Logistics Checklist for Learning Online

Use this checklist to set up your learning environment and required technology.

Create Space for Learning

- ❏ **Location.** If possible, create a distinct and well-lit space at home not used for other activities like cooking or sleeping. Keep water and healthy snacks nearby.

- ❏ **Minimize distractions.** Close browser tabs and windows not relevant to your work. Turn off all notifications from emails and social media. Keep the TV off, etc.

- ❏ **Take regular breaks from the computer.** Take frequent small breaks, but try not to interrupt your flow for too long.

- ❏ **Gather contact and support information.** Keep relevant information for your course easily accessible. Collect the phone numbers, email addresses, and support links for your institution.

- ❏ **Schedule a daily routine.** Establish a regular structure to your daily schedule to help you manage your time and keep your studies on track.

- ❏ **Stay organized.** Keep a calendar of tasks and due dates; keep notes handy.

Gather Your Accounts

- ❏ **Accounts and Apps.** Before it begins, review all the technology and software required for your course.

    - ❏ Install any needed software applications (e.g. most video conferencing tools require an application to run).
    - ❏ Test the application to troubleshoot any problems.
    - ❏ Make sure you have the required account details or login information for any software or services required.
    - ❏ Make sure you are able to access cloud services that might be used to upload assignments (e.g. Google Drive, Dropbox, Microsoft One Drive).

- ❏ **Hardware.** Keep handy all your cables and extra devices like a computer mouse, keyboard, web camera, headset and microphone.

- ❏ **Internet Connection.** If you are able, connect directly to your router with an ethernet cable to minimize reliance on wifi.

    - ❏ Have a plan if you lose Internet access or wifi.
    - ❏ Download course materials to work on assignments offline if you lose your internet connection.
    - ❏ Check if your online course and learning platform will work on mobile (i.e. phone, tablet).