

Preparation Checklist for Students Moving Online due to COVID-19 Emergency Protocols

Follow this checklist to help prepare to move your learning experience to an online delivery system. This checklist will be revised and updated as needed to support students through this urgent scheduling change across the college.

Essential!

- If you are sick for any reason, or if you have been in contact with a person who has tested positive for COVID-19, *please do not come to campus for the safety of our community.*
- If you are concerned you have COVID-19, please see the following link: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>.
- Email us at FRCC.covid19@frontrange.edu with your covid19-related questions.

We are here to help!

- Start with the checklist below and communicate with your instructor regularly.
- If you are currently receiving accommodations for your on-campus classes, please [contact Disability Services](#) regarding accommodations in online environments.
- Stay informed about FRCC closures: <https://www.frontrange.edu/being-a-student/campus-security/college-closures-and-delays>.
- For technical issues related to D2L, [contact the 24/7 Help Desk](#) at (888) 800-9198 or <https://cccskb.blackbelthelp.com/>.

During modified instruction

- Check your FRCC email regularly as well as the FRCC website focused on COVID-19
- All courses will use Desire2Learn (D2L). Run a system check to ensure that your computer is properly configured for this software – see: <https://frcc.desire2learn.com/d2l/systemCheck>
- Be sure to use Firefox, Chrome or Safari - do not use Internet Explorer nor Edge.
- Download Office 365. Office 365 is FREE for all FRCC students. To access Office 365, log on to your eWolf account, click "Student Resources" then select "Access OneDrive and Office 365".
- Complete the Introduction to D2L SP20 course. Here, you will learn how to utilize basic D2L tools, such as Assignments, Discussions, Quizzes, and the gradebook.

- Prepare to engage more heavily in D2L and potentially to use other alternate tools, such as WebEx, to ensure the continuity of your classes.
- Find out from your instructor if you need to plan on “attending” your class at the same times you would normally meet on campus. Some courses may meet live by videoconference, while others will not have designated times for students to log in.
- Choose a comfortable, free from distractions, study-friendly physical space to attend your classes and complete your assignments.
- Lots of folks will be doing work remotely so there may be times when you cannot connect to your course shell as quickly as you would like. If possible, prepare for this possibility now by printing a copy of your latest course syllabi, homework/assignment completion schedule, and any other information you need so these potential slowdowns don’t slow YOU down!
- There may be circumstances where you may be unable to make timely progress on part of your work. First, check to see if your instructor has sent you any guidance for these situations, either on their syllabus or via email and/or in D2L. It may be that an accommodation has already been made. If not, you should communicate with the instructor in a timely manner regarding any of your needed accommodations.
- Students should expect that instructors will make changes to course syllabi as a result of shifting to remote instruction. Please be aware that some FRCC faculty will be adjusting to a significant pedagogical change, including best practices for remote instruction and assessment, within a very short period of time. We ask that you are patient with any hiccups during this time.
- Students who have concerns about instructors insisting that they continue to attend in-person classes or exams should to contact the department chair or instructional dean. If you do not know how to contact the department chair or instructional dean, ask your Pathways Advisor for help.