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Colleges use different learning management systems (Blackboard, Canvas, etc) but regardless of platform the keys to success are the same.

1. Make sure you are checking your school email on a daily basis for updates or announcements.

Things are changing so quickly right now that I would actually recommend you check a couple of times a day - perhaps when you get up in the morning and again before you go to bed.

2. Do not hesitate to reach out to your professor with ANY questions you might have. We are all aware that this is a change for many students. You signed up for a face to face class and now you are being forced into a modality you didn't sign up for. It is the responsibility of your professor to help you however possible with tutorials, emails, phone calls, virtual office hours or whatever other tools we have at our disposal to help. Please also give your professor some grace here, and know that while we're doing everything we can as quickly as we can, we may not get back to you immediately.

3. Make sure you aren't waiting until the last moment to complete your assignments. Servers are going to experience higher load levels with everyone moving to distance courses. You may run into any number of technical issues or questions about a piece of software you haven't used before. Don't expect that your instructor is going to be able to get back to you with only an hour or two before a deadline. Please look at your assignment early.

4. Know your deadlines. Professors have given you a syllabus and schedule, but, again, things are changing rapidly. Assignments and deadlines might be changing. It is your responsibility to keep up with these changes. Again, check your email, check your learning management system and keep on top of things.

5. Learning management systems (LMSs) are notorious for having technical issues when it's least convenient. **If you can, complete your assignments on Word, Google Docs, Pages or some other platform so you can save your work as you go.** Once you have your answer the way you want, copy and paste it into the LMS. That way you won't have worked for an hour on an assignment only to lose everything if it crashes.

6. Some LMS applications that you get on your phone aren't stable when taking quizzes, tests or uploading assignments, and you may need to use a traditional browser. For example, at some schools the Blackboard app is great for doing the readings, but you absolutely need to use a traditional computer browser to complete assignments. Make sure you know how your app works with your LMS. Colleges tend to be very transparent about any connectivity issues you might run into. If you aren't sure, ask. Always ask.

7. Lastly, **if you don't have stable internet access at home, or if you don't have a computer or any of the items needed to complete the course fully online, you need to be honest about this.** The faculty I know are prepared to work with students to offer alternative methods of getting the work to you. I know one faculty member who is ready to mail paper copies of their assignments to students if necessary. Be honest, ask for what you need, and be willing to be a bit flexible as we work out the details.

We are here for you. We want you to succeed. If you do your part, we'll do ours and we'll get through this together.