

SARAH LAWRENCE COLLEGE VIRTUAL CLASSROOM CHECKLIST

- I have downloaded the platforms and software on my computer that are required for each of my classes and reviewed their basic functionalities.
- I have tested my earphones or computer microphone prior to the start of classes to ensure that my audio is working well.
- I have communicated any technology-based concerns with my faculty, and/or don, ahead of time.
- If you are registered with Disability Services: I have checked in with Associate Dean Polly Waldman at pwaldman@sarahlawrence.edu regarding necessary accommodations pertaining to online learning.
- I have set up my laptop in a stationary place for the duration of my classes.
- I have identified a quiet, distraction-free space from which to attend my classes.
- If you live in a shared space: I have shared my course schedule with my housemates and requested not to be disturbed during class time.
- I have turned off all notifications on my phone and laptop.
- I recognize the need to minimize my movements or interactions with others (including pets) during class time. If this is unavoidable I will turn off my video camera until I am ready to re-engage with the class.
- I have reviewed my faculty's policies regarding online learning and I will ask for clarification as needed.