

# Readiness for Online Learning

## ✓ *Checklist*

In preparation for beginning your student orientation to online learning, please take the time to answer the self-assessments contained within this readiness checklist.

These self-assessments are for your personal use, and require only that you answer with honesty and reflection. As you work through this course, you'll be pleased to see you're changing many of the "no's" to "yes's", which will boost your self-confidence and help you recognize all the skills you are strengthening through the online learning process.

The skills listed in this online learning checklist have been identified as key indicators of online student success. Remember, these questions offer you insight into your skills and abilities in preparation for online learning. Answer honestly for the most meaningful results.

Each competency will be addressed within this course, and available to you as a resource for later reference.





# Readiness for Online Learning (continued)

## Best Practices

Please assess your computer skills and knowledge for the following:

Online Learning Best Practices	YES	NO	I DON'T KNOW WHAT THIS MEANS
1. I know the importance of using appropriate netiquette in discussion boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I know how to cope with visual or physical stress while working on my computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I know how to minimize eye strain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I know where to get help with technical issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I know where to get help with problems that occur in my online course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I use a method to organize my course tasks and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I have made my home online learning environment efficient and effective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I have a time management process that I follow that is compatible with my online course assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I know how to interact appropriately with my fellow students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I know how to interact appropriately with my course instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Readiness for Online Learning (continued)

### Blackboard

Please assess your Blackboard skills and knowledge for the following:

Blackboard Skills	YES	NO	I DON'T KNOW WHAT THIS MEANS
1. I know how to access my Blackboard course anytime, anywhere – even from another computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I know how to save and access all my pertinent course information: college and course web address (URL), username and password	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I know how to navigate my entire online course and what information all tabs and buttons contain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I know how to find and overview all important online course materials, syllabus, assignments, grading policy, and other important course information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I know where to find and how to follow directions for course assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I know how to print out all important online course materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I know how to access the course syllabus and know how it ties into all aspects of the online course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I know how to participate in discussion boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I know how to create a new thread or discussion in the online course discussion board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I know how to reply correctly in a discussion board to my instructor and/or fellow students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I know how to submit my assignments within Blackboard or via email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I know how to access and participate in a live chat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I know how to communicate effectively within a live chat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. I know how to access and utilize special tools within Blackboard (gradebook, personal profile, calendar, external weblinks, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I know how to locate and open the Blackboard student help manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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