

Student Checklist for Remote Learning

Classes will resume at Columbia College Chicago starting April 6, 2020 in a remote learning format. Students may use the checklist below to ensure they are ready for remote learning.

Learning Environment Checklist		
✓	Things to Consider	What You Can Do
	Create a regular study space	Set up a dedicated learning environment for studying. This will help establish a routine. Wherever you choose, make sure there's high-speed internet access.
	Keep informed and stay organized	Know exactly where important dates, files, forms, syllabi, books, and assignments live to keep you on track towards hitting your goals.
	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.
	Actively participate	Check your course on Canvas 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. Don't be afraid to speak up. Don't wait until an assignment is almost due to ask questions or report issues.
<p>For more remote learning support, visit: https://students.colum.edu/information-technology/remote-learning-support</p>		
Technology and Connectivity Checklist		
✓	Things to Consider	What You Can Do
	Login to Office 365 (O365) (portal.office.com)	Check your Office 365 Email Regularly for Important College Updates The college shares important information to your mycolumbiaid@colum.edu email address—please check your email regularly to make sure you get critical college updates.
	Login to Canvas (canvas.colum.edu)	Log into Canvas before April 6th to ensure your credentials are working correctly. Canvas uses the same

		username and password as your O365 credentials noted above.
	Login to Zoom (colum.zoom.edu)	The college has provided all faculty and students free Zoom accounts. Login in to Zoom to test your account. Zoom uses the same username and password as your O365 credentials noted above.
	Practice using your laptop camera and microphone	Have headphones with a microphone if possible, for listening to lectures or discussions. This is especially important in shared spaces.
	Log into VDI	If your course uses VDI and you get an error when trying to login, try again. The licensing has a limited number of users and may be full. Your instructor will inform you if your course is using VDI.
	Perform Internet Speed Test	<p>Visit: https://www.speedtest.net/</p> <ul style="list-style-type: none"> Change Server to Chicago QTS  <ul style="list-style-type: none"> Click Go Great connectivity: Pings under 59 Download greater than 15 Upload greater than 15 
	Tethering with phone	If you are using tethering with a phone be sure to test before your first class to ensure you can connect.

Need Help? Contact the college's help desk: call or email Client Services at 312-369-7001 or clientservices@colum.edu

Canvas Checklist

✓	Things to Consider	What You Can Do
	Login to Canvas (canvas.colum.edu)	Log into Canvas before April 6th to ensure your credentials are working correctly. Canvas uses the same

		username and password as your O365 credentials noted above.
	Login to Canvas frequently	It is recommended that you login several times per week to keep informed of any changes within your courses.
	Canvas Mobile App	In addition to working on Canvas through laptop and desktop computers, it is encouraged to download the Canvas Student Application from a mobile device to provide access to courses remotely. Students can communicate with their instructors, submit assignments, post to discussion forums, view course content, and check their grades from the app.
	Check announcements	Your instructor will be posting important information using Announcements in Canvas.
	Check Canvas Inbox	Your instructor may be sending messages through Canvas. Check your inbox in Canvas frequently.
	Activity participate	If your instructor is using discussion forums in your Canvas course, participate and keep active in the discussion.
	Canvas assignments and due dates	Double check your remaining assignments for the term. Your instructor may alter assignments and due dates to accommodate remote learning. This means something you may have done in your face-to-face class (such as a presentation), may have to be done remotely (in discussion forums or pre-record a video presentation).
	Canvas Studio	Your instructor may request that you pre-record a videos as part of an assignment. Keep up to date on Canvas Studio: https://community.canvaslms.com/docs/DOC-14585-50736858114 (Links to an external site.)

**Need a refresher on learning Canvas?
Self-enroll in the Canvas Student Orientation
course by visiting the link below:
<https://canvas.colum.edu/enroll/JFWYGH>**

Meet with Peers Checklist

✓	Things to Consider	What You Can Do
	Create meetings with your peers using Zoom (colum.zoom.edu)	The college has provided all faculty and students free Zoom accounts. Login in to Zoom to test your account. Zoom uses the same username and password as your O365 credentials noted above.
	Learning Zoom	Zoom has a series of videos that will be helpful with learning Zoom: https://support.zoom.us/hc/en-us

Remember – you are not alone in this!

We are all faced with this new concept of remote and online learning. As classes begin, think about building relationships with other students, introducing yourself and engaging in online discussion forums in Canvas. Perhaps, create a virtual study group using Zoom. Chances are your peers will appreciate it just as much as you will!