

2021 CAL Online Bulletin #15

Faculty Office Hours:

CAL Online Faculty Office hours are held via [Zoom](#). Faculty can make appointments for **30 minute private help sessions** or you can use the **drop-in hours** to get help, chat, share ideas, etc. Click link for [Zoom](#) site or use **Meeting ID 909 537 7104 Password: Spring2021**. Visit [Cal Online Teaching Resources](#) for other bulletins, videos & resources.

Drop-In Faculty Hours : Monday 12-1

Private Help Sessions: Send an email to tnelson@csusb.edu

Finishing the Semester: Closing Access to BB Courses

- Mark your calendar for **24 September 2021** so that you can set your BB courses for this semester to unavailable?
 - Why 24 September? Students have a specific amount of time to file grade grievances. See the recently revised Policy on [Student Academic Grievance procedures](#) (still awaiting presidential signature) or the [quarter-based policy](#) (link will download a .pdf). Per the pending policy, the deadline for a grievance will be 24 September 2021 (the end of the sixth week of Fall semester).
 - Alternatively, you can set the course availability to Spring 2021 term. This means that students will lose access to the course on 1 June. You may need to grant conditional access to students in the case of a grade grievance.
- Why close access?
 - If your class has self-grading quizzes/tests or other materials that are released over time, students from previous terms can share that information with others because they still have access.
 - Proprietary materials are no longer available to students.
- How to I make a course unavailable?
 - In the Course Menu (left Navigation Panel), go to **Customization / Properties**.
 - Under Set Availability, toggle the course to **Yes** (available to students), **No** (not available to students) or **Term Availability**.

Finishing the Semester: Information for Students

There are a number of things you can do to help students at the end of the semester.

- I like to **post "temporary" course grades** for at least a few days before grades are officially due in PeopleSoft. I give students a deadline to contact me about any grading errors. Note: Spring 2021 **grades are due Thursday, 27 May**. This is officially the last day of the academic year for faculty.
- Let students know about the **CREDIT/NO CREDIT option for Spring 2021** (link to a downloadable .pdf). Students may not understand the implications of the CR/NC option. Here's what I'm telling them:
 - A grade of CR/NC means that the course was passed or not passed. GE courses that receive a grade of CR will fulfill GE requirements (this is an exceptional circumstance due to COVID).
 - CR/NC grades do not factor into your GPA. In general, it is to your benefit to keep a letter grade if it is higher than your GPA and to take a CR/NC grade if the letter grade is lower than your GPA. [See here](#) under **Grades** for the numerical values of letter grades.
 - Be aware of any grade requirements for your degree program. It's best to discuss this with an advisor!
- Let students know **how to contact you** after the course ends, as well as how soon to expect a response. You may want to let students know that faculty at CSUSB have academic-year contracts which means that our "work year" **ends 27 May** and **restarts 17 August**. If you are not available over the summer, it can be helpful to provide the phone number or an email for the department office.