**BLENDED AND ONLINE LEARNING STUDENT PREPAREDNESS TEMPLATE FOR STUDENTS**

Being prepared is one of the most important aspects to a successful learning experience. Students are responsible for ensuring they have the appropriate space and technology to learn. Please refer to this template to ensure you are prepared and ready to learn.

**Space**

Ensuring your learning space is quiet, comfortable, and suitable for learning is key to being a successful student.

* Quiet space, with adequate lighting
* Comfortable chair
* Table/desk - big enough to hold the computer, monitor, keyboard, and mouse.
* Timer - for timed assessments
* Curtains or blinds that can be adjusted to prevent glare on the monitor
* Monitor adjusted so that the top of the screen is at eye level
* Devices turned off during online synchronous sessions

**Technology**

Appropriate technology is another key component of student preparedness. Your instructors may have additional technology requirements, based on the specific needs of your courses. Check with your course instructor for specific software and technology requirements.

These reminders can help ensure you have the right technology to be a successful learner.

* Laptop with a webcam, speaker, and microphone
	+ You can test your web browser using [D2L Brightspace’s System Check tool.](https://d2l.ucalgary.ca/d2l/systemCheck)
	+ Use [SpeedTest.net](https://www.speedtest.net/) to ensure your internet connection is reliable for Zoom sessions.
	+ Additional support needs checklist:
		- Alternative keyboard
		- Single switch entry device
		- Trackball
		- Screen-reader
		- Text-reader
		- Screen magnification software
		- Speech input software
* [Technology requirements](https://elearn.ucalgary.ca/technology-requirements-for-students/) - visit this resource for specific details regarding technology requirements for all students. Students should consult with their course instructors for a better understanding of the technology needs and uses for individual courses.
* [UCalgary IT account setup](https://ucalgary.service-now.com/it?id=kb_article&sys_id=86e7438013753ac06f3afbb2e144b031) - all students should ensure they have set up their University of Calgary IT account prior to starting their courses. Your IT account gives you access to many important services, including your UCalgary email, campus Wifi, D2L, and my UCalgary.
* [Software available to UCalgary students](https://ucalgary.ca/student-services/guide-services-students#informationtechnologies) - UCalgary students can download Microsoft 365 at no additional cost

**Troubleshooting:**

You are not alone in your learning journey. Knowing where to trouble-shoot issues and seek support is an additional key element of student preparedness. Refer to these templates to help you succeed:

* Contact [Student Accessibility Services](https://www.ucalgary.ca/student-services/access) if you require information regarding academic accommodations.
* Seek out the [Student Success Centre](https://www.ucalgary.ca/student-services/student-success) for academic support services in advance of assignment or assessment deadlines.
* Visit this [resource](https://elearn.ucalgary.ca/resources-for-students/) for additional information regarding UCalgary’s institutionally supported learning technology tools for students.
* Connect with [Student Wellness Services](https://www.ucalgary.ca/wellness-services) for health and wellness support.
* Familiarize yourself with [UCalgary’s academic integrity policy.](https://taylorinstitute.ucalgary.ca/resources/academic-integrity-for-students)
* Review these [strategies](https://www.ucalgary.ca/student-services/student-success/learning/distance-students#completing-online-assessments) for online learning success, staying motivated, and completing online assessments.
* Follow these tips to prepare for online assessments readiness:
	+ Use a wired connection if possible, or try to situate yourself nearest to the wifi router as possible.
	+ Avoid using a mobile device or tablet for online assessments, if possible.
	+ Shut down any programs or apps running on your device which are not necessary for the assessment.
	+ Ensure the battery on your laptop is fully charged.
	+ Request that any other people using the same internet connection pause their use of it, especially for gaming or video streaming.
	+ Check to make sure if your assessment requires answers to be typed in that the document is saved regularly.
	+ Keep [UCalgary’s UService (IT) contact](https://elearn.ucalgary.ca/resources-for-students/) information nearby, in case you require IT assistance.