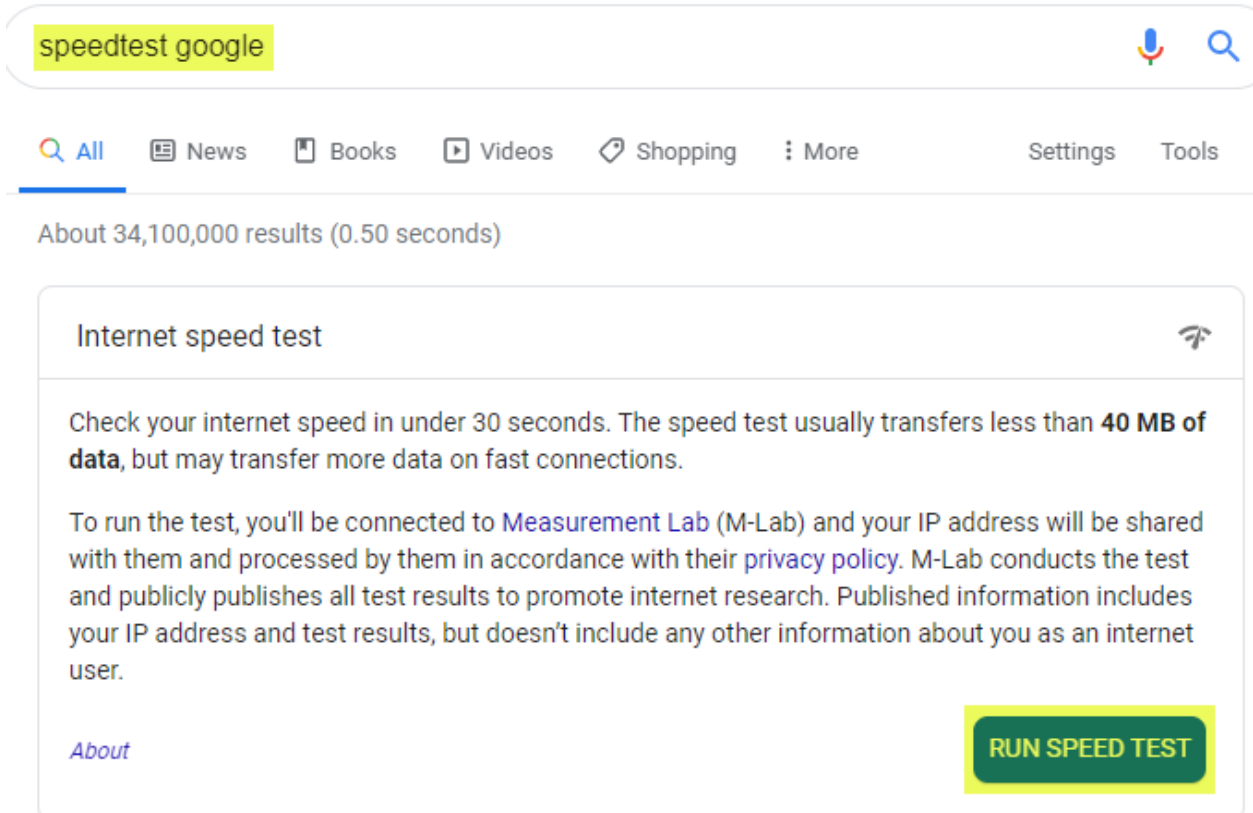


A Checklist for Remote Work

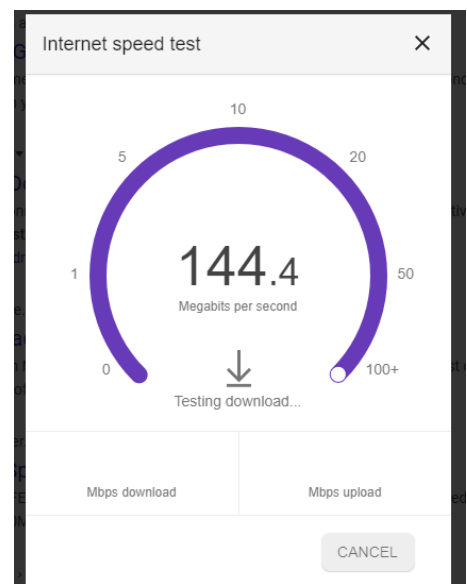
First, some basic infrastructure questions for you – this isn't a list of REQUIRED items, but it is a list of things which will make your remote work more efficient and pleasurable.

- Do you have reliable and adequate internet service? You can run a test of your internet by doing a Google search for “speedtest google”, and then choosing “Run Speed Test”



This will run a test of your internet connectivity, checking both download and upload speeds. In general, if you have a minimum result of 1 or 2 megabits up and down, you'll have the ability to run Zoom – though faster speeds may reduce or eliminate any network buffering or interruptions.

- Consider your workspace for the sorts of “quality of life” features that will make your experience better:
 - Is there convenient access to electricity, without stringing cords across where you'll walk?
 - Is your chair comfortable for extended use?
 - Is there sufficient space on your desk or table for all the technology you might need – mouse, keyboard, monitor, printer, mousepad, etc?
 - Also important, is there sufficient space to safely place food and drink containers? Let's face it – you know you're going to have water, pop, coffee or tea



- throughout the day, and there's little more frustrating than knocking over a Diet Cherry Pepsi and watching your technology go up in sparks and ozone....
- If you're planning to use Zoom for videoconferencing, have you considered what background you're going to be showing the rest of the world? You might want to clean up and remove anything embarrassing, like that greatest hits album from Engelbert Humperdinck...
 - Have you got a pad of paper and spare pens close at hand? Computers are great, but sometimes paper's better.
 - Can your workspace be closed off from the rest of the world, to limit unwanted dog barking, or the sounds of kids "negotiating" who gets to control the remote.
 - Try to avoid setting up your workstation in front of any bright light sources, like a window, as this can lead to some silhouetting in video conference calls – try to get the light source in front of you, so that it shines on your face as you're looking at the camera.

Next, let's talk about the technology preparation you may want to make:

- Do you know your TVCC login and password? You'll need this for almost every technology resource you'll want to access.
- Test your login on the following systems:
 - My.tvcc.cc
 - Canvas.tvcc.cc
 - Zoom.tvcc.cc
 - Office.com
 - View.tvcc.cc
- If you're not using TVCC-provided computer, you should make sure your computer:
 - Has had all software updates applied
 - Has an anti-virus software package installed
 - Has firewall settings on
 - Has had Auto Login disabled – this means you're required to login with a user and password
 - Has had all software applications updated and set to Auto-update
- If you're using TVCC-provided computer:
 - Log into the college's VPN system before beginning any other work if installed
 - Never send confidential or sensitive information via email.
 - Store confidential data on network drives, not your computer.
 - Never carry hard copies or portable media (CDs, flash drives, discs, etc.) containing confidential information between locations.
- Regarding the college's phone system:
 - Do you have the instructions on how to redirect your phone calls?
 - Have you updated your out of office message with the relevant information about where you're working and when you'll be able to respond to voicemail?
- Lastly, please make sure you have the contact information for the TVCC IT Helpdesk – we can help with many of the issues you may encounter working at home.