



STUDENT GUIDELINES FOR ACADEMICS Fall 2020

This manual is designed to provide you with the information you need to successfully navigate academics in the Fall 2020 environment. During this semester, we are operating on a plan called FisherFlex. This plan will incorporate a variety of instructional delivery modalities. Approximately 40% of classes will have some in-person component either blended or fully face-to-face with small class sizes where social distancing can be achieved. The remainder will be delivered through remote learning, most with a live collaborate session or two each week.

Some students have opted to take all their classes online this semester, but most will have between one and three in-person classes on campus. It is important that you carefully read your schedule to understand where and when classes meet in person vs. Collaborate.

Please refer to the sample schedule below and the explanation of each which follows the chart:

September 2020

Mon	Tue	Wed	Thu	Fri
31	1	2	3	4
7	8 9:30a Soci Media & Digital Strtgies (COLL) 2p History of Fashion (111-55)	9 12:30p Media Ethics (COLLAB) 2p Intro to Acting (OAS 2nd)	10	11 12a Communications Internship (Online) 12a Senior Honors Thesis I (ONLINE)
14 2p Intro to Acting (OAS 2nd)	15 9:30a Soci Media & Digital Strtgies (COLL) 2p History of Fashion (111-55)	16 12:30p Media Ethics (COLLAB) 2p Intro to Acting (OAS 2nd)	17	18 12a Communications Internship (Online) 12a Senior Honors Thesis I (ONLINE)
21 2p Intro to Acting (OAS 2nd)	22 9:30a Soci Media & Digital Strtgies (COLL) 2p History of Fashion (111-55)	23 12:30p Media Ethics (COLLAB) 2p Intro to Acting (OAS 2nd)	24	25 12a Communications Internship (Online) 12a Senior Honors Thesis I (ONLINE)
28 2p Intro to Acting (OAS 2nd)	29 9:30a Soci Media & Digital Strtgies (COLL) 2p History of Fashion (111-55)	30 12:30p Media Ethics (COLLAB) 2p Intro to Acting (OAS 2nd)	1	2 12a Communications Internship (Online) 12a Senior Honors Thesis I (ONLINE)
5 2p Intro to Acting (OAS 2nd)	6 9:30a Soci Media & Digital Strtgies (COLL) 2p History of Fashion (111-55)	7 12:30p Media Ethics (COLLAB) 2p Intro to Acting (OAS 2nd)	8	9 12a Communications Internship (Online) 12a Senior Honors Thesis I (ONLINE)

- Some classes will say (COLLAB) which indicates there is a live virtual session during that time
- Other classes will indicate a room, which tells you there is a face-to-face meeting
- Online classes without an assigned live virtual session will be listed on Friday's at 12a. This means there are NO live scheduled virtual sessions for your class and it will be fully asynchronous, or your faculty member will work with you directly to set up in-person or virtual meetings
- Some schedules will include SPLIT classes. Those classes require you to be in person one day, and virtual the other.
- Some classes may indicate they are blended. This means that they are in person one day a week and online for additional instruction
- In person class times may be staggered, so if you see a class that begins at 11:05 for example, instead of 11, this is not an error. These times have been staggered to avoid hallway crowding.

Also, please note that ALL CLASSES will be remote after Thanksgiving until the end of the semester on December 18th.

Stay Organized

To help keep you organized, create a schedule on your phone or a calendar to keep track of work due, collaborate video class sessions and other material to complete. Also, be sure to **check Fisher email every day** to ensure you receive updates about the course. This is critical given the variety of course offerings and unusual scheduling for the semester.

Course Structure in Blackboard

All classes, regardless of modality will have the same design within Blackboard for consistency and ease of use. The primary sections are noted below:

Announcements: Instructors are asked to post at least 1 announcements a week to help students navigate what they should be covering and when materials should be submitted. Announcements posted will also appear in your Fisher email.

Syllabus and Course Information: Instructors will post a syllabus in this folder which details class requirements, grading, assignments and more. In addition, this folder will contain and general information or documents the faculty member wishes to share with the entire class. Please carefully review this section the first day of class.

Weekly Modules

This folder, contains two subfolders each week as noted below:

Class Instruction Folder: This is where instructors will upload PPTs, course notes, readings, video links and other Instructional Materials that students must cover for class each week. For Online and Blended classes, the materials in this folder will be greater than for in-person classes which will likely also have some resources available.

Homework: This is where instructors will link or list all the graded work that students must submit during the week. Some faculty will have course links so all you have to do is click into the assignment to complete the work. Some faculty will list the assignments and direct students to the Assignments Submission tab to complete the work.

Assignment Submissions: This is where faculty will upload all assignments that students must complete in the Assignment Submission tab to the left of your template. Each assignment will be set up as an assessment so students can submit on line, with clear instructions and a due date.

When possible, please submit materials on Bb and not via email. Some faculty will have these course linked in the Homework folder and some will direct you to come to this tab.

Collaborate: Remote classes will typically have one or two required live (synchronous) sessions each week via Collaborate. These are noted on your course schedule and should be treated as though you are attending class. Attendance is mandatory. The only allowable exception is for a significant time zone conflict or illness. You must notify your faculty member in advance if this is the case. Additionally, all classes will hold remote Collaborate sessions after the Thanksgiving break.

Please note that Collaborate sessions will be recorded for the benefit of those with a legitimate reason for missing the live session (see above). Students who do not wish to be recorded may opt to not verbally participate in these session but must still attend. Notify your instructor if you do not wish to verbally participate in the session.

Discussion Board: This is an option for any instructors who would like to expand asynchronous engagement. While required for online and blended classes, it will remain optional for all other courses.

Tests: Tests and quizzes will be posted in this tab. Instructors will provide all guidance for these activities when needed.

Textbook Access

Please purchase the required course materials. Although the library will be open and there is some access to loaner materials, the need to clean and quarantine between use will greatly reduce your ability to rely on these resources.

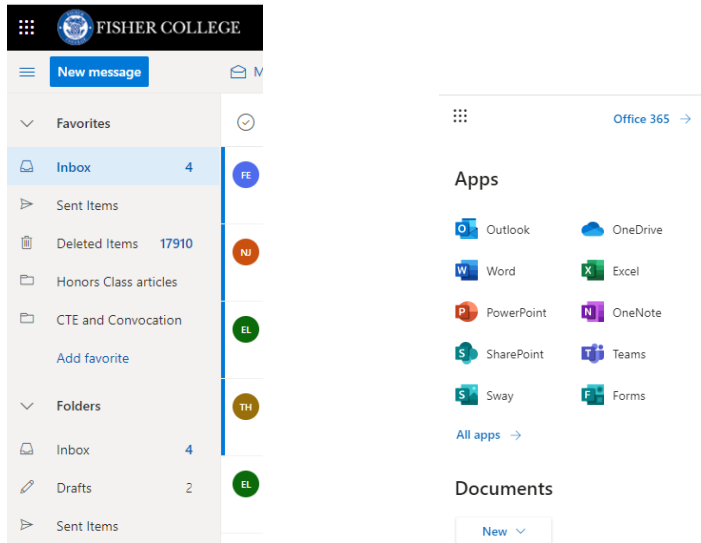
Blackboard Access and Questions

Reliable access to a computer and the internet is essential if you are taking fully online classes. However, the Blackboard Free App will allow you to complete some work via a smart phone. Link to the Bb app can be found later in this document. Some additional technology support can be found in Appendix A.

How to download Microsoft Office products to personal computer

Blackboard does not accept google docs or pages doc. You must convert these to Microsoft Word or a PDF file before submitting on Bb. All students have free access to the Microsoft suite of products; please refer to the attached instructions relative to accessing these products through your Fisher email account.

- Open Web email
- From waffle icon you will find access to all MS office products
- You can download these on your computers for free



Tutoring/Counseling/Office of Accessibility Services

These services will continue to be available to you through phone, email, or video services. Contact information for each of these services can be found on fisher.edu, under the Current Students section. <https://www.fisher.edu/current-students>

Attendance

Instructors will enter attendance in MyFisher every week. Some details can be found below:

- The first step in success is showing up!
- Show up to every live or collaborate session, every day
- Attendance will impact your grade and could result in failure (based on faculty policy)
- If you discontinue attending classes, you will be withdrawn from the College
- For online classes, your attendance will be based on your attendance at collaborate sessions and your login weekly activity in each Blackboard class. Attendance will be noted on the day of the collaborate session(s) or on Friday's if there is no scheduled weekly collaborate session
- For classes that meet in person, attendance will be tracked by your actual class meetings

Study space on campus for Commuters

As a commuter you might need to a place to study or complete a collaborate session while on campus

- Available locations with computer access
 - Library balcony (118-2nd floor)
 - Library Computer lab (118-3rd floor)
 - Drop in Advising Center (Mall – building 104)
- Rooms 118-34 and 118-35, across from the library computer lab have been reserved as commuter lounges
- Additional classrooms, when not in use will also be available to commuters for study space
- Signs will be posted in mall with room numbers, locations and availability
- All locations will be capacity limits noted and must be adhered to

Classroom Requirements and Guidelines

The classroom experience will be different this year. Room capacity has been greatly reduced to allow for 6 feet of social distancing between desks. Following are some additional requirements to maintain a healthy environment:

- Do not rearrange chairs in classrooms, they must remain in place to maintain proper social distancing
- Follow signage and directions (i.e. stairways, occupancy of rooms)
- Use hand sanitizer often
- When entering classroom, grab a wipe and wipe down your chair and desk before sitting down
- Wear a face covering at all times, except when eating
- Do not attend large gatherings on or off campus – everyone in the community needs to protect ourselves and others

COVID Testing and Implications

Commuter students, faculty and staff are COVID tested every two weeks. Resident students and Athletes will be tested once a week. Additionally everyone must complete a symptom tracker every day they come to campus. Some things to note regarding test results:

If you test positive:

- Anyone who tests positive or is symptomatic has to isolate for a minimum of 10 days, be fever free for 24 hours and have improving systems before being allowed to return to class (resident students will work with the housing office to address housing issues)

If you are deemed to have been in “close contact” with someone who has tested positive (close contact means you were within 6 feet of them for 15 minutes or longer within the 3 days prior to their positive test):

- Individuals who have had close contact with a positive case of COVID, must quarantine for 14 days (resident students will work with the housing office to address housing issues)

Academic Procedures if you are told to Isolate or Quarantine

- If you are told to isolate or quarantine, but feel fine, you may continue all your online classes without disruption
- For in person classes, notify your faculty member who will make arrangements to provide you with instructions for staying up to date in your courses during your isolation or quarantine
- If you are not well and cannot participate in classes and complete your work, and will miss more than one week, please contact healthservices@fisher.edu and they will assist you in providing proper documentation and communication to your faculty

Communication

You MUST use your Fisher email account for all communication. This is mandatory. If you do not remember your password, please see Appendix A for instructions on contacting the IS team to reset your password.

Your instructors will post announcements in Blackboard to help guide you with the work you need to cover and complete each week. Be sure you are checking both your Fisher email and Blackboard many times a day to ensure you are keeping up with your course material.

Blackboard Free App Available on Apple or Google stores. Look for the pencil logo

<https://apps.apple.com/us/app/blackboard/id950424861>

https://play.google.com/store/apps/details?id=com.blackboard.android.bbstudent&hl=en_US



Self-Help Links

Submit Assignments student:

https://www.youtube.com/watch?v=mE9fCKb4LHA&feature=emb_title

https://help.blackboard.com/Learn/Student/Assignments/Submit_Assignments

Test Overview Students:

<https://www.youtube.com/watch?v=qztOnai9GZM>

https://help.blackboard.com/Learn/Student/Tests_and_Surveys

How to use Discussion Boards students:

<https://www.youtube.com/watch?v=vNMO-4I7uBI>

<https://help.blackboard.com/Learn/Student/Interact/Discussions>

Collaborate tour students:

https://www.youtube.com/watch?v=1W4sGpVmJaY&feature=emb_title

Blackboard App Students:

https://www.youtube.com/watch?v=aKmnkX8X54E&feature=emb_title

https://help.blackboard.com/Blackboard_App

Blackboard Collaborate 24/7 Practice session:

<https://us.bbcollab.com/guest/c413112fda3f47caa3b6a7589aef54a6>

Appendix A

Office of Information Services

Contact Info

Office	118-41
Hours	Monday to Friday, 8am to 5pm
Helpdesk Phone	617-236-5464
Email	is-team@fisher.edu
Services	Email, Blackboard and MyFisher Password resets Connecting personal devices (Phones/laptops) to college WiFi Personal computer issues (Viruses, software, general help)

Web pages

College	https://www.fisher.edu
Email	https://outlook.com/owa/fisher.edu
MyFisher	https://myfisher.fisher.edu
Blackboard	https://fisher.blackboard.com/

Email on iPhone Open settings and scroll down to go to 'Mail' then Add account and choose Microsoft Exchange. Fill out your email, and email password then click next, then click save.

Email on Android Open settings, then Accounts and Sync, create a new account Choose Exchange or Active Sync or Corporate Sync (may also have another name) fill out username, email and then accept the security questions.

EMAIL password reset: Contact the IT department by email or phone. You must include your cell number so that we can call to confirm their identity.

Checklist

- **Office 365:** Now available through your college email account, log in to email and then click the Office 365 logo, in the top right corner will be a link to download and install Office 2016 to your personal computer. Will be active as long as you are an active student.
<https://outlook.com/owa/fisher.edu>
- **Kensington Security Lock:** Good idea to have so that you can secure your laptop, available at various stores.
- **USB Drives:** You should have at least 2 USB flash drives (minimum 4GB) to store your data, available at various stores.
- **Anti-Virus Software:** Needed on Windows computers, suggestions:
 - Microsoft Security Essentials (available at Microsoft.com, included by default on Windows 10)
 - AVG Free: <http://free.avg.com>

STAFF:

- Michael Cutillo, Helpdesk Manager and Systems Administrator
- Derrick Costa, Database & Network Administrator