



# PREPARING FOR REMOTE LEARNING

## 1 CREATE A LEARNING ENVIRONMENT

- Dedicate a workspace
  - Find or create your own dedicated workspace with a flat table surface to work on for focused work.
- Communicate with those around you
  - Make sure you communicate with those around you about when you will be in class or when you need to focus, both to ensure internet bandwidth and to limit distractions during class.
- Disable distractions
  - Disable notifications, apps, and other potential distractions.

## 2 EXPLORE YOUR LEARNING PLATFORMS

- Confirm communication avenues
  - Confirm how and that you have access to your Professors through their preferred communication avenues.
- Test learning platforms
  - Test out Zoom, Canvas, and any other learning tech that will be used in your class. Search "Tech check for students learning remotely" on services.dartmouth.edu for download instructions and usage tips for Zoom, VPNs, and Slack.  
*Note: Canvas will NOT automatically adjust due times to your new time zone. To adjust your time zone, see <https://tinyurl.com/canvas-time>*
- Test your earphones and microphone
  - Test your earphones/microphone to ensure they are working and do not echo or produce feedback.

## 3 KNOW YOUR RESOURCES

- Know which resources are available
  - Know whether the resources you typically access on campus are still available (Library, IT, SAS, Tutoring, Academic Coaching, etc.)
- Confirm virtual office hour times
  - Make sure you can attend virtual office hours for both your TAs and Professors.
- Schedule time to work with your peers
  - Continue to reach out and work with your peers and friends. Plan virtual lunch dates, study sessions, or just chats.

**Visit or contact us for more tips and information!**

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