

## Distance Learning Check Sheet (IVDL)

### East Center

Name \_\_\_\_\_

Class name \_\_\_\_\_

Day(s) \_\_\_\_\_ Time \_\_\_\_\_

Email address \_\_\_\_\_

Preferred phone number \_\_\_\_\_

<b>Exams &amp; Homework</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Will students be receiving and returning work to you via email?			
If students are not returning assignments electronically, what is your preferred method to receive papers?			Options: Postal mail to your home or office or campus mail (which will be a bit slower)
Are you using any specific computer programs while teaching this class			Blackboard, See and Share, special software?
<b>In-class Assignments</b>			
If materials are needed for a class, email us the instructions, and attachments to: <a href="mailto:eastcenter@csuohio.edu">eastcenter@csuohio.edu</a> If your request is last minute, please call us directly at 216-802-3000			

Additional comments: