

Preparing for the Semester

Version 4

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Students must complete the following **prior** to Week #1 of each semester:

- Prepare your Seneca MS Team account by downloading **Microsoft Teams** on your devices (laptop, desktop, mobile phone). Sign in with your Seneca MS Team account when attending MS Team classes.
- Prepare your Seneca Zoom account by downloading **Zoom** on your devices (laptop, desktop, mobile phone). Sign in with your Seneca Zoom account when attending Zoom classes.
- Set up your **Video Filters and Backgrounds for Online Classes**
- Upload a **profile picture for BlackBoard**
- Create an **Seneca Student Email Signature**
- Review **Student Email Communications Guidelines**
- Review **Respecting the Online Learning Environment**
- Install **Adobe Acrobat Reader** to read and open PDF documents
- Complete the Field Placement Student Introduction Poster found in the **Assignments** folder due Week #1