

# Student Remote Learning Preparedness Checklist



## HOW TO ACCESS YOUR CLASSES IN BLACKBOARD

- Visit [nccu.edu](https://nccu.edu) and access myEOL or [go directly to Blackboard](#).
- Verify that you can see all of your courses in Blackboard under the My Courses section. Contact the NCCU Blackboard Office if you are unable to see any of our courses.
- If you are unfamiliar with using Blackboard, be sure to review the Blackboard for Students tutorials.

## WHAT YOU SHOULD DO NOW

- Check your NCCU email account and [nccu.edu](https://nccu.edu) multiple times a day for all updates and communication.
- Sign up (or update your contact information) for the [NCCU Emergency Alert System](#).
- Contact your instructor now if you anticipate having restricted access to the Internet or a computer to receive appropriate alternative accommodations.
- Review the [Remote Learning Technical Skills and Tutorials](#).
- Contact the Eagle Technical Assistance Center (ETAC) at [helpdesk@nccu.edu](mailto:helpdesk@nccu.edu) or submit a Help Request Ticket to [helpdesk.nccu.edu](https://helpdesk.nccu.edu) for technical support.
- Contact the Blackboard 24/7 [Help Desk at 1-866-845-0010](#) for technical assistance with Blackboard.
- Review the [academic and student support services](#) available to you.
- Contact the [Office of Student Accessibility Services](#) and your instructors to discuss any accommodations you may be receiving or need.
- Identify a trusted peer in each class to contact for assistance in the event you become ill or are unable to access course materials.

## PARTICIPATING IN YOUR CLASSES REMOTELY

- Check Blackboard announcements for each class frequently each day.
- Actively communicate with your instructors with any questions or concerns.
- Print a hard copy of all of your updated course syllabi.
- Review all syllabi for revisions to due dates, exam schedules, grading criteria, etc. for the remainder of the semester.
- Take advantage of the [FREE Upswing Online Tutoring Service](#) as you study.
- Use the updated course calendar to assist in keeping up with course assignments, activities, and due dates.

## LINKS TO TUTORIALS AND RESOURCES FOR COMMON TOOLS

- Review this [reference document](#) for more information on tools your instructor may use.