

## Student Technology Emergency Plan

As we become more and more reliant on technology, it is extremely important to have a plan in place should the technology become suddenly unavailable.

***After you have completed the form, please print out a copy of this form. Keep it in a place easily accessible should you run into technical difficulties. It is a good practice to update this form each semester.***

### Part 1: My Computer

1. What type of computer do you use? (e.g. PC, Mac, tablet, other)
2. Type of internet service do you use? (Dial-up, DSL, satellite)
3. What is your backup plan if your home or other main location should experience difficulties? (Public library, work, etc.)

What are the hours of access?

4. If you do not have technology at home, where do you plan to do most of your work? What are the hours of availability for this facility?
5. Do you plan on using a work computer? If so, can you log onto Blackboard from there? (Some employers block outside websites).
6. Please read through your syllabus. Are there any system or hardware requirements that you do not have? Are there any steps you need to take to be fully prepared before class begins? If so, address those issues now before your course starts.
7. Please type the support contact information (phone, website, email) for each of the following as it pertains to your home system:

*If you intend to work from a system at home:*

Home computer/tablet support (i.e. Apple, HP, support info) :

Home internet service provider (i.e. AT&T, Charter, Verizon support info):

*If you intend to work from a different system (i.e. library)*

Contact information for your primary work environment (if different from home):

8. Some wireless internet is not secure or encrypted (free wifi from McDonalds, Panera, etc.) and may cause issues when trying to submit homework, tests, etc. to Blackboard. If you plan on using wireless internet (Wifi), do you have the ability to connect to the internet with an Ethernet cable? If you must use Wifi, make sure that there are no other devices using the Wifi signal such as gaming devices (Wii, Xbox, etc.), Streaming services (Netflix, Amazon Prime, etc.), or other mobile devices.

## **Part 2: Technology Checklist**

*Please place your initials next to each of the items as they've been completed in preparation for the upcoming term.*

\_\_\_\_\_ I have at least two of the following web browsers on my computer and they are the most recent version: Mozilla Firefox, Google Chrome, Internet Explorer, Safari .

See the Browser Requirements page at: <http://www.siu.edu/its/bb/browsers.shtml>

To download additional browsers, go to: [http://www.siu.edu/its/software/web\\_browsers.shtml](http://www.siu.edu/its/software/web_browsers.shtml)

\_\_\_\_\_ I have updated all software I will need to use for this course to the most recent version.

See the Common Plugin page to download/update your software:

[http://www.siu.edu/its/software/common\\_plugins.shtml](http://www.siu.edu/its/software/common_plugins.shtml)

ITS Help Desk

*Phone:* 618-650-5500

*Email:* [help@siue.edu](mailto:help@siue.edu)

[Basic Blackboard How-to tutorials](#)

[Browser Requirements](#)

[Frequently Asked Questions](#)

[ITS Knowledgebase search](#)

\_\_\_\_\_ I have the SIUE email login page bookmarked so I can easily check all course correspondence .

(<https://office365.siu.edu>)

\_\_\_\_\_ I have configured my SIUE email to my [home computer](#) or [mobile devices](#)

\_\_\_\_\_ If my tablet or smartphone is the primary device I use for course work, I have viewed this semester's content and notified the IT help desk or my instructor if anything is not visible. (Please note that some devices have difficulty with certain types of content and use of a computer may be necessary for proper access)

\_\_\_\_\_ I have gone to [www.siu.edu/zoom](http://www.siu.edu/zoom) and followed the instructions under Get Started on the left side of the page to update your Zoom account and download the Zoom desktop application. After completing these steps, I have clicked this link to ensure I could join a Zoom meeting: <https://siu.zoom.us/j/2035409590>

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