

# Academic Continuity Information for Students

In the case of a school wide emergency, as a student, you want to have a plan and be prepared to implement it quickly to help prevent delays in achieving your academic goals. The eLearning department has compiled a list of tasks to complete BEFORE emergency strikes and a list of recommendations and considerations for when the college makes changes to normal operation.

## **Before Emergency Closures**

- [Sign up for e2campus notifications](#)
- Become familiar with how to log into [Moodle](#) and [Titan Email](#)
  - [Video How-To Log Into Titan Mail](#)
  - [Link for finding your Username](#)
  - [Link to reset your password](#)
- Make sure you have access to a home computer or laptop with internet connection and either [Firefox](#) or [Google Chrome](#).
- [Download the Moodle App](#) to your smart phone and/or tablet to access your schoolwork.
  - Our school site address is [online.gtcc.edu](http://online.gtcc.edu)
  - Your username is the first part of your Titan Email address (not including @gtcc.edu)
  - This is very helpful if the Moodle site goes down.
- Download Microsoft Office for Free! You can do this from your Titan Mail account.
  - [Video How-To Download Microsoft Office](#)
  - [Written Directions for Downloading Microsoft Office](#)
- If you have not already, share your needed accommodations with your instructors before changes are made! This can help your instructors ensure all work is accessible to you if changes happen.
- Notify your teachers via email immediately if you become ill.

## **Recommendations & Considerations**

- Plan to spend as much time, if not more time, engaging with your class commitments if those classes go online.
- Some classes may require synchronous (meeting online at the same time) class meetings. To prepare, [test your microphone and webcam](#) to ensure they are working.
- Some classes may use Microsoft Teams.
- Confirm your notification settings in Moodle Account.
  - Sign into Moodle, choose preferences from the drop down in the top right, under User Account choose “notification Preference” and make sure all of your email notifications are on! (Set mobile preferences if desired)
- It is important for you to [sign into your email](#) daily for school wide and course specific updates.