Digital Learning Checklist

1. Getting started ✔

Set up your computer
Does it meet our minimum requirements?
Have you made any necessary adjustments to make it easier for you to use?

Check your internet connection
Does it meet our minimum speed requirements?
Have you checked whether there are any data limits?
Have you checked whether there are any services running which may affect your connection?
Are you able to connect using an ethernet cable rather than via Wi-Fi?
Have you checked whether you would qualify for grant funding to improve your internet connectivity?

Set up your webcam
Do you have a suitable internal or external webcam?
Have you positioned it correctly?

Set up your microphone/speakers/headset
Do you have suitable microphone/speaker setup or external headset?

Set up your UWTSD password
Have you changed your password from the one that was automatically generated?
Have you read and agreed to our Acceptable use policy?
Have you setup Multi-Factor Authentication (MFA) to secure your IT account?

Download and install necessary software
Have you installed Microsoft 365 applications?
Have you installed Microsoft Teams?
Have you installed adequate anti-virus software?

Install the mobile apps
Have you installed the UWTSD Student HWB app?
Have you installed the Outlook Email app?
Have you installed the Microsoft Authenticator app for MFA?

Bookmark important pages

2. Preparing to learn ✔

Virtual Learning Environment (Moodle)
Have you logged into Moodle to explore your modules?
Have you worked through our guide to Learning Central?

Digital Skills
Have you visited the DigiCentre?
Have you undertaken the self-assessment Discovery tool and downloaded your personalised report?

Online Learning (Virtual classrooms options)
Have you authenticated for MFA in advance of any online learning?
Have you looked at the tools you will be using for your live teaching sessions?
Have you looked at the tips for how to get the most out of your live teaching sessions?

Video
Have you familiarised yourself with Panopto and Microsoft Stream?
Have you looked at the tips to help you learn more effectively from video content?

Collaborating and Communicating
Have you looked at all the tools available to help you collaborate and communicate with other students and staff?
Have you read through the advice on how to work with others online?

Studying
Have you looked at our advice on how to organise your study and take notes effectively?
Have you logged onto your Library account and visited the getting started guides?
Have you located your Online Resource List?
Have you located your Referencing Handbook?

Assessment
Have you familiarised yourself with the types of assessment you will see at UWTSD?
Have you looked at the tools you will be using to submit your assessments?

3. Study skills ✔

Tutorials
Have you familiarised yourself with the various online tutorials we have that can help you with your studies?
Do you know where you can find these tutorials?

Support
Do you know what Study skills support is available to you?
Do you know where to find details of the support that is available to you on the intranet?