

Readiness Checklist

a practical guide for remote learners during the Summer School Sessions

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ELIZABETH CITY STATE UNIVERSITY

FOUNDED 1891

✓ REMINDERS

- ❖ Expect to log into Blackboard **EVERY DAY**.
- ❖ Locate the sections for *Announcements*, *Gradebook*, and *Course Material*.
- ❖ The SYLLABUS is your weekly guide.
- ❖ Check your EMAIL throughout the day for updates and communication from your instructor.

🖥️ ACCESS

- ❖ You will need reliable and continuous WiFi connection.
- ❖ You will need a laptop or desktop computer to complete assignments and access course materials. **YOU CANNOT USE YOUR CELL PHONE.**
- ❖ Verify your log-in access for Blackboard and your University Email account.
- ❖ Confirm you are correctly enrolled in your summer courses and they will appear in Blackboard.

🕒 TIME

- ❖ Expect to log into Bb **EVERY DAY**, Sun – Sat.

📅 PLANNING

- ❖ Review the student resources on the Summer School webpage.
- ❖ Learning is asynchronous and you can choose *when* you complete your work (**but you must adhere to the due date**).
- ❖ You **cannot** work outside the pace of the course as outlined in the syllabus, meaning **you cannot wait and submit all assignments at the conclusion of the summer session.**

- ❖ Please follow the syllabus and the instructor's communication
- ❖ (email/announcements) regarding weekly assignments and due dates.

? SUPPORT

- ❖ For all technical issues (i.e. logging in, Blackboard, computer issues, etc.) please contact the helpdesk at <https://helpdesk.ecsu.edu/app/itdesk/HomePage.do> or call 252-335-3532.
- ❖ For help with navigating Bb, see the folders in the course, or contact the help desk at <https://help.edusupportcenter.com/shplit/e/ecsuniv/home> or call 866-321-7157.
- ❖ For supportive resources to address stress, emotional well-being, etc., please reach out to the Student Counseling Center at <https://www.ecsu.edu/current-students/student-affairs/counseling-services/index.html> or call 252-335-3275.
- ❖ For disability services, please contact Student Accessibility Services at <https://outlook.office365.com/owa/calendar/StudentAccessibilityServicesTesting@ecsu.onmicrosoft.com/bookings/>
- ❖ For questions and/or concerns regarding any aspect of course materials, please reach out to your instructor immediately.
- ❖ For assistance with tutoring contact tutor.com at <https://lhh.tutor.com/?ProgramGUID=75913bde-60e3-45bb-bca1-394b56257250>