



**Alcorn**  
State University

## Student Remote Learning Preparedness Checklist



### WHAT YOU SHOULD DO NOW

- ❑ Check your Alcorn email account and [www.alcorn.edu](http://www.alcorn.edu) multiple times a day for all updates and communication.
- ❑ Sign up for or update your contact information for the Campus Emergency Notification System Connect-ED at [www.alcorn.edu/campus-police/emergency-alerts](http://www.alcorn.edu/campus-police/emergency-alerts).
- ❑ Contact your instructor NOW if you anticipate having restricted access to the internet or a computer to receive appropriate alternative accommodations.
- ❑ Review the Canvas Basics for Students reference document at [www.alcorn.edu/canvashelp](http://www.alcorn.edu/canvashelp).
- ❑ Contact the Center for Information Technology or submit a Help Request Ticket to [helpdesk@alcorn.edu](mailto:helpdesk@alcorn.edu) for technical support.
- ❑ Contact the Canvas Help Desk at 1.855.589.6656 for technical assistance with Canvas or visit [www.alcorn.edu/canvashelp](http://www.alcorn.edu/canvashelp).
- ❑ Review the academic and student support services available to you at [www.alcorn.edu/academics/university-college/student-support-services](http://www.alcorn.edu/academics/university-college/student-support-services).
- ❑ 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.

### HOW TO ACCESS YOUR CLASSES IN CANVAS

- ❑ Visit [www.alcorn.edu](http://www.alcorn.edu) and access Canvas LMS or go directly to Canvas at [canvas.alcorn.edu](http://canvas.alcorn.edu).
- ❑ Verify that you can see all of your courses in Canvas under the Courses section, if not contact the Canvas Help Desk at 1.855.589.6656 or visit [www.alcorn.edu/canvashelp](http://www.alcorn.edu/canvashelp).
- ❑ If you are unfamiliar with using Canvas, be sure to review the Canvas for Students tutorials.

### PARTICIPATING IN YOUR CLASSES REMOTELY

- ❑ Check Canvas announcements for each class frequently each day.
- ❑ Actively communicate with your instructors with any questions or concerns.
- ❑ Print a hard copy of all your updated course syllabi if possible.
- ❑ Review all syllabi for revisions to due dates, exam schedules, grading criteria, etc. for the remainder of the semester.
- ❑ Take advantage of the FREE SMARTThinking Online Tutorial as you study. For more information, call 601.877.3968 or email [rlcoleman@alcorn.edu](mailto:rlcoleman@alcorn.edu).
- ❑ Use the updated course calendar to assist in keeping up with course assignments, activities, and due dates.

### For more information:

- ❑ Review the Canvas Basics for Students reference document for more information on tools your instructor may use. Visit [www.alcorn.edu/canvashelp](http://www.alcorn.edu/canvashelp).