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!

o Zoom: https://jcu.edu/its/services/email-and-collaboration/zoom o Use your JCU email and password to login to Zoom  
o 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. o 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:

o Adjust the speed of the reader  
o If applicable: adjust the voice of the reader o Adjust the volume of the reader  
o Practice using it

* ✓ If you will be using speech-to-text software, make sure you are able to do the following: o Train your voice with the program  
  o 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:

o Have worked with SAS to set-up your Book share account  
o CheckedyourBookshareaccountforyourelectroniccoursebookspriortothestartof

class and prior to contacting SAS  
o Contact SAS Graduate Assistant, Elise Williams([erwilliams21@jcu.edu),for](mailto: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!

o Schedule a phone or Zoom appointment with your personal disability specialist( if applicable) to talk about your plan for success.

o If you wish to utilize JCU's counseling services, visit: https://jcu.edu/student-life/health- wellness-and-safety/ucc-university-counseling-center

o 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.

o Check the Student Accessibility Services’ website(jcu.edu/accessibility)for helpful tips for online learning!

o Contact Student Accessibility Services([sas@jcu.edu)with](mailto:sas@jcu.edu)with) any questions or concerns regarding your accommodations.