# **Getting Ready for Remote Instruction: Checklist for Students**

On occasion, classes must shift to remote instruction due to the pandemic. Planning for remote instruction will help you maintain your academic progress and stay on track. Use this checklist to help you prepare.

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| **Technology Check** | | |
| ü | **Things to consider** | **What to do** |
|  | Tech requirements | Review the[Technology for Remote Learning webpage](https://www.marquette.edu/remote-learning/)for information about technology requirements (e.g., computer, microphone, headset) and who to contact for any technical issues or questions. |
|  | D2L (also known as Brightspace) | Visit the [Technology Resources webpage](https://www.marquette.edu/online-programs/technology-resources.php) for information on how to access, access content, submit assignments, and review feedback and grades in your courses in D2L. |
|  | Microsoft Teams | Your instructors may use Microsoft Teams to hold synchronous, real-time classes and office hours. Visit the [Students: Use Microsoft Teams for Online/Live Classes](https://www.marquette.edu/remote-learning/microsoft-teams.php) webpage for information on how to join sessions, create meetings, and troubleshoot.  Download the Teams mobile app from the app store on your mobile device. |
|  | Virtual Private Network (VPN) | In order to connect to some University resources (e.g. MyJob, some library resources) it is important to [set-up virtual private network (VPN)](https://www.marquette.edu/its/help/vpn/vpn.shtml). VPN bandwidth is limited, please do not use VPN if not needed.  Setting up a VPN requires download of software and systems checks. Please follow the set-up virtual private network instructions |

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| **Stay updated on your course announcement and assignments** | | |
| ü | **Things to consider** | **What to do** |
|  | Email | Check your Marquette email regularly (at least once a day) for any updates from your instructors or the University. |
|  | D2L Account Notifications | If your instructor is using D2L, set up your account to receive notifications on content updates, new announcements, etc. Visit the [How to Use D2L webpage](https://www.marquette.edu/remote-learning/d2l.php) for instructions on how to set up your notifications. |
|  | Brightspace Pulse | Download [D2L/Brightspace’s mobile app](https://community.brightspace.com/s/article/Brightspace-Pulse-1-12-Learner-Guide) on your phone to access your courses and receive alerts |
|  | Stay informed | Visit [Marquette’s Coronavirus (COVID-19) webpage](https://www.marquette.edu/coronavirus/)to stay informed about university resources, guidelines, procedures and any changes during the semester. |

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| **Get Support** | | |
| ü | **Things to consider** | **What to do** |
|  | Accessibility | Since your courses changed from in-person to remote, you may find that your access needs have changed. If you need to request accommodations, or modify existing accommodations, contact the [Office of Disability Services](https://www.marquette.edu/disability-services/). Disability Services can be reached by calling 414-288-1645 or emailing [ods@marquette.edu](mailto:ods@marquette.edu) |
|  | Campus Resources | There are a multitude of resources and people available on campus and online to help students succeed. Visit the [Student Resources webpage](https://www.marquette.edu/coronavirus/student-resources.php) to learn more, including who to contact and where to go for various resources (e.g., Counseling Center, library services, food assistance, etc.). |
|  | Social virtual activities | Research [university sponsored virtual events, activities, or groups](https://marquette.presence.io/) to meet new people and socialize. You may also download the MARQUEE mobile app to access events listings. |
|  | Connect with classmates and friends | Regularly connect with classmates and friends to stay in touch and support each other. You may schedule meetings to socialize via Microsoft Teams or use other communication means (e.g., social media, email, phone). |

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| **Identify an ideal study area and study routine** | | |
| ü | **Things to consider** | **What to do** |
|  | Create a study space | Find a space that is private, quiet, removed from disruptions, comfortable and has the supplies necessary to do coursework. Supplies: text, computer, internet, paper/pencil, etc. |
|  | Minimize distractions | Turn off your phone, notifications from social media, etc. to avoid distractions while you’re participating in a synchronous class or completing course assignments. If you live with others, kindly ask family members or roommates to minimize noise during online class sessions or scheduled study time. |
|  | Plan and schedule time | Moving to an online learning environment requires increased organization. Review the [Becoming a Successful Online Student](https://www.marquette.edu/online-programs/becoming-successful-online-student.php) to learn about student expectations. |
|  | Communicate | When in doubt, always ask. Contact your instructor to clarify course expectations and notify them of any responsibilities or life circumstances that might impact your academic performance. |

## **List of URL links provided within the checklist**

1. Technology Check:

* Technology for Remote Learning <https://www.marquette.edu/remote-learning/>
* Technology Resources <https://www.marquette.edu/online-programs/technology-resources.php>
* Students: Use Microsoft Teams for Online/Live Classes <https://www.marquette.edu/remote-learning/microsoft-teams.php>
* Set-up Virtual Private Network (VPN) <https://www.marquette.edu/its/help/vpn/vpn.shtml>

1. Stay Updated on your course announcements and assignments:
   * How to Use D2L <https://www.marquette.edu/remote-learning/d2l.php>
   * D2L/Brightspace’s mobile app <https://community.brightspace.com/s/article/Brightspace-Pulse-1-12-Learner-Guide>
   * Stay Informed COVID-19 <https://www.marquette.edu/coronavirus/>
2. Get Support:

* Office of Disability Services <https://www.marquette.edu/disability-services/>
* Student Resources <https://www.marquette.edu/coronavirus/student-resources.php>
* Marquette University Events and Engagement (MARQUEE) Platform <https://marquette.presence.io/>

1. Identify an ideal study area and study routine:

* Becoming a Successful Online Student <https://www.marquette.edu/online-programs/becoming-successful-online-student.php>