting on page five.

The CTE has also created [great resources](#) for guiding faculty on how to make sure they are following this policy. Check out their templates and their [best practices checklist](#) as a place to start.

Finally, you can always send your syllabus to Kim and Andrea to look over as well. We are at your disposal to help give feedback and generate ideas.

*How can I access my class roster?* – You can review your class roster 2 different ways: (1) Blackboard; (2) Self-Service/Banner.

- (1) To access your roll through [Blackboard](#), log into the site using your network username and password, and select from the dark grey menu on the left side of the screen “*Courses*” (it should be the fourth option down from the top).



Redesign of the Blackboard Help Site

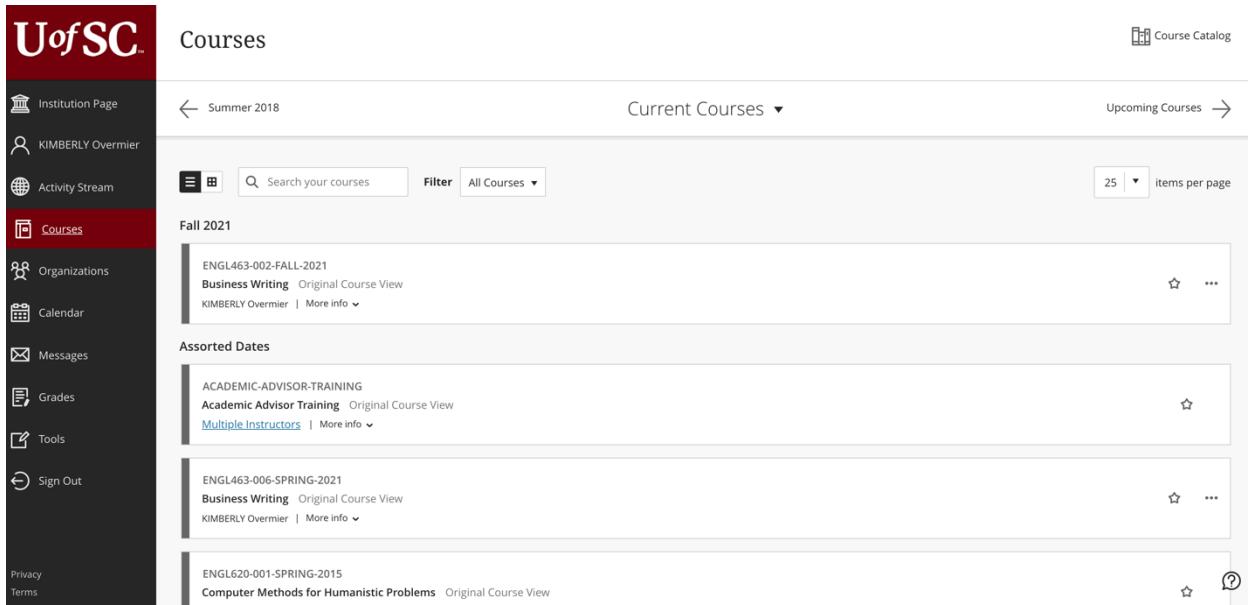
The Blackboard Help site <http://help.blackboard.com> is changing. The links to information you have been using may no longer work because Blackboard is separating each topic into two different pages, depending on the course view. UofSC has courses in both views: [Ultra Course View \(UCV\)](#) and [Original Course View](#).

**Blackboard Issue**

**Blackboard Issue Resolved**

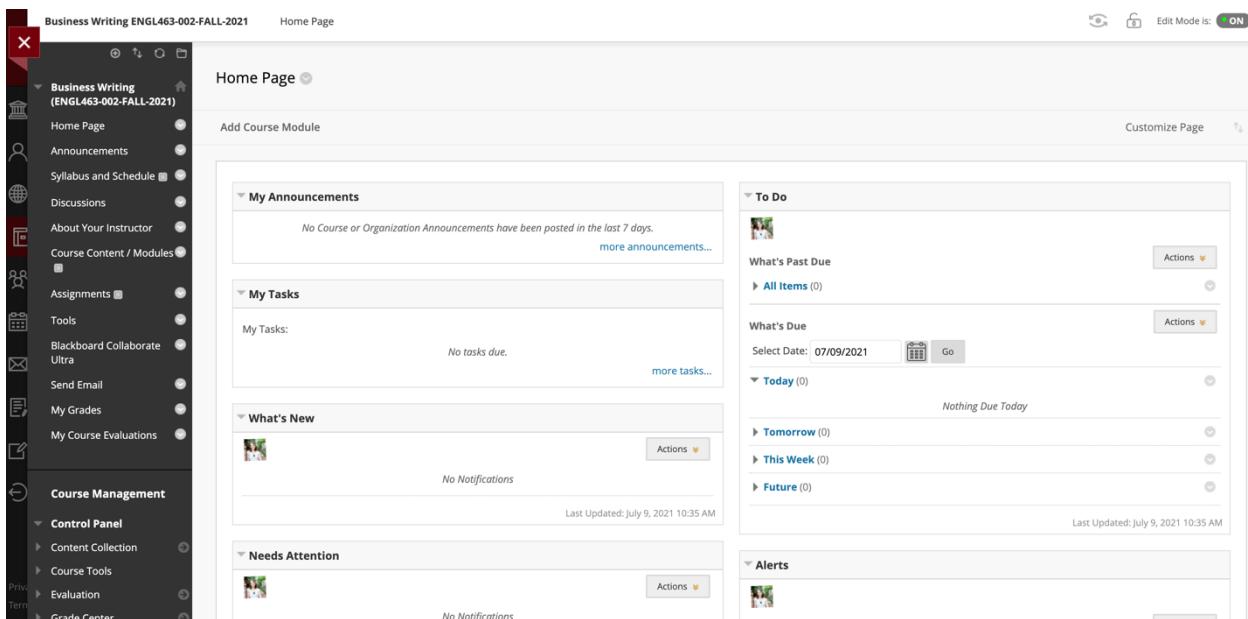
Documents and images are now accessible on Blackboard.

- (1.2) Under courses, you should see your honors course for Fall 2022 (if you have taught in the past or are teaching multiple courses, then you will see a blackboard page for each section you have taught). Select the course by clicking on the tile for the course.



The screenshot shows the UofSC Courses page. The left sidebar includes links for Institution Page, Kimberly Overmier, Activity Stream, Courses (selected), Organizations, Calendar, Messages, Grades, Tools, Sign Out, Privacy, and Terms. The main content area shows a list of courses under 'Fall 2021'. The first course is 'ENGL463-002-FALL-2021 Business Writing' by Kimberly Overmier. Other courses listed are 'ACADEMIC-ADVISOR-TRAINING Academic Advisor Training', 'ENGL463-006-SPRING-2021 Business Writing', and 'ENGL620-001-SPRING-2015 Computer Methods for Humanistic Problems'. A search bar, filter, and items per page dropdown are at the top of the course list.

## View of your course page



The screenshot shows the 'Business Writing ENGL463-002-FALL-2021' course page. The left sidebar has sections for Home Page, Announcements, Syllabus and Schedule, Discussions, About Your Instructor, Course Content / Modules, Assignments, Tools, Blackboard Collaborate Ultra, Send Email, My Grades, My Course Evaluations, and Course Management (Control Panel, Content Collection, Course Tools, Evaluation, Grade Center). The main content area shows sections for My Announcements (no announcements), My Tasks (no tasks due), What's New (no notifications), Needs Attention (no notifications), To Do (What's Past Due, All Items 0, What's Due, Today 0, Tomorrow 0, This Week 0, Future 0), and Alerts (no alerts). The 'Edit Mode is: ON' button is at the top right.

(1.3) On the left side of the screen, scroll down to the “Course Management” section. Select the “Course Tools” link.

My Course Evaluations

**Course Management**

Control Panel

Content Collection

Course Tools

Accessibility Report

Achievements

Announcements

Attendance

Basic LTI tools

Blackboard Collaborate Ultra

Blogs

Cengage Learning

MindLinks™

Contacts

Content Market Tools

Course Calendar

Course Health Check

Course Messages

Course Portfolios

Date Management

Discussion Board

Examsoft Configuration

Glossary

Goal Performance

Goals

Hawkes Sync Tool

Journals

Manage Campus Pack

McGraw-Hill Higher Education

MyBusinessCourse Tool

Perceivant Grade Sync

**Photo Roster**

Respondus LockDown Browser

Rubrics

SafeAssign

Self and Peer Assessment

Send Email

Tasks

Tests, Surveys, and Pools

VidGrid Portal

WebAssign

Wikis

WileyPLUS

i>clicker Instructor Tools

Private

Term: Fall 2021

Evaluation

Needs Attention

No Notifications

Last Updated: July 9, 2021 10:35 AM

Actions

Tomorrow (0)

This Week (0)

Future (0)

No Notifications

Last Updated: July 9, 2021 10:35 AM

Alerts

Past Due

No Notifications

Retention Center Alerts

Business Writing (4)

Activity Alerts

No Notifications

Last Updated: July 9, 2021 10:35 AM

Actions

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(1.4) Scroll down to “*Photo Roster*”. This will provide you with your class roster and the students’ pictures (if they submitted/took one).

MyBusinessCourse Tools

Content Market Tools

Course Calendar

Course Health Check

Course Messages

Course Portfolios

Date Management

Discussion Board

Examsoft Configuration

Glossary

Goal Performance

Goals

Hawkes Sync Tool

Journals

Manage Campus Pack

McGraw-Hill Higher Education

MyBusinessCourse Tool

Perceivant Grade Sync

**Photo Roster**

Respondus LockDown Browser

Rubrics

SafeAssign

Self and Peer Assessment

Send Email

Tasks

Tests, Surveys, and Pools

VidGrid Portal

WebAssign

Wikis

WileyPLUS

i>clicker Instructor Tools

Private

Term: Fall 2021

Evaluation

Activity Alerts

No Notifications

Last Updated: July 9, 2021 10:35 AM

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(2) Alternatively, to access your roll through [Self-Service](#), log into the site using your network username and password.

(2.1) Select the “Faculty and Advisors” tile on the far-right side of the screen.

Welcome, Kimberly N. Overmier, to Self Service Carolina

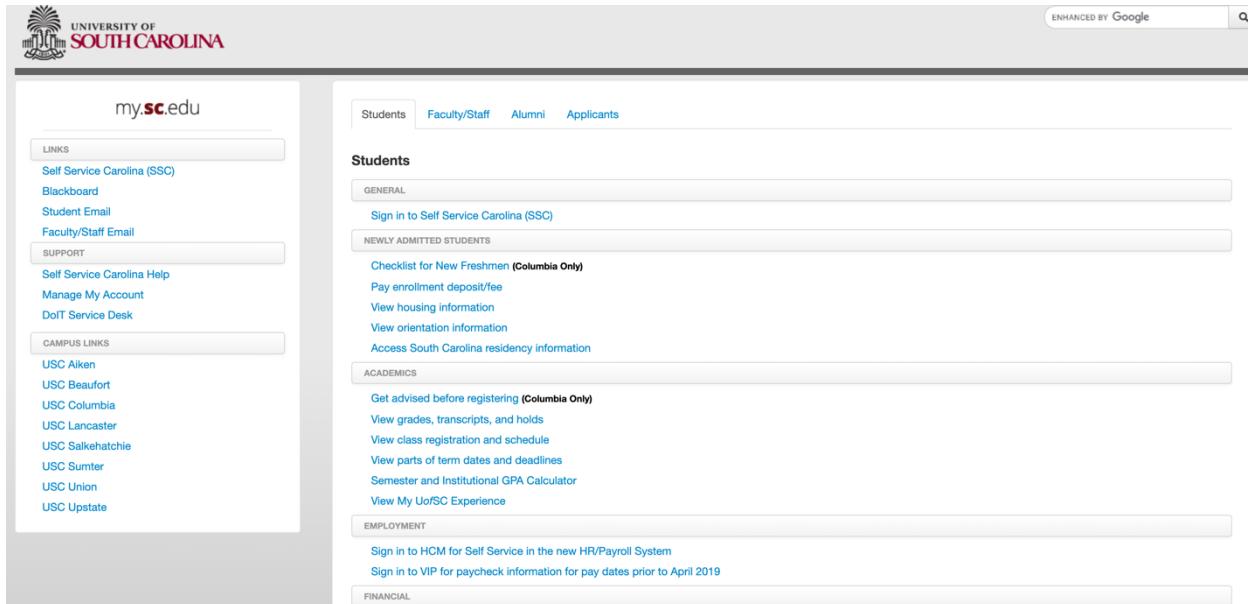
(2.2) Under the tile, select the “*Faculty Course Information*” link. There will be several additional links listed, including tutorial links on accessing various lists. The link to your “*Class List*” is at the top of the second column. If you are teaching multiple classes or sections of the same class, then they will each be listed here. You will need to select which section you are looking for (the term for the course is included on the far-right side of the screen).

*How do I register my assigned texts with the University Bookstore?* – You will need to contact the Bookstore directly via [textbooks@mailbox.sc.edu](mailto:textbooks@mailbox.sc.edu) or if you already have your University credentials, then you can use the [online portal](#) (see below image for what the portal looks like) and select University of South Carolina to begin browsing and submitting your adoptions.

- Textbook Reservations Team  
P: 803.777.4160 | F: 803.777.4018  
University of South Carolina Bookstores  
[1400 Greene Street, Columbia, SC 29208](http://1400 Greene Street, Columbia, SC 29208)

<https://aip.bnccollege.com/app/searchCourseMaterial> | I'd like to be guided through the adoption process

*How do I submit my final grades? – To access your grades, log into [Self-Service/Banner](#)*



my.sc.edu

LINKS

- Self Service Carolina (SSC)
- Blackboard
- Student Email
- Faculty/Staff Email

SUPPORT

- Self Service Carolina Help
- Manage My Account
- DoIT Service Desk

CAMPUS LINKS

- USC Aiken
- USC Beaufort
- USC Columbia
- USC Lancaster
- USC Salkehatchie
- USC Sumter
- USC Union
- USC Upstate

Students Faculty/Staff Alumni Applicants

**Students**

GENERAL

Sign in to Self Service Carolina (SSC)

NEWLY ADMITTED STUDENTS

Checklist for New Freshmen (Columbia Only)

Pay enrollment deposit/fee

View housing information

View orientation information

Access South Carolina residency information

ACADEMICS

Get advised before registering (Columbia Only)

View grades, transcripts, and holds

View class registration and schedule

View parts of term dates and deadlines

Semester and Institutional GPA Calculator

View My UofSC Experience

EMPLOYMENT

Sign in to HCM for Self Service in the new HR/Payroll System

Sign in to VIP for paycheck information for pay dates prior to April 2019

FINANCIAL

Select the “*Faculty and Advisors*” tile on the far-right side of the page



Welcome, Kimberly N. Overmier, to Self Service Carolina

find a page...

Home > Faculty and Advisors

Personal Information Admissions Student Account Information Financial Aid Faculty and Advisors

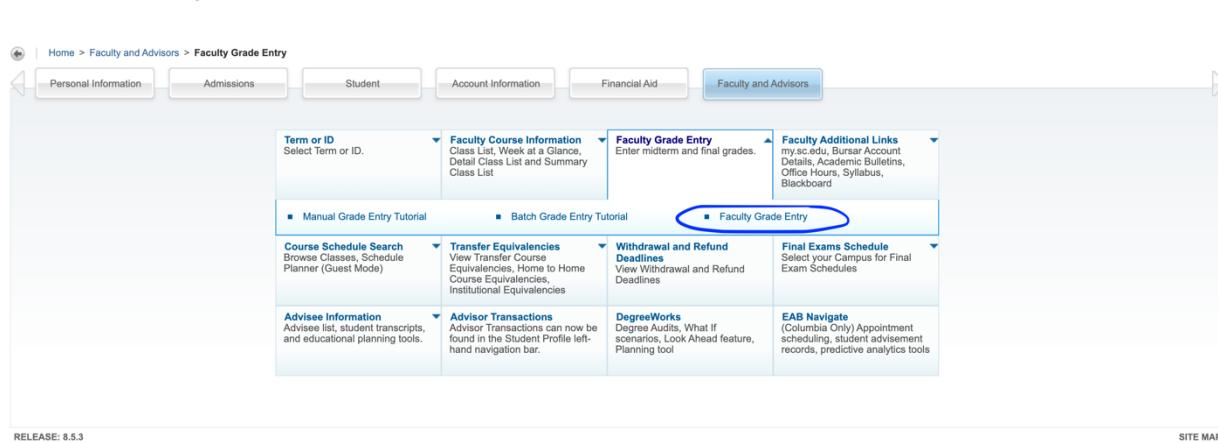
**Faculty and Advisors**

Term or ID Select Term or ID.	Faculty Course Information Class List, Week at a Glance, Detail Class List and Summary Class List	Faculty Grade Entry Enter midterm and final grades.	Faculty Additional Links my.sc.edu, Bursar Account Details, Academic Bulletins, Office Hours, Syllabus, Blackboard
Course Schedule Search Browse Classes, Schedule Planner (Guest Mode)	Transfer Equivalences View Transfer Course Equivalences, Home to Home Course Equivalences, Institutional Equivalences	Withdrawal and Refund Deadlines View Withdrawal and Refund Deadlines	Final Exams Schedule Select your Campus for Final Exam Schedules
Advisee Information Advisee list, student transcripts, and educational planning tools.	Advisor Transactions Advisor Transactions can now be found in the Student Profile left-hand navigation bar.	DegreeWorks Degree Audits, What if scenarios, Look Ahead feature, Planning tool	EAB Navigate (Columbia Only) Appointment scheduling, student advisement records, predictive analytics tools

RELEASE: 8.5.3 SITE MAP

Select the “*Faculty Grade Entry*” tile. There are links to tutorials for how to submit grades to the left under this tab and to the far right is the link to the actual “*Faculty Grade entry*”.

Welcome, Kimberly N. Overmier, to Self Service Carolina



The screenshot shows the 'Faculty and Advisors' section of the Self Service Carolina website. At the top, there are tabs for 'Personal Information', 'Admissions', 'Student', 'Account Information', 'Financial Aid', and 'Faculty and Advisors'. The 'Faculty and Advisors' tab is selected. Below the tabs, there are several tiles. One tile is highlighted with a blue border and a blue circle around the 'Faculty Grade Entry' link. This tile contains the text 'Enter midterm and final grades.' and 'Faculty Grade Entry'. To the left of this tile are 'Manual Grade Entry Tutorial' and 'Batch Grade Entry Tutorial'. To the right are 'Faculty Additional Links' (including my.sc.edu, Bursar Account Details, Academic Bulletins, Office Hours, Syllabus, Blackboard) and 'Faculty Grade Entry' (which is also circled in blue). Other tiles include 'Term or ID' (Select Term or ID.), 'Faculty Course Information' (Class List, Week at a Glance, Detail Class List and Summary Class List), 'Course Schedule Search' (Browse Classes, Schedule Planner (Guest Mode)), 'Transfer Equivalencies' (View Transfer Course Equivalencies, Home to Home Course Equivalencies, Institutional Equivalencies), 'Advisee Information' (Advisee list, student transcripts, and educational planning tools), 'Advisor Transactions' (Advisor Transactions can now be found in the Student Profile left-hand navigation bar), 'Withdrawal and Refund Deadlines' (View Withdrawal and Refund Deadlines), 'DegreeWorks' (Degree Audits, What If scenarios, Look Ahead feature, Planning tool), and 'Final Exams Schedule' (Select your Campus for Final Exam Schedules). At the bottom left is 'RELEASE: 8.5.3' and at the bottom right is 'SITE MAP'.

*My student has gone missing – what should I do? –* Reach out to Kim. Honors students all have honors advisors committed to helping them succeed. We also have a mental health expert on staff who can work with students and connect them to additional resources if they need them. Kim will reach out to a student’s honors advisor and get that process started if you are concerned about a student’s progress in the course or their overall well-being.

If you have concerns that fall outside of the purview of the Honors College, please let Kim know about your concerns, but also utilize the [University’s reporting system](#) to generate a review of your concern.

The [Care Incident Report](#) is also an option to report concerns about a student; however, again we ask that instructors give the Honors College the opportunity to reach out to the student first. If we are not able to get in touch with them, then we will submit this report and we may ask you to submit one as well to report your concerns/observations first-hand, should the situation necessitate such action.

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For any other questions you have, please feel free to reach out to Kim Overmier. If she doesn’t know, then she will find out whatever you need to know.