UNIVERSITY OF PHOENIX: Virtual Learning to Continue for Campus-based Students

March 27, 2020

Dear Students:

The COVID-19 pandemic continues to persist and grow, and more and more state and municipal leaders have invoked shelter-in-place rules. Your health and safety are of critical importance to us, as is our employees' and community partners' health and safety. Therefore, we have made the decision to extend the **temporary** closure of ALL our campuses and service centers until **May 3, 2020**. In response to this as a student actively enrolled – or beginning a course soon – in one of our campus-based programs, we have also decided to take steps prudent to minimize the risk to your safety while reducing disruption to your ability to continue learning as we work through this fluid situation.

As a result, we have made the decision to continue holding our local campus classes through our virtual learning environment for courses starting now through **Sunday, May 3**. Below is an overview of the main points you will need to know to assist you during this time.

During this time period, your courses will still meet on the same date and time as originally scheduled, but instead of physically attending the course session at your local campus, you will participate in your course and meet attendance by joining a virtual session using *the Blackboard Collaborate Course Room* tool in the online classroom that you use today. ***Additionally, if your course begins in this format, the course will continue to be offered in this format even if the course has meeting nights that occur after May 3rd to assist you in the transition process once our physical campuses return to normal operations.***

To prepare you for this transition here are the key things you need to know:

- Your class will meet on the same date, time, and length as normally scheduled to minimize any disruption to the pre-existing commitments and plans you have built into your busy life in order to go to school.
- The Blackboard Collaborate Course Room is already natively located in our learning management system – where you already go to access your course materials, submit assignments, and see your grades – and you already have access to this tool and may have also used it prior to this point in time .
- This change is expected to be **temporary**; as the University continues to monitor the latest credible medical information concerning COVID-19, we will provide you updates in the event that we adjust the dates for this transition.
- In certain instances, some students in specific programs leading to licensure may not be able to attend courses virtually due to licensure or regulatory requirements – in this scenario, these students will be contacted individually by their College Leadership or Faculty with additional information prior to the course meeting time.
- This modification only affects our campus-based students, and our existing online students will experience no change to the structure and delivery of their courses.

- If you need an accommodations due to this transition, please submit a **referral** to the disability services office.

Prior to your class:

It is important for you to access the *Blackboard Collaborate Course Room* prior to your class date/time. When entering a Collaborate session for the first time, you will have the option to configure your audio/video settings and take a Collaborate tutorial, which will familiarize you with its basic features. If you have never used the *Blackboard Collaborate Course Room* before, be sure to access this **tutorial**. If you are having difficulty accessing the classroom, please reach out to technical support for assistance at 877-832-4867.

Class Details:

Your class will meet in the *Blackboard Collaborate Course Room* on the same day and time as your scheduled local course. Your instructor will take attendance shortly after class starts by using the "raise your hand feature" in the classroom. Instructions on the process used to take attendance for these collaborate sessions can be found **here**. Within the course room you will be able to interact with your faculty and classmates in much the same way as you currently do on campus.

If you have concerns about connectivity, please reach out to your assigned Academic Counselor as soon as possible to discuss alternatives. Students are also able to access the *Blackboard Collaborate Course Room* from a mobile device using a mobile web browser or the Blackboard App.

How to access your Class:

You can attend class by logging into Blackboard Ultra and accessing your current course.
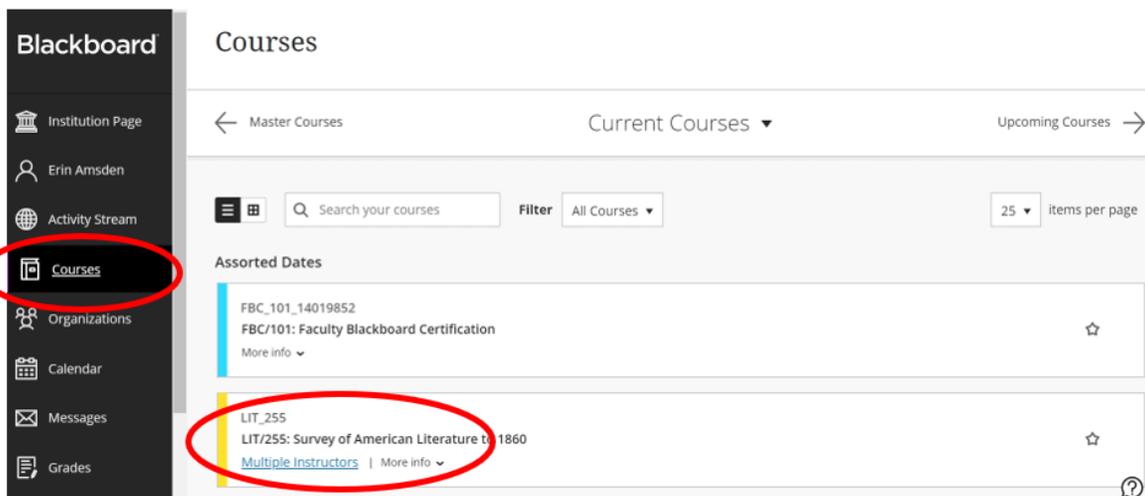
Once you have accessed your current course, navigate to the left side of the page and locate the Details and Actions section. There you will see a link that says "join session" under the Blackboard Collaborate heading. Click that link.

LIT/255: Survey of American Literature to 1860

Multiple Instructors
View all

Details & Actions

Roster
View everyone in your course

Blackboard Collaborate
Join session ▾

Announcements
No announcements

Books & Tools
View course & institution tools

Course Content

Course Syllabus

Course Questions
Have a question about this course? Ask here! Your instructor will monitor this area. If you are a student and know the answer, feel free to help your peers by posting a reply.

Additional Resources

To assist you, you will see an eCampus alert appear on your eCampus home page. This alert will remain active and visible during the time period in which we are having students attend course sessions virtually. Linked within the alert will be documents related to the using the *Blackboard Collaborate Course Room*, instructions on the attendance process, and an FAQ document designed to answer many common questions. Detailed information on these documents is below.

- *Collaborate Course Room Resource Guide* – This document is designed to help you navigate the *Blackboard Collaborate Course Room* and provide details on the functionality of the platform.
- *Local Campus Virtual Sessions during COVID-19 FAQ* – FAQ first for more detailed answers to common questions. If your question is not included, please reach out to a Campus Services Representative or your Academic Counselor for more information. This document will continue to be updated as needed.
- *Student Attendance Instructions For Collaborate Sessions* – Instructions for the attendance process while using Collaborate for local campus courses

We remain committed to your safety as well as that of our faculty and staff. For any questions about this change, please reach out to your Academic Counselor or the staff at your local campus. For technical questions regarding Blackboard Collaborate, contact the technical support team at 877-832-4867. For the latest information concerning the University's response to COVID-19, please visit our microsite at **www.phoenix.edu/COVID19**.

Thank you and stay well!

Randy Lichtenfeld
Senior Vice President, Campus Services