

## Are You Ready for Online Learning?

Checklist: Before committing to taking an online class, please take the time to do this self-assessment. It is designed for your personal use, and requires only that you answer with honesty and reflection. 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 and reflect on those answers for the most meaningful results.

### Readiness for Online Learning

<b>PART 1: Computer Skills - Please assess your computer skills and knowledge for the following:</b>	<b>Yes</b>	<b>No</b>	<b>Don't know what this means</b>
1. I know the <a href="#">minimum hardware/software configuration</a> required by Yavapai College			
2. I know how to access web pages			
3. I know <a href="#">how to bookmark websites</a> and pages			
4. I know how to add necessary plug-ins (i.e. <a href="#">Acrobat Reader</a> , <a href="#">Flash</a> , etc.) to my computer			
5. I know how to set my <a href="#">computer monitor resolution</a> for best viewing			
6. I know how to <a href="#">create and organize files and folders</a>			
7. I know how to <a href="#">copy and paste</a>			
8. I know how to <a href="#">save a file</a>			
9. I know how to <a href="#">upload a file/submit an assignment</a> in Blackboard			
10. I know how to <a href="#">convert document files to rich text format</a>			
11. I know how to <a href="#">protect my computer from viruses</a>			
12. I know how to <a href="#">set security measures</a> for my computer			
13. I know how to <a href="#">access my YC student e-mail</a> account			
14. I know how to <a href="#">effectively use email</a> in my online courses			
15. I know how to ensure my <a href="#">emails correctly identify me</a> as the sender			
16. I know how to effectively <a href="#">proofread my email</a>			
17. I know the basic standards of <a href="#">email etiquette</a>			
18. I know how to <a href="#">save email to folders</a>			
19. I know how to <a href="#">attach files to emails</a>			
20. I know how to protect my computer from <a href="#">email viruses</a>			
21. I know how to <a href="#">enable cookies</a>			
22. I know how to <a href="#">enable JavaScript</a>			
23. I know how to <a href="#">clear my cache</a>			
Based on these answers, how ready are you?			
<b>PART 2: Personal Assessment - Please assess your online learning skills and knowledge for the following</b>	<b>Yes</b>	<b>No</b>	<b>Don't know what this means</b>
1. I know what my <a href="#">personal learning style preferences</a> are, and how these preferences affect my learning environment			
2. I know how to adapt to various learning environments			
3. I know where to access information regarding learning styles			
4. I recognize and appreciate the ways in which I am intelligent ( <a href="#">multiple intelligences</a> )			
5. I understand how the ways in which I am intelligent may be enhanced to improve my learning experiences			
6. I know where to access information regarding multiple intelligences			
7. I am a <a href="#">self-directed learner</a>			
8. I accept responsibility for my education, and take an assertive role in contacting my instructor, getting answers to my questions, and seeking help when I need it.			
Based on these answers, how ready are you?			
<b>PART 3: Best Practices - Please assess your computer skills and knowledge for the following</b>	<b>Yes</b>	<b>No</b>	<b>Don't know what this means</b>
1. I know the importance of using appropriate <a href="#">netiquette</a> in discussion boards			
2. I know how to <a href="#">cope with visual or physical stress</a> while working on my computer			

3. I know how to <a href="#">minimize eye strain</a>			
4. I know where to <a href="#">get help with technical issues</a>			
5. I know where to <a href="#">get help</a> with problems that occur in my online course			
6. I use a method to <a href="#">organize my course tasks</a> and assignments			
7. I have made my home online <a href="#">learning environment</a> efficient and effective			
8. I have a <a href="#">time management process</a> that I follow that is compatible with my online course assignments			
9. I know how to interact appropriately with my fellow students			
10. I know how to <a href="#">interact appropriately with my course instructor</a>			
Based on these answers, how ready are you?			
<b>PART 4: Blackboard - Please assess your Blackboard skills and knowledge for the following:</b>	<b>Yes</b>	<b>No</b>	<b>Don't know what this means</b>
1. I know how to <a href="#">access my Blackboard course</a> anytime, anywhere – even from another computer			
2. I know how to save and access all my pertinent course information: college and course web address (URL), username and password			
3. I know how to <a href="#">navigate my entire online course</a> and what information all tabs and buttons contain			
4. I know how to find and overview all important online course materials, syllabus, assignments, grading policy, and other important course information			
5. I know where to find and how to follow directions for course assignments			
6. I know how to print out all important online course materials			
7. I know how to access the course syllabus and know how it ties into all aspects of the online course			
8. I know how to participate in <a href="#">discussion boards</a>			
9. I know how to <a href="#">create a new thread</a> or discussion in the online course discussion board			
10. I know how to reply correctly in a discussion board to my instructor and/or fellow students			
11. I know how to <a href="#">submit my assignments</a> within Blackboard or via email			
12. I know how to access and participate in a live chat			
13. I know how to communicate effectively within a live chat			
14. I know how to access and utilize special tools within Blackboard (gradebook, personal profile, calendar, external weblinks, etc.)			
15. I know how to locate and open the Blackboard student <a href="#">help manual</a>			
Based on these answers, how ready are you?			
<b>PART 5: Accessing Resources - Please assess your computer skills and knowledge for the following:</b>	<b>Yes</b>	<b>No</b>	<b>Don't know what this means</b>
1. I know where to <a href="#">get help with Internet research</a>			
2. I know where to get discipline-specific <a href="#">tutorial help</a> for any problem or question that I may have regarding course content			
3. I know where to get help with <a href="#">study strategies</a>			
4. I know where to get help with any problems that I may have with <a href="#">basic reading, writing and math skills</a>			
5. I know where to get <a href="#">specialized help with any personal problems</a> that may affect the success of my online course work			
6. I know how to access the <a href="#">Yavapai College Library</a>			
7. I know how to access the <a href="#">online writing tutor</a>			
8. I know how to access the “ <a href="#">Ask a Librarian</a> ” service			
9. I know where to sign up for <a href="#">free technology training</a> at YC			
Based on these answers, how ready are you?			