

# ARE YOU READY TO “GO REMOTE”?



## ALWAYS:

- Check your **@mcla.edu email** for important messages from various college departments
- Check the [College Covid-19 page](#) for updates, as they become available.
- Watch for potential changes to your Spring 2021 schedule or messages about Academic standing.
- Stay in touch** with all of your professors and academic advisor.
- Check Canvas for every single class, routinely, until the semester is over.
- Identify a **comfortable location** for studying and participating in your classes.
- Maintain an ongoing list of assignments and tasks.
- Incorporate short breaks during online study to avoid screen fatigue.
- Add something fun to your schedule from time to time!**

## PLAN AHEAD FOR YOUR ACADEMIC TECHNOLOGY:

- Canvas:** Download your courses (before you leave campus) in case you need to access them offline. ([How to download your Canvas courses](#)).
- Microsoft Teams:** If you are still using the browser version of Teams, which limits your access to enhanced features, check out [how to install the Teams app \(laptop or mobile\)](#).
- Canvas/Teams:** Make sure you know where to find Teams links for “live” class meetings.
- Laptop Software:** Will you have all the tools to complete your assignments from home? MS Office, media recording/editing, research/databases, math/statistics software
- Mobile Apps:** If your primary device is mobile, have you installed all the apps you need? Canvas Student, Outlook, OneDrive, Word, PowerPoint, Teams, Stream
- Communication:** In case of tech problems, what do my professors want me to do?
- Internet Connection:** If you don't have access to a reliable connection at home, see “Other Resources” for internet options.
- No Computer?** Connect with Freel Library to ask about the possibility of a loaner laptop.

## REGISTRATION, INCOMPLETES, AND FINAL EXAMS:

### Register for your Spring 2021 Classes Now!

- Connect with your **academic advisor** or [registrar@mcla.edu](mailto:registrar@mcla.edu) with questions.
- Use [Degree Works](#) to plan and track your academic progress.

### Incompletes from Spring 2020 – Deadline: Friday, December 11, 2020

- Check in with your professors: be sure you're doing what's required to finish your incomplete and use the tech and other resources to **submit work to resolve the incomplete**.

# REGISTRATION, INCOMPLETES, AND FINAL EXAMS (cont.):

## Fall 2020 Final Exams

- Know **which** of your classes are requiring final exams.
- Know **when** those final exams will take place: [Final Exam Schedule](#) (MCLA login required)
- Know the technology or other resources you'll need for your final exams.

## ACADEMIC & TECHNOLOGY SUPPORT:

- MyLab:** You can connect remotely to software like ArcGIS, SPSS, Photoshop, QuickBooks & more, 24/7. Also great if you need access to campus-only network share drives.
- TechHelp:** Get support for all tech issues, either through the TechHelp wiki, or by contacting the Help Desk by email, phone, or live chat (on the Portal). You can also book an online appointment for live troubleshooting, through the [Help Desk Bookings page](#).
- Student Tech Orientation:** Tips and tricks for using Canvas, Office365 and more.
- Follow the Help Desk on social media** to stay connected to new developments at MCLA:

Twitter: [@MCLAHelpDesk](#)

Facebook: [mclahelpdesk](#)

YouTube: [MCLA Tech Help](#)

Web: [techhelp.mcla.edu](#)



## ACADEMIC SUPPORT:

- Tutoring:** [Request Tutoring](#) (MCLA login required)
- Math Drop-In:** Available online as the Math Help Drop-In Channel on Microsoft Teams. To get free, online help with any math from any course, go to the [Math Channel in Teams](#) to ask your questions. For live responses, tutors are online 4-9pm Sunday - Thursday.
- Writing Studio:** Services available using E+WOnline, which allows you to sign up for synchronous video and asynchronous e-tutoring. [Read about and choose the style](#) that best fits your needs.

### Free Library

- Visit the [Library home page](#), text 413-241-6662, or [Chat](#) with a Librarian
- [How to Access Library Resources from Home](#) and [FAQs](#)
- Research Help: [Schedule an Appointment](#)
- Need library books?** Be sure to borrow them before you leave campus.
- Done with any library books? Please return them before you leave campus. (It's fine to hold on to books you are still using.)

## OTHER RESOURCES:

- Comcast is offering **free internet access** to everyone at their WiFi hotspots through the end of 2020. [Find a hotspot near you](#) or [learn more](#).
- [Comcast is also offering 60 days of free internet service](#) to eligible new customers (available through the end of 2020).
- [Spectrum is offering 60 days of free internet service to students](#).
- Watch for communications from Follett about the return of rented textbooks. Return any books you are done with before you leave campus.