

## Life Strategies Learn Online Readiness Quiz

**Instructions:** Record your answers on a piece of paper. Once you have responded to all the questions, use the scoring code to tally up your points. Find the point range that matches your score to see how ready you are to learn online. Review your answers to find which questions you scored low marks on, and refer to the “Tips for e-Learning” for further assistance in preparing to learn online.

1. Have you ever taken a facilitated online course before?
  - a. Yes, five or more
  - b. Yes, between two and four
  - c. Yes, one
  - d. No
  
2. What is your comfort level with navigating online?
  - a. Very comfortable (I have a lot of experience working online)
  - b. Comfortable (I sometimes run into problems)
  - c. Somewhat comfortable (I am able to navigate but it takes time)
  - d. Not comfortable at all (I avoid going online)
  
3. How much experience do you have using e-mail?
  - a. I use e-mail numerous times a day
  - b. I use e-mail a few times a week
  - c. I have an e-mail account but haven't used it in a few months
  - d. I have never used e-mail before
  
4. How organized are you?
  - a. Very organized (I keep a daily schedule and meet deadlines)
  - b. Organized (I only keep a schedule for important dates and I meet deadlines)
  - c. Somewhat organized (I don't keep a schedule and I sometimes miss deadlines)
  - d. Not organized at all (I don't keep a schedule and I frequently miss deadlines)
  
5. How much time do you think you will need to participate in an online course?
  - a. More than a regular classroom setting
  - b. The same as a regular classroom setting
  - c. Somewhat less than a regular classroom setting
  - d. A very minimal amount
  
6. How do you communicate most effectively?
  - a. Both in writing and verbally
  - b. Well in writing, not so well verbally
  - c. Well verbally, not so well in writing
  - d. I lack effective communication skills



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7. How do you feel about learning and using new technology?
  - a. It comes easily to me
  - b. With some practice I can be comfortable
  - c. Somewhat apprehensive
  - d. Technology and I don't get along
  
8. How many hours a week do you plan on devoting to an online course?
  - a. 13 to 16 hours
  - b. 9 to 12 hours
  - c. 5 to 8 hours
  - d. 1 to 4 hours
  
9. How much weekly access do you have to a computer with Internet?
  - a. Always available
  - b. Most of the time (at work and at home – however, it's a shared computer)
  - c. Some of the time (only at work or at home)
  - d. I have to go to a library or Internet café
  
10. Do you think you will need a lot of assistance in taking an online course?
  - a. Not at all
  - b. Maybe the first day of the course
  - c. Half the time
  - d. All the time

**Scoring Code:**

**For all A responses.....Give yourself 4 points**

**For all B responses.....Give yourself 3 points**

**For all C responses.....Give yourself 2 points**

**For all D responses.....Give yourself 1 point**

**10 to 17 Points**

Perhaps you should reconsider using an online learning format. Your skills and computer abilities may be more appropriate for face-to-face classroom learning. If learning online is essential, it is recommended that you review the above quiz to find the questions that you scored low on and use the e-learning tips below, to build on those skills.

**18 to 25 Points**

It is recommended that prior to enrolling in an online course you become more familiar with computer technology, rethink your level of commitment to an online course, and build upon your organizational skills. With commitment to developing the skills listed above you have potential to do well in an online learning environment.

**25 to 32 Points**

You should be capable of participating in an online course, and with a little more time spent online your e-learning experience should be positive. It is recommended that you spend a few hours reviewing the e-learning tips below, in order to explore some essentials for completing an online course, and become fully familiar with the learning management system.

**33 to 40 Points**

You are well equipped and ready to take an online course. Mastering the e-learning format should not be a problem allowing you more time to spend on meeting your goals for the course



# 10 TIPS FOR E-LEARNING SUCCESS



- 1. Start small.** Everyone who is now comfortable learning online had to start somewhere. The first couple of courses tend to be the hardest, so anticipate extra time as you become comfortable navigating in the new environment.
- 2. Set up your email.** Select one email account as your home base for the course and check it regularly (also check junk mail, in case important messages get filtered out). For a new, free email account, try: [mail.google.com/mail/signup](mailto:mail.google.com/mail/signup)
- 3. Arrange Internet access.** You need reliable, ideally high speed, Internet service to access course materials and participate in the discussions. Consider arranging for back-up computer / Internet access in case of computer issues or power outages. Students have successfully completed e-learning courses from home, work, libraries, coffee shops with free Wi-Fi, and Internet cafés.
- 4. Make time.** All learners have other important life roles and commitments. When learning online, it's tempting to try to fit learning into lives that are already full. Be realistic, however. Many courses require 10 or more hours per week. Make sure you fully understand the time requirements for your course and make space in your life to fit it in.
- 5. Get organized.** Creating a schedule will help you to keep track of assignment due dates as well as other responsibilities. If you don't have a dedicated study space, set one up now. Decide how to make your readings easily accessible (e.g., printed, in a binder; bookmarked links on the Internet; saved on your personal computer).
- 6. Practice.** Working online is a learned skill. If you're generally comfortable surfing the Web or using your office's Intranet system, learning online will come quite easily, even in your first online course. If you don't have much experience navigating online, before beginning your course take advantage of tutorials, course handbooks, and technical tips.
- 7. Take notes.** If some of the technology is new to you, you may find it helpful to have some post-its beside your computer to remind you of unfamiliar steps.
- 8. Participate actively.** In facilitated e-learning courses, students confirm that much of their learning occurs in the discussion forums. Participate daily, by reading others' posts and contributing your own thoughts on each topic. Avoid cheerleader posts that don't take the conversation deeper, drive-by posts that come in at the last minute when the discussion is scheduled to end, or over-posting (e.g., mini-essays or cluttering the forum with too many posts rather than clustering your responses).
- 9. Write clearly.** Be concise, using "fat free" language (i.e., Plain English). Avoid acronyms, big words, and long sentences. Use spell-check; proofread your posts before hitting "send."
- 10. Breathe.** As in all aspects of life, things will go wrong; don't panic. Learning is most effective when it's fun. Ask for support when you need it (e.g., student advising, technical trouble-shooting). Let your instructor know if you'll be offline dealing with an unexpected crisis. Your e-learning team knows how challenging it can be when things don't work out as planned.



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