

## Student Checklist for Remote Learning

Classes will resume starting November 29, 2021, in a remote learning format. Students may use the checklist below to ensure they are ready for remote learning.

<b>Learning Environment Checklist</b>		
✓	<b>Things to Consider</b>	<b>What You Can Do</b>
	Establish a dedicated, quiet space	It is important that you find a quiet space where you can focus on your coursework. Ideally, pick a place you can routinely visit. If it is in your home, consider hanging a "do not disturb" sign or some other marker that tells others you are focused on school. Try to keep your study space dedicated solely for studying.
	Eliminate distractions	Regardless of where you choose to work, consider turning your cell phone off to avoid losing focus every time a text message, email notification, or other notification pops up like Facebook and Twitter.
	Keep informed and stay organized	Know exactly where important dates, files, forms, syllabi, books, and assignments live to keep you on track
	Actively participate	Check your course on Blackboard to determine if your instructor has created a discussion forum to help you better understand course materials and engage with fellow classmates. Read what other students and your instructors are discussing, and if you have a question, ask for clarification. Do not be afraid to speak up. Do not wait until an assignment is almost due to ask questions or report issues.
<p><b>For more remote learning support, visit:</b>  <a href="#">Remote Learning Guide Link</a></p>		
<b>Technology and Connectivity Checklist</b>		
✓	<b>Things to Consider</b>	<b>What You Can Do</b>
	Required Technology	<p>You need access to a laptop or desktop computer with web camera that meets minimum requirements recommended by the Information Technology Systems office. An internet connection or Wi-Fi is also necessary to access course materials.</p> <p><a href="#">Student Computer Recommendations Link</a></p>

	<a href="#">Laptop Loan Program</a>	Laptop Loan Program offers enrolled students the opportunity to check out laptops for academic support and success. These devices can be borrowed on a first-come, first-served basis. Students outside of Guilford County will receive top priority.
	OneID Credentials	Your OneID is used to access university provided technologies including Blackboard, and Aggie Access Online. Protect your OneID credentials. Do not share them with anyone.
	Log into Aggie email account	<b>Check your Aggie email regularly for important information.</b> Your Aggie email account is used for official university announcements and course information.
	You are able to access all technology and tools	Practice using your desktop, laptop, headphones, microphone, web camera, and appropriate technology tools prior to leaving campus.

**Need help? For computing and technology support, contact Client Technology Services (CTS) at 336-334-7195 or [cts@ncat.edu](mailto:cts@ncat.edu).**

### Blackboard Checklist

✓	Things to Consider	What You Can Do
	Log into Blackboard <a href="#">Blackboard Link</a>	Log into Blackboard to ensure your credentials are working correctly. Blackboard can be as with your OneID credentials.
	Log into Blackboard frequently	It is recommended that you login several times per week to keep informed of course content updates.
	Blackboard Mobile App	Fully engage in your digital learning experience on your favorite mobile device. You can also access Collaborate Ultra sessions from posted links in the app. (You will be redirected to your mobile browser.) <a href="#">Blackboard Student App Link</a>
	Check announcements	Your instructor may post important information using Announcements in Blackboard.
	Actively participate	If your instructor is using discussion forums in your Blackboard course, participate and keep active in the discussion.
	Blackboard assignments and due dates	Double-check your remaining assignments for the semester. Your instructor may alter assignments and due dates to accommodate remote learning.

	Blackboard Collaborate or Zoom	Your instructor may choose to use Zoom for video conferencing instead of Blackboard Collaborate. Determine which will be used before leaving campus.
<b>Need help? For Blackboard support, contact the Blackboard Help Desk (866-520-6877)</b>		
<b>Technology Tools</b>		
✓	<b>Tool Links</b>	<b>Descriptions</b>
	<a href="#">Adobe Scan Mobile App</a>	With Adobe Scan, easily capture and convert documents, forms, business cards, and whiteboards into high-quality Adobe PDFs. And with different capture modes along with automatic boundary detection, you can get the best scans every time. <a href="#">Link to Free Mobile App</a>
	<a href="#">Blackboard Collaborate</a>	Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact.
	Google Apps	Students have access to Google apps through their university email account. This includes Google drive space, docs, slides, calendar and other apps. Simply login with your university email.
	<a href="#">LinkedIn Learning</a>	All A&T students, faculty, and staff have access to LinkedIn Learning and LinkedIn's Premium Career features at <a href="http://linkedinlearning.ncat.edu">linkedinlearning.ncat.edu</a> .
	<a href="#">MediaSite</a>	Every student at A&T has a MyMediasite account which will allow you to upload and stream videos. Login using OneID credentials. Download the Desktop Recorder to later upload the video links for class assignments. For more information, refer to <a href="#">these videos</a> on how to use Mediasite with Blackboard.
	Office 365	You can download a free copy of Microsoft Office 365. <a href="#">Read these instructions</a> on how to access and download.
	<a href="#">Respondus Lockdown Browser &amp; Monitor</a>	Respondus LockDown Browser is a custom browser that locks down the testing environment within Blackboard Learn to help prevent online test-takers from accessing applications and websites on their computers. <b>Please make sure to download the current version.</b>
	<a href="#">Safe Assign</a>	SafeAssign is a plagiarism prevention service, offered by Blackboard.

	<a href="#">Zoom</a>	Zoom is a web-based collaboration tool that facilitates video conferencing, online meetings, screen sharing, chat, and mobile collaboration. All employees currently have Zoom accounts. Student accounts will be provisioned once A&T finalizes the Zoom license agreement.
	<a href="#">NCAT Connect</a>	NCATConnect is a free downloadable app that gives you access to North Carolina A&T State University campus information on your mobile device.

**Need help? For computing and technology support, contact Client Technology Services (CTS) at 336-334-7195 or [cts@ncat.edu](mailto:cts@ncat.edu).**