

UNIVERSITY OF PHOENIX

Notice to Students Regarding Extension of Temporary Closure of Campuses to August 30, 2020

May 20, 2020

Dear Student,

As the COVID-19 pandemic persists, and state and municipal leaders are taking different approaches to minimize the spread of virus in their regions, we have made the decision to extend the **temporary** closure of our campuses and continue instruction of our campus-based courses using a virtual format for course sessions starting and occurring through **August 30, 2020**. This extension continues to reflect our commitment to prioritize the safety of our students, faculty, and staff as we take steps to minimize risk while reducing disruption to our local campus students. This extension is also a necessary component of our strategy to appropriately prepare and resource our buildings for re-opening in accordance with CDC and other applicable state and local guidance. We look forward to welcoming you back soon to continue pursuing your academic endeavors in our facilities.

During this interim 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 August 30th 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.
- 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.

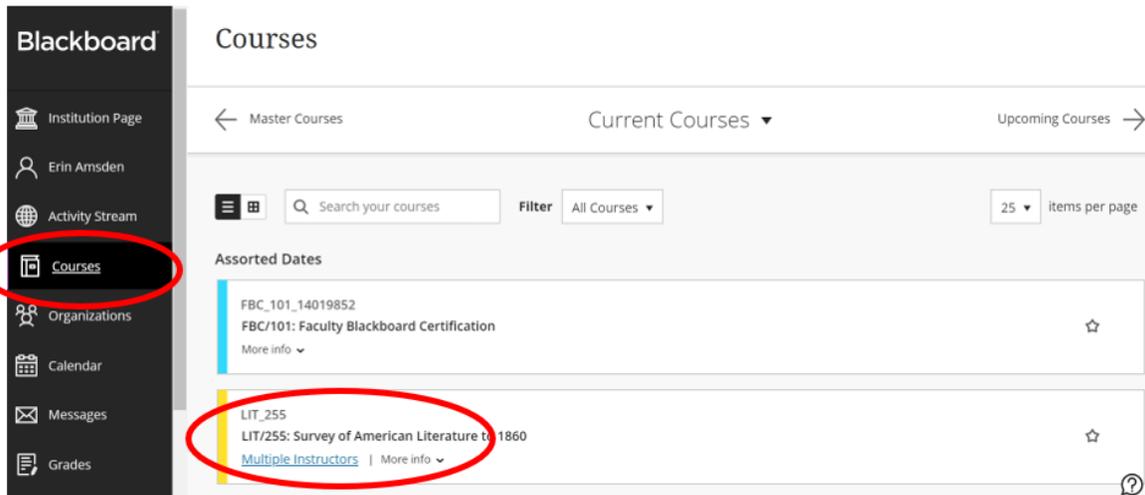
Class Details:

Your class will meet in the *Blackboard Collaborate Course Room* on the same day and time as your scheduled local course. 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.

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