

Checklist for Students Preparing to Transition to Online:

- ✓ Log-in and download Microsoft Teams and WebEx. Many student services and instructors will utilize these tools for live chat, video calls, lectures, etc. The Office of Accessibility team is operating remotely through Microsoft Teams!
 - Microsoft Teams: login.microsoft.com
 - WebEx: <https://www.webex.com/>
 - Practice by video calling your friends!
- ✓ Check your UA email several times a day and respond to emails in a timely manner. The Office of Accessibility, instructors, and The University 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 ([NVDA](#), [VoiceOver](#)), download the appropriate screen reader and make sure you are able to do the following prior to your first test:
 - Adjust the speed of the reader
 - If applicable: adjust the voice of the reader
 - Adjust the volume of the reader
 - Practice using the reader in Brightspace
 - Contact the Office of Accessibility (access@uakron.edu) with any questions you may have
- ✓ If you will be using speech-to-text software, make sure you are able to do the following prior to your first test:
 - Train your voice with the program
 - Practice using the software on a document
 - Contact the Office of Accessibility (access@uakron.edu) with any questions you may have
- ✓ If you will be using remote proctoring through Microsoft Teams, do the following at least four business days prior to your test:
 - Review the user guide for remote proctoring
 - Schedule and attend a remote proctoring training session
 - To schedule your training session, email access@uakron.edu.
- ✓ If you have a notetaker, send them an email to let them know how you would like your notes sent (i.e. email, STARS upload, etc.).
 - To find your notetaker's name and email address, go to the "Notetaking Services" page in STARS
- ✓ Know your resources!
 - Schedule a phone or Microsoft Teams appointment with your disability specialist to talk about your plan for success for the remainder of the semester.
 - 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 Office of Accessibility's website (uakron.edu/access) for helpful online study tips!

- Check out Keep Learning, a landing page for resources and tips:
<https://www.uakron.edu/keep-learning/>.