

Work From Home Checklist

Preparing for working at home	Importance
<input type="checkbox"/> I have a work laptop or personal computer that I can use to work from home	High
<input type="checkbox"/> My laptop or desktop computer has a webcam with a microphone	High
<input type="checkbox"/> I have internet access at home	High
<input type="checkbox"/> I have a work or personal mobile/landline phone that I can use to make/receive calls	High
<input type="checkbox"/> I have back-up internet access through a mobile data plan	Medium
<input type="checkbox"/> I have a spare laptop power cable at home for work use	Medium
<input type="checkbox"/> I have a home office or room that can be used as an office for extended period of time	High
<input type="checkbox"/> This location does not contain any health and safety risks	High
<input type="checkbox"/> This location allows for ergonomic use of your work laptop or desktop computer	Medium
Key information and resources	Importance
<input type="checkbox"/> My personal and emergency contact details in Tumu are up to date	High
<input type="checkbox"/> My contact details in the staff directory are up to date	High
<input type="checkbox"/> I can access university emergency communications from computer or mobile, including -	High
<input type="checkbox"/> Website - www.wgtn.ac.nz	High
<input type="checkbox"/> Facebook - https://www.facebook.com/victoriauniversityofwellington/	Medium
<input type="checkbox"/> Twitter - https://twitter.com/VicUniWgtn	Medium
<input type="checkbox"/> I have a contact details list on my OneDrive or in my mobile phone contact list for -	High
<input type="checkbox"/> All members of my team	High
<input type="checkbox"/> All members of my unit/school	Medium
<input type="checkbox"/> Key university support contacts (HR, Faculty Office, Security)	High
<input type="checkbox"/> General University support contacts (Staff service centre, Library, Reception)	Low
<input type="checkbox"/> I have access to training / how to information on university IT systems I use	Medium
<input type="checkbox"/> I have access to relevant university policies (Health and Safety, Business Continuity)	Medium
Administrative Software and Tools	Importance
<input type="checkbox"/> I have installed and/or tested access to administrative software from home, including -	High
<input type="checkbox"/> Office 365 Outlook for Email	High
<input type="checkbox"/> Office 365 OneDrive for Personal or team file storage and sharing	High
<input type="checkbox"/> Microsoft Teams for Unit/School/Faculty collaboration (where applicable)	Medium
<input type="checkbox"/> Office 365 OneNote for collaborative notes and lists	Low
<input type="checkbox"/> Sharepoint for Unit/School/Faculty file storage and sharing (where applicable)	Medium
<input type="checkbox"/> I have a Zoom video conferencing account and have tested a live video conference	High
<input type="checkbox"/> I have installed the VPN client on my computer to allow remote access to secure systems	Medium
<input type="checkbox"/> I have tested access to admin tools such as Cognos, H/M Drive, Student Records	Medium
Teaching Software and Resources	Importance
<input type="checkbox"/> I have access to and know how to use the following tools for teaching at home -	High
<input type="checkbox"/> BlackBoard	High
<input type="checkbox"/> Zoom, installed and tested	High
<input type="checkbox"/> Vstream (Panopto), installed and tested	High
<input type="checkbox"/> Talis	High
<input type="checkbox"/> TurnItIn (if used)	Medium
<input type="checkbox"/> GoSoapBox (if used)	Low
<input type="checkbox"/> Student Records	Medium
<input type="checkbox"/> I have saved key teaching resources to BlackBoard or OneDrive (PowerPoints, Lab Manuals)	High
<input type="checkbox"/> I know how to access or have a copy of enrolled students details	High