

Online Course Quick Start- Faculty Version
Northeastern University- College of Engineering
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Contact Information

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Graduate School of Engineering Sites and Forms:

Visit the Following:

<https://coe.northeastern.edu/academics-experiential-learning/graduate-school-of-engineering/online-hybrid-courses/>

Under “Other Information For Students”

Quick Start with Online

Blackboard:

Blackboard can be accessed through your myNEU account or directly through the following URL: blackboard.neu.edu.

Accessing Streamed Lectures

Access to lecture recordings are via the “Ponopto” link in the left-hand menu of the Blackboard course site for each course.

Video lectures are typically available for viewing within 24 hours following the end of a lecture.

Previously Recorded Video lectures for courses with only a remote section (section V35 only) being offered will be posted on a time line as directed by the instructor.

Video lectures will remain posted for the duration of the semester, unless otherwise specified by the instructor, can be viewed 24/7, and can be viewed multiple times. Lecture access is removed at the end of the semester.

Video streamed lectures are available to students who are enrolled in either the V30 (onground) or V35 (online) section of a course.

Guidelines

Students must make arrangements for a proctor. Proctors must be pre-approved (at least two weeks prior to the first exam). If a student is unsure of any exam dates, they should submit a proctor form by the drop deadline for the semester. Students are required to complete and submit a Proctor Approval form and the Student must email the completed application form to Michael J Johnson (mic.johnson@northeastern.edu). The same proctor should be used for every examination, when possible.

The proctor is responsible for administering exams to the students per the instructor's directions and in accordance with the Academic Honesty and Integrity Policy in order to maintain the security and integrity of the exam process. They will assure that the student:

1. Has an appropriate, quiet location to take the exam
2. Receives the exam and instructions from the instructor and maintains exam security and integrity
3. Monitors the student during the exam time and ensure compliance with the Academic Honesty and Integrity Policy
4. Collects the exam from the student at the end of the allotted time
5. Returns the exam per the instructions provide

Faculty Proctoring Responsibilities

To administer each exam, the instructor will make arrangements for the exchange of exam materials with the testing coordinator or live proctor.

Filling out the Proctor Application

Students may use the following resources to secure a proctor:

1. The Consortium of College Testing Centers, an official testing center at another institution of higher education, or a formal learning/tutoring center such as Sylvan Learning Centers. The student is responsible for any and all associated fees.
2. A student may also submit a proctor application identifying an impartial individual.
 - a. Acceptable proctors include direct supervisors, HR or training representatives at the student's place of employment, faculty or administrative staff at another institution of higher education, certified librarians, Northeastern University TAs with the approval of the professor, and armed forces education office.
 - b. Proctors cannot be another student, co-worker, relative, friend, neighbor, subordinate, or any other individual with a personal relationship to the student.
3. All proctors must have a business email address.
4. Proctor applications must be emailed to the Online Program Specialist, Michael Johnson (mic.johnson@northeastern.edu) two weeks before the date of the exam that is to be proctored.
5. After submitting the proctor form, the student will receive email confirmation that the form has been received. A second email will be sent to the proctor and the student once the proctor has been approved. It is the student's responsibility to contact the Online Program Specialist if they do not receive one or both email confirmations at least two weeks prior to the first exam.