

# LifeFlex Student Guide

WHAT'S YOUR **LIFE** *style?*

**LIFE**<sup>®</sup>

YOUR LIFE ON YOUR TIME.

**FLEX**

COURSE DELIVERY OPTIONS WITH **YOU** IN MIND.

FACE-TO-FACE, SYNCHRONOUS  
OR ASYNCHRONOUS.

**THE CHOICE IS YOURS!**

**LIFE**<sup>®</sup>  
University

LIFE.edu



Life University (LIFE) is committed to developing and implementing an advanced, flexible, instructional model that supports the needs of today’s learners and the changing higher education landscape. That model is called LifeFlex. LifeFlex is an innovative approach to course delivery that provides you with flexibility and multiple learning opportunities.

With LifeFlex, you will be able to choose to engage with your class in a face-to-face experience on-campus or synchronously (real-time) online via Blackboard, LIFE’s learning management system. A self-guided, asynchronous (not real-time) option may also be available in Blackboard for a portion of your courses. With LifeFlex, you have options in deciding how, where, and when to engage with your professor, and your classmates.

LifeFlex is Life University’s way of demonstrating that your education is first priority by offering you access to more courses in a format that fits your lifestyle. At Life University, your education and wellness are our primary concerns; with LifeFlex, both of these priorities are assured.

## Table of Contents

<a href="#">Best Practices</a> .....	2
<a href="#">Benefits</a> .....	3
<a href="#">Learning Modes, Preferences, &amp; Guidelines</a> .....	3
<a href="#">Engagement Expectations</a> .....	4
<a href="#">Computer Minimum Requirements</a> .....	5
<a href="#">Support</a> .....	5
<a href="#">FAQ’s</a> .....	6

## **Best Practices/Expectations**

### *Face-to-Face*

- If an instructor asks you to bring a device to class, make sure it's fully charged.
- Mute your device mic and turn off audio when the live class is in-session.
- Be mindful of students who are logged in remotely. Be aware that microphones can pick up background noise.

### *Synchronous*

- Prior to class, find the meeting invitation for that session in your Blackboard course site or your LU Student email from your specific instructor and use the link to join the session. Login to Blackboard Collaborate as assigned by the instructor.
- Sit in a quiet, well-lit place.
- Whenever possible, sit where there is a reliable internet connection and a stable place for your laptop or desktop computer.
- Leave the video camera on during class time, wherever possible.
- Mute microphone until it's your turn to speak.
- Make sure your video background is appropriate.
- Instructors will tell you when and how to use the chat feature.
- Use the presenter view to see just the instructor or other presenters. Use the tiled or grid view to see your classmates.
- Dress appropriately.
- Listen carefully to your instructor's directions.
- Try to stay stationary during your online session.
- Do not include pets on screen - it is distracting to others.
- Don't multi-task.
- Turn off notifications and mute your phone.
- Abide by Student Code of Conduct policies.
- Do not film or photograph the screen during the class session for any reason (your instructor will record the instructional part for review should you need it).
- Email or set up a phone call with your instructor if you would like to ask additional questions.

### *Asynchronous*

- Review and become familiar with the syllabus and course instructions and expectations
- Practice good time management; anticipate and plan for your asynchronous course sessions
- Be cognizant of due dates for asynchronous activities, assignments, projects, etc.

## **Benefits**

LifeFlex presents a number of benefits to students, including flexibility and convenience in learning. Specific benefits based on learning mode are noted here:

### *Face-to-Face Instruction*

- You will have an active social presence where your nonverbal communication is observable by peers and faculty.
- Your instructor can diagnose any conceptual problems and provide immediate feedback to you directly.
- Participate in active learning in-class, through demonstration and interaction, supporting group cohesion, collaboration, and support.

### *Synchronous Instruction*

- When you are unable to attend in-person, you can learn, interact, and collaborate with the instructor and fellow students in real time.
- The lecture is recorded and can be reviewed again later at your convenience.

### *Asynchronous Instruction*

- While participating in broader-level discussions, you will have reflective time to think before responding,
- Flexibility provides for self-paced learning and practice.
- Increased access to courses when on-campus participation presents an issue; more control over your day-to-day schedule.

## **Learning Modes, Preferences, & Guidelines**

### *Modes*

***In-person (lecture and labs):*** This participation method looks like traditional classroom learning, in that students arrive to a classroom on a specific day and time and meet with an educator who is physically present in the classroom. However, in-person attendees may interact with classmates who are attending class virtually. Technological solutions allow the in-person and

online attendees to communicate with one another and the course instructor, to collaborate on course activities and assignments, and to complete course assessments.

***Synchronous (lecture only):*** Students attend class virtually, in -real-time via Blackboard Collaborate. Live chat, video conferencing solutions, and collaborative technologies allow virtual students to be active participants in the learning experience, despite not being physically present in the classroom.

***Asynchronous (lecture only):*** Students can engage in learning on their own time, completing coursework online either before or after the in-person learning has taken place. Students may interact with their peers and with the course instructor using asynchronous technologies which allow for reflection, collaboration, and student-to-student interactions. An academically related activity may be provided for those students who missed the class.

### *Learning Preferences*

Learning preferences refer to how much a learner prefers certain educational modalities over others, such as watching a video online versus in person instruction. Learning preferences reflect the way in which a student chooses to learn. A multi-modal format like LifeFlex allows students to approach course material using a number of modalities and have more opportunities for the information to “click.” The variety of presentations also allows students to learn information more effectively and deeply. You may find that you prefer one method over another, but you are encouraged to explore the benefits that each learning mode provides.

### *Guidelines*

Under the LifeFlex model, students can choose between different learning modes for each class meeting (in accordance with the LifeFlex Engagement Guidelines). While this flexibility is a benefit of LifeFlex, some may not be prepared to select the mode that is best for their academic needs. Recognizing that this may represent a challenge for some of our students, faculty will closely monitor student progress to identify students who are struggling academically, and consequently, may need to consider an alternative mode for engaging in the course.

## **Engagement Expectations**

### **LifeFlex Engagement Guidelines**

- a. Students are expected to attend lecture classes in person for at least 70% of the total lecture session throughout the quarter. Those students who attend less than 70% will have their grade lowered as follows:
  - 10% over; final grade is lowered one letter grade (grade of B)
  - 20% over; final grade is lowered two letter grades (grade of C)
  - Over 20%; student fails the course



Since laboratory sessions require extensive hands on and in class participation, attendance will be individually set and outlined specifically in the course syllabi. However, there will be no remote options for laboratory sessions. All sessions will be in person.

- b. Faculty are expected to take attendance at each class session. Students who are in class in person will have their attendance counted toward the 70% metric required for face-to-face engagement.
- c. Since laboratory sessions require extensive hands on and in class participation, attendance will be individually set and outlined specifically in the course lab syllabi.

## Computer Minimum Requirements

### 1. Macintosh or Windows computer

- a. Operating System: Windows 10 or Mac OS X (10.14 or higher)
- b. Hard Drive: 128 GB
- c. Memory: 8 GB RAM
- d. Processor: i5 intel (8th gen) processor similar 2. Latest version of Adobe Reader

### 3. Current word processing software

### 4. A microphone

### 5. A webcam

### 6. Browser Requirements

- a. Chrome

### 7. Internet Access

- a. Broadband internet connection is required. Examples of broadband internet connection are high-speed DSL or a cable modem.
- b. Use of Life University email

## Support

Life University (LIFE) is committed to developing and implementing an advanced, flexible, instructional model that supports the needs of today's learners and the changing higher education landscape. If you require support during your course, please refer to the contacts below:

- ✓ If you require technical support, contact Information Technology at [itsupport@life.edu](mailto:itsupport@life.edu)



- ✓ If you have questions about class engagement and attendance expectations, course content, or learning mode options, please consult with your assigned course instructor.
- ✓ If you require academic support including tutoring, skill shops, and supplemental instruction, please visit [Academic Support](#).
- ✓ If you require accommodations according to the Americans with Disabilities Act (ADA), Section 504 Rehab Act & ADA guidelines, please visit [Disability Services](#).
- ✓ A LifeFlex 'card' is accessible in your course student portal. Please refer here for helpful tools and resources to navigate LifeFlex.
- ✓ General questions about the LifeFlex model can be directed to the Office of Academic Affairs at [academics@life.edu](mailto:academics@life.edu).

## Frequently Asked Questions

### What is LifeFlex?

LifeFlex is an innovative approach to course delivery that provides students with flexibility and multiple learning opportunities. Beginning fall quarter 2021, as a student, you will be able to choose to engage with your lecture class in a face-to-face experience on-campus or synchronously (real-time) online via Blackboard, LIFE's learning management system. A self-guided, asynchronous (not real-time) option may also be available in Blackboard for a portion of your courses. In this student-directed learning experience, you have options in deciding how, where, and when to engage with your professor, and your classmates.

### What are the learning mode options?

***In-person (lecture and labs):*** This participation method looks like traditional classroom learning, in that students arrive to a classroom on a specific day and time and meet with an educator who is physically present in the classroom. However, in-person attendees may interact with classmates who are attending class virtually. Technological solutions allow the in-person and online attendees to communicate with one another and the course instructor, to collaborate on course activities and assignments, and to complete course assessments.

***Synchronous (lecture only):*** Students attend class virtually, in -real-time via Blackboard Collaborate. Live chat, video conferencing solutions, and collaborative technologies allow virtual students to be active participants in the learning experience, despite not being physically present in the classroom.

***Asynchronous (lecture only):*** Students can engage in learning on their own time, completing coursework online either before or after the in-person learning has taken place. Students may interact with their peers and with the course instructor using asynchronous technologies which allow for reflection, collaboration, and student-to-student interactions. An academically related activity may be provided for those students who missed the class.

### Why is Life University using LifeFlex?



LifeFlex is Life University's way of demonstrating that your education is first priority by offering you access to courses in a format that fits your lifestyle. At Life University, your education and wellness are our primary concerns; with LifeFlex, both of these priorities are assured.

### **What are the benefits of LifeFlex?**

LifeFlex provides students with flexibility and multiple learning opportunities. Students will be able to choose to engage with their class in a face-to-face experience on-campus or synchronously (real-time) online via Blackboard, LIFE's learning management system. A self-guided, asynchronous (not real-time) option may also be available in Blackboard for a portion of your courses. With LifeFlex, you have options in deciding how, where, and when to engage with your professor, and your classmates. Enjoy more control over your day-to-day schedule and access to robust learning resources both in-person and online.

### **What classes will be offered in the LifeFlex model?**

Effective Fall 2021 quarter, all LIFE lecture classes will be delivered in the LifeFlex format.

### **In what ways will I be expected to engage with my peers and faculty?**

Students are expected to engage with peers and faculty during each lecture or laboratory session. For lecture sessions, this may occur in-person or synchronously via Blackboard. Faculty will guide students during the assigned class period to assure that students are engaged with each other, regardless of modality. Students attending lectures asynchronously will be expected to review the recorded lecture session and complete an academic engagement activity.

For laboratory sessions, students will engage face-to-face, guided by the faculty.

### **What are the attendance expectations?**

Students are expected to attend and participate in each class session; however, at least 70% attendance in lectures over the course of the quarter is required for each class. All laboratory sessions require students to attend in person.

### **How will attendance be monitored?**

Attendance will be taken for each lecture and laboratory session. Students must attend in person, at least 70% of lecture sessions. Since laboratory sessions require extensive hands on and in class participation, attendance will be individually set and outlined specifically in the course lab syllabi. Students must attend laboratory sessions in person.

### **Will classes have scheduled meeting times?**



In-person and synchronous class meetings will occur at a pre-determined, scheduled time. You are expected to participate in the course during this period. Asynchronous participation means that you may engage in your class online, not in real-time. Although there is not a designated meeting time for asynchronous participation, please consult with your instructor to determine important dates and deadlines specific to your course.

**Can I elect to participate in my course solely in-person, without an online (synchronous or asynchronous) component?**

Yes; you are encouraged to attend each session provided for your lecture and lab as applicable.

**Can I elect to participate in my course solely online (synchronous or asynchronous) without an in-person component?**

No; you must physically attend at least 70% of the lecture sessions. You must attend all lab sessions in person. There will be no remote options.

**How will I complete exams and assignments if participating in my class in-person?**

Guidance on exam and assignment completion/submission will be provided by your instructor. Please consult with your instructor to learn more about the protocol specific to your course. Students will continue to be held to Life University's [Honor Code & Standards of Conduct](#) regardless of learning mode chosen.

**How will I complete exams and assignments if I am participating in my class online, synchronously?**

Guidance on exam and assignment completion/submission will be provided by your instructor. Please consult with your instructor to learn more about the protocol specific to your course. Students will continue to be held to Life University's [Honor Code & Standards of Conduct](#) regardless of learning mode chosen.

**How do I register for a LifeFlex course?**

There will be no change in the course registration process. Questions regarding course registration should continue to be directed to your assigned academic advisor.

**How do I choose which learning mode (face-to-face, remote synchronous, asynchronous) works best for me?**

Learning happens when students encounter the same information through a variety of modalities, rather than only one method. The LifeFlex model will expose you to this multi-modal approach, allowing more opportunities for the information to 'click'. You may find that you prefer one method over another, and you are encouraged to explore the benefits that each learning mode provides, in addition to the in-person approach to learning

**How often can I change my preferred learning mode?**



Under the LifeFlex model, students can choose between different learning modes for each lecture class meeting. While this flexibility is a benefit of LifeFlex, some may not be prepared to select the mode that is best for their academic needs. Recognizing that this may represent a challenge for some students, faculty will closely monitor student progress to identify students who are struggling academically, and consequently, may need to consider an alternative mode for engaging in the course.

### **What are the technological requirements for me to participate in a LifeFlex course?**

1. Macintosh or Windows computer
  - a. Operating System: Windows 10 or Mac OS X (10.14 or higher)
  - b. Hard Drive: 128 GB
  - c. Memory: 8 GB RAM
  - d. Processor: i5 intel (8th gen) processor similar 2. Latest version of Adobe Reader
3. Current word processing software
4. A microphone
5. A webcam
6. Browser Requirements
  - a. Chrome
7. Internet Access
  - a. Broadband internet connection is required. Examples of broadband internet connection are high-speed DSL or a cable modem.
  - b. Use of Life University email

### **Who can provide me technological assistance?**

Students should contact Information Technology ([itsupport@life.edu](mailto:itsupport@life.edu)) for technical support.