



Helpful Tips and Tools to Prepare for Remote Learning

INTRODUCTION

As a student, it may seem daunting to move from a face-to-face to an alternative delivery environment. As with any change this significant, there comes unique challenges and obstacles to overcome. ICIT wants to ease these concerns by providing some helpful tips and tools designed to prepare you for this way of learning. We begin with a technology check list, followed by some helpful learning and wellness tips, and finally end with some additional resources to keep in mind.

TECHNOLOGY CHECKLIST

EQUIPMENT

- Computer - you will need a computer with the following requirements: Mac computer running at least OS 10.13 (High Sierra) or a Windows PC running Windows 7/8/10.
- Microphone – this may be built into your laptop/desktop, or you may use an external device such as a USB microphone or headset.
- Webcam – a camera may already be built into your laptop/desktop, but you can also use an external USB camera for video conferencing.



INTERNET

- You will need a reliable internet connection to log into Canvas, check email, and stay in contact with your instructors, classmates and the campus. In response to the COVID-19 virus, several internet providers have launched programs to assist students who may not have internet access at home:
 - [Comcast Internet Essentials](#)
 - [Charter Spectrum Broadband](#)
- Web Browser – Students can access almost all UW-W services and resources from a web browser. We recommend Chrome, Firefox, Internet Explorer, Edge, or Safari.

SOFTWARE

- [Virtual Apps](#) - Access popular academic software from anywhere.
- [Adobe Creative Cloud Suite](#) - Until May 31st, all students can now access the entire Creative Cloud Suite from their own devices.
- [Autodesk](#) - The Autodesk Suite features the latest 3d modeling, drafting, and architecture software free for students.

SECURITY

- If working from home, make sure your network router is password protected. You may also want to check that you have a malware or anti-virus program installed.
- Be on the look out for [Spam or Phishing](#) emails coming from those outside of UW-W. If you spot anything suspicious, please attach the email and send to: suspiciousemail@uww.edu.



Helpful Tips and Tools to Prepare for Remote Learning

PREPARE YOUR WORK SPACE



Take the time to create a comfortable, learning-friendly work space with these tips:

- Identify what you need - this may include a comfy chair, proper lighting, an isolated room, notepads, pens, etc. Make sure it's what works for YOU.
- Find a quiet, dedicated space to work - if living with others, create a schedule so they know when you need to be left alone.
- Limit distractions the best you can - keep pets away from your space, turn off the T.V., consider muting your phone while you are working.
- Keep your space organized - this will help you stay on track and help recognize that when you are there, you are there to be productive!

BE AN ACTIVE PARTICIPANT

Get the most out of remote learning by being an active participant with these tips:

- Don't struggle alone - if you have questions be sure to contact your instructor. Chances are, if you have a question, others may have similar questions, too!
- Re-read everything you write - make sure that your thoughts are easily understood and convey what you want to the person or people who will be reading the message.
- Engage with your instructor and give feedback - for many of your instructors, this may be the first time they are teaching a course this way.



ADDITIONAL TIPS AND RESOURCES

- Need tech support, contact the [Help Desk](#).
- [Canvas Support](#) is available 24/7/365.
- [COVID-19 Security Resources Library](#).
- [\(How to\) Securely Work from Home \(PDF\)](#).
- Need some help with a course, contact [Tutoring Services](#)
- Contact the [Center for Students with Disabilities](#) for any special needs or accommodations
- [Organize a Virtual Study Group with Webex Teams](#)