



## Faculty Affairs News 140 - April 30, 2020

### Qualtrics Ends

As of July 30, UTA will switch to a new survey software, [QuestionPro](#). The new software includes a migration tool which allows users to import surveys and data from Qualtrics. Migration is underway and will continue through July 2020. For questions, please contact [questionpro@uta.edu](mailto:questionpro@uta.edu).

### Preparing for Final Exams

As we prepare to close out Spring 2020, clearly one of the most challenging semesters in our memory, we encourage all faculty to communicate frequently with their students about final exams to either reaffirm your processes, or update students on changes as a result of teaching remotely. A few reminders as a result of questions presented to the Provost's Office:

#### When is final exams?

Final day of classes is May 8 and Exam Week is May 9-15.

#### Can I change the date or time of my final exam?

Changes to your final exam may create scheduling conflicts for your students. Please do not change the day or time for your final exam. Please see the Registrar's Final Exams Schedule.

#### Are there labs open on campus for students to take proctored exams?

Yes, computer labs are available across campus. Students must exercise social distancing and staff clean spaces after every use. For more information on the [availability of labs](#), please contact Academic Computing [utaacademiccomputing@uta.edu](mailto:utaacademiccomputing@uta.edu)

#### Can I use Teams to administer exams?

Teams is a supplement to Canvas, which is UTA's official Learning Management System (LMS). Any assignments or grades entered in Teams will need to be moved to Canvas both for compliance with data retention policies, and to ensure that assessment of assignments is in Canvas for final grade extraction. Grades in Teams are not extracted into MyMav.

More FAQs are available on the UTA [Faculty/Staff Resource page](#).

### Summer Teaching

Faculty (including GTAs) teaching this summer will have an opportunity to participate in training and small group help with an instructional designer. Trainings on Canvas, Teams and Echo 360 start Tuesday May 5. Pedagogy sessions will be offered by CRTLE. More information forthcoming.

**Faculty needing equipment**, tools or any additional accommodations for summer teaching are asked to submit equipment requests through [Technologyloaner@uta.edu](mailto:Technologyloaner@uta.edu). Laptops and hotspots are available for faculty.

**Faculty uploading their syllabi** to Canvas are reminded that Firefox is the preferred platform, as Chrome may result in error messages. Once the syllabi are uploaded to Canvas, the link will migrate to Digital Measures to ensure compliance with Texas [SB 2504](#).

If you have difficulty accessing the content in this announcement, please report accessibility issues to Faculty Affairs, [facultyaffairs@uta.edu](mailto:facultyaffairs@uta.edu) or (817) 272-7422.

### Upcoming Events

View more [upcoming events](#) on our Faculty Affairs website.

#### ACUE Application Date Extended

May 8, 2020

UTA full-time faculty are [invited](#) to participate in the [Effective Teaching Practices](#) course, developed in partnership with Association of College and University Educators (ACUE). This opportunity is being funded by the President's Office and UT System and there will be no cost to you or your department.

#### Final Grades Due

May 19, 2020 at 12 noon

For the Canvas Grade Extract schedule, ahead of the final exam grade deadline, please check the Registrar's [page](#).

#### Pass/Fail

May 22 Deadline

Faculty are reminded that flexibility is encouraged as we support our students in completing the Spring 2020 semester. Students may opt for [Pass/Fail](#) or [Incompletes](#) and reviewing the guidelines may be helpful as students may seek faculty's advice. Students have until May 22 to choose P/F or a letter grade. Grades for the spring semester will post on May 20, and students will have two days to elect to change their grades from letter grade to Pass/Fail for eligible courses. Colleges determined which courses are eligible for P/F.

#### Adobe Creative Suite for Summer 2020

UTA's Library in partnership with OIT successfully negotiated an extension of the Adobe Creative Suite to our students who need this software for online summer courses. For questions please contact [academiccomputing@uta.edu](mailto:academiccomputing@uta.edu)

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