Online Asynchronous Project Management Classes FAQs

1. **What teaching format is used?**
   The courses are interactive and instructor-led. You will have access to the instructor throughout the course. The content will be delivered through recordings and PowerPoint presentations, reading and writing assignments, quizzes, and online discussion groups.

2. **Which learning platform is used for the online asynchronous class?**
   Canvas is the web-based learning management system provided by UW-Milwaukee. You will receive an invitation to the course prior to the start date with instructions for creating a login and password and for navigating through the course site.

3. **Do I have to be logged in at scheduled times?**
   Participation is conducted asynchronously, which means that you are not required to log in at the same time as the instructor or other participants. The course is available to you 24/7 and you may view the course content, engage in discussion groups, and complete weekly assignments at your convenience.

4. **Once I have access to Canvas, who do I contact with questions?**
   For questions about assignments or course content, please contact your instructor. For questions about registration or other administrative issues, contact Anne O'Meara (aomeara@uwm.edu) or Maribeth Sacho (msacho@uwm.edu). If you have technical difficulties with Canvas, you may contact the Canvas help desk 24/7.

5. **Is the course self-paced?**
   No, there are scheduled assignments and discussions required each week. You can, however, complete them anytime throughout the week. Students are encouraged to engage several times throughout the week.

6. **How many hours per week should I plan to invest in the program?**
   Plan to invest four to seven hours per week for the most benefit. Accessing your class frequently for short periods of time is more beneficial than one or two long blocks of time. If you are spending more than the estimated amount, please notify your instructor or UWM staff.

7. **Is the content in an online course the same as in the face-to-face course?**
   The courses cover the same knowledge areas and subjects but may differ in exercises and discussions based on the online format and instructor preferences.

8. **Will there be any scheduled conference calls?**
   There may be an option to participate in scheduled class conference calls. This is not a required activity, but an additional benefit for those who can participate. In addition, a class may require that you collaborate with other participants. You may choose to set up conference calls or video meetings with your group.

9. **What hardware/software will I need?**
   You need reliable internet to access video lectures, read and download written materials, submit assignments, participate in online discussions, and take online quizzes. You can access Canvas on your phone with the Canvas App, but we recommend using a laptop or desktop computer for most of your work. This will give you a large enough screen, keyboard, and sound. The following browsers are fully supported:
   - *Chrome*
   - *Firefox*
   - *Edge*

10. **Can I use my mobile device?**
Yes, there are Canvas student mobile apps for iOS and Android devices.   You may find that the best use of the Canvas Apps is for viewing lectures, participating in discussions, and, most of all, receiving push notifications for course announcements. Submitting files for assignments is best done on a laptop or desktop.   To help you decide how you want to use your mobile device for Canvas classes, here are useful guides:
Canvas Student Android Guide
Canvas Student iOS Guide

11. **Will there be hard copies of materials available?**
If you choose to save and print course materials, you may do so from the course site. This may include word documents, PDF documents and PowerPoint presentations.

12. **Are there books to purchase?**
Two courses require purchased books: "Empowering Project Teams: Facilitating Communication and Collaboration" and "Managing Multiple Projects." Please refer to the course website for the book titles.

13. **Will this class help prepare me for the PMP® or CAPM® Exam?**
This class is based on the knowledge you will need to pursue the Project Management Professional credential with PMI but is not a test prep class. You will earn 14 PDUs which could be used toward the education requirements for your PMP® and CAPM® Exams. We, however, recommend enrolling in the class "PMP® Boot Camp: Intensive Test Prep Plus Strategies and Tools" prior to applying to take the PMP® Exam.

14. **Will I be issued a course completion document from UWM?**
After completing this class, you will receive a document of course completion indicating CEUs and PDUs.

15. **Will I receive a course grade?**
While our programs are non-credit, the instructor will issue a score, equivalent to a grade, in Canvas after the course. It will be based on your engagement with assignments, discussion groups and quizzes throughout each week. This score cannot be viewed by any other students and will not be part of your official transcript. It is provided to verify your progress in the course. If you need a course grade to receive reimbursement by your employer, please contact Maribeth Sacho (msacho@uwm.edu).

16. **Is there an opportunity to evaluate courses?**
Yes, you will complete an evaluation at the end of each course.

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