

Student Checklist in Preparation for Remote Learning

This checklist is provided to help students plan for their success during possible disruption to university operations.

What do you need to do?

- If notified of a campus transition to remote teaching and learning strategies, do not physically attend any class on campus, unless instructed.
- Look for Class Continuation instructions from your instructor. Your instructor may communicate with you via email or through Canvas.
- Know and understand the expectations from your instructor(s) including due dates. Your instructor may provide an addendum to the course syllabus.
- Have access to resources needed to complete activities scheduled for the day (such as Canvas and enough bandwidth to watch videos). Contact your instructor if you have any concerns about being able to access course content.
- Know the best way to reach your instructor with questions about the course activities. Your instructor should share this with you in an email or through Canvas.
- If you have a lab, please clarify with your instructor the lab activity expectations.
- Use online resources from the K-State Library for research or get research support through email and chat services. View a full list of available support at lib.k-state.edu/continuation.
- For students with accommodation needs, please work with your instructor to find a resolution. If further assistance is needed please contact the appropriate office:
 - [Student Access Center](#) (785-532-6441)
 - [Office of Student Life](#) (785-532-6432)
 - [IT Help Desk](#) (785-532-7722 or toll-free 800-865-6143)

Technology Recommendations and Considerations

- Review the [minimum system requirements](#) for student computers.
- While a USB headset is not required, it may be helpful to have one (or a good set of earbuds with a microphone) for courses that will be using virtual classes through a web conferencing system such as Zoom.
- **Use K-State's Virtual Private Network (VPN)** to remotely access protected, sensitive data, and campus resources in a secure manner. Because the VPN connection is shared with all K-Staters, **the VPN should only be used when necessary**. Disconnect from the VPN when access to protected resources is no longer needed. [Learn more about the VPN](#)

- VPN **should not be used** for the following:
 - O365
 - Zoom videoconferences
 - Watching a streaming video (Mediasite, YouTube, Netflix, etc.)\
 - Accessing Webmail, Canvas, KSIS, or HRIS
- Systems/tools that require the VPN:
 - Remote Desktop Connection (RDP) to campus computers
 - Accessing files on Catfiles or other campus file servers (i.e., W: or Y: drives)
 - Campus websites and services that are restricted to on-campus use only

To access systems such as Canvas, Zoom, HRIS, KSIS, Office 365 sign in from your web browser. The majority of systems needed by students do not require K-State's VPN. If you are unsure, ask your faculty member, the IT Help Desk, or technical support staff for your college.

- Test required tools and systems such as Canvas, Zoom and Mediasite before an assignment is due.
 - [Getting Started](#) page for Canvas
 - [System requirements](#) page for Zoom
 - [Viewing requirements](#) page for Mediasite
- Confirm your notifications from Canvas are enabled. **How do I set my Canvas notification preferences as a student?** - (<https://community.canvaslms.com/docs/DOC-10624-4212710344>)
- Some faculty (College of Business, VetMed and K-State Polytechnic) use the LockDown Browser (LDB), which is downloaded from Canvas. The quiz/assignment will be marked with LDB, please test when asked to do so.
- Make sure your operating system and computer virus and malware protection is up-to-date. K-State's antivirus information is available [on this website](#).
- Back-up your files in the event of a hardware malfunction. As K-State students, you have access to Office 365 and [One Drive with up to 1 TB of cloud storage](#).
- If you need help, call or email the IT Help Desk (785-532-7722) or (helpdesk@ksu.edu).
- **What if I have out-of-classroom activities, such as clinical or field placements?** Students involved in these activities should receive direction from their faculty and supervisors at clinical or field placements. If you do not receive direction, you should contact them directly for instructions.

For more information visit: <https://www.k-state.edu/media/update/coronavirus/index.html>