

March 27, 2020

IMPORTANT INFORMATION FOR REMOTE LEARNING

Dear Millersville students,

As you prepare for the semester to restart through remote learning, here are a few things to keep in mind that will make the transition to online and distance education learning a positive experience for you.

Classes originally scheduled face-to-face will resume via remote delivery on Monday, March 30, 2020.

Here are 7 tips to help make this transition easier for you and for your professor:

1. Regularly check your millersville.edu email starting today; check your email at least two times a day. If you are unclear about something, including when you are supposed to log in for your first class, email your professor. Be sure to know what they expect of you.
2. Many professors will use D2L for online delivery of your courses. They might also use Zoom to have in-person discussions. It is important that you have access to an internet enabled device (computer, tablet, or even smartphone), login access to D2L and/or Zoom, and that you have audio and video plug-ins on your device that work.
3. If you have never used D2L before, it uses your usual login password. Make sure that you can log in to D2L to access your courses. To access D2L or Zoom please visit the University [logins page](#).
4. Should you need any technical help, please contact the University help desk, Information Technology, or the D2L support line.
 - Help Desk hours: Monday - Thursday 7 a.m. – 7 p.m., Friday 7 a.m. – 5 p.m.
How to contact the Help Desk:
 - via email help.desk@millersville.edu
 - via the web <https://millersvilleuniversity.sysaidit.com>
 - For Immediate needs only - via phone 717-871-7777
 - IT web site URL: <https://wiki.millersville.edu/display/ittac>
 - D2L support number:
 - 24x7 365days/year 1-877-325-7778 or <https://community.brightspace.com/millersville/s/>

5. Schedule REGULAR and CONSISTENT BLOCKS OF TIME to do your online study and course work.
6. If you currently have accommodations for a particular class, these accommodations are also valid for online courses. Contact the Office of Learning Services if you need any help with making the transition.
7. Successful performance in an online course depends on your own initiative, and requires a disciplined and motivated approach to your online courses. Pay close attention to the syllabus, readings, home works and assignments, due dates and times.

Have a wonderful remainder to the spring semester! Stay safe and healthy and make sure to check into your courses on a regular basis!

Warm regards,

Vilas A. Prabhu, Ph.D., M.B.A.
Provost and Vice President for Academic Affairs