

Before you enroll in an online/hybrid course, take some time to think about yourself as a learner and see whether your characteristics would help you be a successful online learner. Your answers to these questions can help you decide whether or not to take an online course. Choffin CTC goal is for you to be successful as a student as you pursue an industry career or continue your education in your current career.

Section 1: Hardware and Software Requirements

	Agree 3	Disagree 1
1. I have a reliable computer or laptop that is Windows or Mac OS.	<input type="checkbox"/>	<input type="checkbox"/>
2. I have internet access that runs fairly fast and is reliable.	<input type="checkbox"/>	<input type="checkbox"/>
3. If necessary, I have access to a printer. (your local library has printers)	<input type="checkbox"/>	<input type="checkbox"/>
4. I have headphones and a microphone for video conferencing.	<input type="checkbox"/>	<input type="checkbox"/>
5. My Browser will play several common multimedia formats (video, audio)	<input type="checkbox"/>	<input type="checkbox"/>
6. I have access to a webcam (computer camera or smartphone camera)	<input type="checkbox"/>	<input type="checkbox"/>

You must score a PERFECT score of 18 points in the Hardware and Software requirements to enroll in a hybrid or distance learning program. If you are unable to meet these requirements you will not be able to successfully complete the program.

Section 2: Performance & Skill Criteria

	Agree 3	Somewhat Agree 2	Disagree 1
	I Can Do This	I Can Do This with Practice	Need Significant Assistance
Technical Skills	3	2	1
1. I am able to send emails and use online tools with very little assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I can use standard word processing software that includes copying and pasting text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I am comfortable using web browsers and navigating the internet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I can download files and attachments and scan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I can use video conferencing apps such as Zoom and Google Meet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Direction	3	2	1
1. I am usually able to stay on task without distractions (texting, surfing social media).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. I am good at organizing and managing my time so that my work is completed on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I do not quit because things get difficult.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I take responsibility for my learning and will have no problem asking classmates and/or instructors for help through the discussion forum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Learning Style and Study Habits	3	2	1
1. I enjoy reading and retain information while studying in this manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I can learn from auditory content such as audio recording and lectures on-demand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I can learn on my own through individual reading and study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I can spend up to 10 hours a week studying and responding to complete weekly assignments, participating in the discussion board and researching.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I am comfortable expressing myself in writing and editing myself.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dependable & Professionalism	3	2	1
1. Present and punctual during clinical hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Follows policies, procedures, laws, and regulations of the school and clinical site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Exemplifies professionalism in discussion, written expression and oral comments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Students Understanding	Agree 3	Disagree 1
1. I understand I CAN NOT complete a distance learning course using a Smartphone.	<input type="checkbox"/>	<input type="checkbox"/>
2. I understand that an online course/program is not easier than a traditional class.	<input type="checkbox"/>	<input type="checkbox"/>
3. I understand as a student at Choffin CTC Adult Education, I must follow the acceptable use and safety policies for technology when utilizing the Learning Management System, student emails etc...	<input type="checkbox"/>	<input type="checkbox"/>
4. I understand if the program is hybrid, I am responsible for attending all in person classes and/or clinicals at the designated times of programming.	<input type="checkbox"/>	<input type="checkbox"/>

Interpreting the Results

Section 1 and Section 3

A score of 18 points in Hardware and Software is needed. A score of 12 points is needed in student understanding. A perfect score in these areas are a MUST prior to admission into a hybrid or distance learning program. Total score for these two sections is 30 points. Failure to meet the requirements in these areas will result in delayed admission until the student can meet the criteria. Students can be considered for admission into future program admission dates, if they do not meet the criteria prior to admission cut-off dates established by Choffin CTC.

Section 2

A score of **42** or higher with most answers in the *Agree and Somewhat Agree* column is a strong indication that you will likely be successful in an online class. The most successful online students will have answered all of those questions in the Agree column (regardless of what their total score happens to be) or will work to address them over the course of the program.

Scores significantly below 42 with most answers in the Somewhat Agree and Disagree could indicate that online courses/programs will be challenging for you to complete. While online may not be the best choice at the moment, if you are still interested in being an online student, you should understand some of the challenges and what you need to do to overcome them.

Students scoring below 42 points in this section will not be accepted without a conversation with student services. Students will be advised to pursue support within their community to build skills in areas of difficulty. Students may retake the self-assessment multiple times waiting at least 2-weeks between retakes to enter the next term/program.

Resources to Help Build Your Skills

If you would like to pick up a few more time management skills, here are some tutorials.

- Time Management Information from Sophia.org - <http://www.sophia.org/tutorials/time-management-as-a-learning-strategy> .

LEARNING PREFERENCES

If you would like to build up your listening, reading, and problem solving skills. You may need to stretch yourself to use different types of media, such as audio, to learn in an online course. You will also need to rely on yourself to solve minor problems or make decisions about your learning. You may need to work in an online group and learn from other group members. That requires good communication skills in audio, visual, and written form. You should consider taking the following tutorials before starting an online course.

Active Reading

- How to Read With a Purpose from Sophia.org - <http://www.sophia.org/tutorials/active-reading-how-to-read-with-a-purpose>
- The SQW3R Method from the University of New South Wales - <https://student.unsw.edu.au/reading-understanding>
- Reading Comprehension Tips from University of North Carolina at Chaple Hill - <https://learningcenter.unc.edu/tips-and-tools/reading-comprehension-tips/>

Active Listening

- Active Listening from Sophia.org - <http://www.sophia.org/tutorials/active-listening>
- Active Listening Video by Derek Hendrikz - <http://www.youtube.com/watch?v=AHnPt4M4TxU>

STUDY HABITS

Consider building up your study habits, note taking and report writing skills. You will need to carefully choose a study area where you learn most efficiently, and plan on spending 10 hours each week there. An online course requires at least 10 hours a week of work. You need to devise a way to keep track of your assignments and due dates so you can plan your work. You will need to be willing to reach out to your instructor and fellow classmates when you have questions. The following Note Taking and Writing Reports tutorials may assist you in these areas.

Note Taking

- Note Taking Skills Video from the UBC learning Commons - <http://www.youtube.com/watch?v=9gCrslHx7xA> .
- Note Taking Tutorial from the Chapman Learning Commons Assistants - <http://www.slideshare.net/peerassistants/notetaking-tutorial> .

Writing Reports

- The Five-Paragraph Essay Video by David Taylor - <http://www.youtube.com/watch?v=GwjmMtTVO1g> .

TECHNOLOGY SKILLS

You should consider identifying a technological support group before taking an online course. Ideally, you should work to acquire the following skills: using the Internet and a Web browser to perform searches, the ability to install software on your computer, and the ability to perform simple troubleshooting activities. Keep your software updated, and keep a backup copy of your homework assignments.

COMPUTER EQUIPMENT CAPABILITIES

It seems you have adequate computer capabilities. The complete list of hardware and software required for online learning may vary slightly by course or provider. You should check out the specific course requirements before starting any online course.