

Checklist for Students Preparing to Transition to Online:

- ✓ If haven't already, download Zoom. Many student services and instructors will utilize these tools for live chat, video calls, lectures, etc. The Student Accessibility Services staff is operating remotely through email (sas@jcu.edu) and Zoom!
 - Zoom: <https://jcu.edu/its/services/email-and-collaboration/zoom>
 - Use your JCU email and password to login to Zoom
 - Practice by video calling your friends!
- ✓ Check your JCU email several times a day and respond to emails in a timely manner. Student Accessibility Services, instructors, and JCU will provide important information and communication via email.
- ✓ Set up a remote learning environment which promotes task completion for remote learning.
 - Try to find a quiet space where you can work and study.
- ✓ If you will be using a screen reader (i.e. NVDA, VoiceOver), download the appropriate screen reader and make sure you are able to do the following:
 - Adjust the speed of the reader
 - If applicable: adjust the voice of the reader
 - Adjust the volume of the reader
 - Practice using it
- ✓ If you will be using speech-to-text software, make sure you are able to do the following:
 - Train your voice with the program
 - Practice using the software on a document
- ✓ If you have an accommodation for audio notetaking, make sure you are able to practice using the audio notetaking software prior to class.
- ✓ If you have an E-text accommodation, make sure you are able to do the following:
 - Have worked with SAS to set-up your Bookshare account
 - Checked your Bookshare account for your electronic course books prior to the start of class and prior to contacting SAS
 - Contact SAS Graduate Assistant, Elise Williams (erwilliams21@jcu.edu), for any additional e-text you cannot find on Bookshare. Please do this well in advance of the start of class, as e-text delivery may take up to a couple weeks to process.
- ✓ Know your resources!
 - Schedule a phone or Zoom appointment with your personal disability specialist (if applicable) to talk about your plan for success.
 - If you wish to utilize JCU's counseling services, visit: <https://jcu.edu/student-life/health-wellness-and-safety/ucc-university-counseling-center>
 - Talk to your instructor about what tools you will need to be successful, your accommodations, and any questions or concerns you have about your class moving online.
 - Check the Student Accessibility Services's website (jcu.edu/accessibility) for helpful tips for online learning!
 - Contact Student Accessibility Services (sas@jcu.edu) with any questions or concerns regarding your accommodations.