

TLTC LEARN Student Course Start Checklist

Criteria	Reviewed
Technological Preparedness	
1. Web browser(s) are up to date	
2. Confirm username and password	
a. Retrieve or reset at HUB: https://hub.rrc.ca/HUB/ChangePassword.aspx	
3. Work on public RRC computers should be saved to personal device, or LEARN "locker"	
4. Final course grades can be found on Webadvisor which can be accessed through HUB: https://hub.rrc.ca/	
5. View How-to Videos for LEARN, LiVE, and i>Clicker: https://www.rrc.ca/tltc/learn/videos/students/	
Course Information	
1. Confirm course list on LEARN landing page	
a. Confirm listed start dates	
2. Check both system and course news for important information	
3. Familiarize yourself with LEARN navigation	
4. View Course Outline	
a. Typically found under "Course Content", and "Content"	
b. Note the Start and End dates of course	
i. LEARN course access ends 3 weeks after end date	
c. Note the contact information / preferences of the instructor	
d. Note assignment/assessment due dates	
e. Note grade scheme for course, as well as assessment weights	

1. Apply any personal settings	
a. "Pin" important courses to the "Select a course" dropdown	
b. Adjust system font and accessibility settings as necessary under "Account Settings"	

Criteria	Reviewed
Email/Communication	
1. Confirm access to student email through HUB: https://hub.rrc.ca/	
2. Note that email support is done through the RRC Caselog System available through HUB: https://hub.rrc.ca/CaseLog/Default.aspx	
3. View student email instructions: http://blogs.rrc.ca/its/help-resources/	
4. Check you inbox size. If necessary, backup and delete old emails to free up space	
5. Note that emails sent from LEARN must be addressed to @rrc.ca for staff/faculty and @academic.rrc.ca for students	
6. Note that email can be sent from LEARN, but will be viewed in student email available on HUB: https://hub.rrc.ca/	
7. You can set up notifications about changes to grades, content, discussions, and assessments. These can be sent email and through text message. More information can be found on the student term start guide: http://blogs.rrc.ca/tltc/term-start/student-term-start/	
Student Support Services	
1. Review available supports and watch orientation video: https://www.rrc.ca/tltc/learn/videos/students/	

For more information about LEARN visit the TLTC’s blog and support site at <http://blogs.rrc.ca/tltc>. For LEARN Support contact learn@rrc.ca