Planning Template for Assessing and Addressing Student Readiness

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Student Readiness for Online Learning

Readiness Area	Information to Provide
Course Types	• Clear definition of an online course as compared to other courses, including those that are offered in a face-to-face format
Online Course Sample	• A live online course showing examples of various online course components: discussions, quizzes, project areas, grades, etc. • Narrated video walking a potential student through what a typical day in an online course might look like

Technology Requirements	• Specific language indicating all the technology that a student would need to have available in order to have a seamless technological experience in an online course
	   ○ Browser and browser versions
	   ○ Screen resolutions
	   ○ Plug ins, i.e., Macromedia Flash Player
	   ○ Internet connectivity speeds
	   ○ Microsoft Office version requirements
	   ○ Any course-specific software
	   ○ Downloads available from institution via institutional licenses
	   ○ Speakers/headsets
	   ○ Antivirus software (some institutions will not allow access to local resources without meeting certain levels of virus protection)
	   ○ Hardware and software platform issues (mac vs pc) that may or may not be encountered
	• Include screenshots on where students might find needed technology that is available for free download, i.e., Macromedia Flash Player, java, etc.
	• Include a helpdesk number for answering questions
	• Processor speeds
	• Video card requirements
	• Operating system
	• RAM
	• Laptop/desktop

Skills	General Computer Skills
	- Word Processing
	- Saving files in different formats Attachments
	- File Management
	- Installation of Software
	- Configuration Knowledge
	- General Software Skills
	Internet Skills
	- Familiarity with Terminology
	- Hardware/Software Configuration
	- Dialing In/Logging In
	- From home or campus
	- Browser Software
	- Web Searching
	- Study Skills
	Online Learning Skills
	- Reading
	- Active Learning
	- Resourcefulness
	- Problem-solving
	- Coping Skills
	- Working Independently
	- Time Management
	- Organizational Skills
	- Taking Responsibility
	Course Management System
	- Browser issues
	- Login requirements

Resources	• On campus lab support • On campus technical support • 24/7 helpdesk support
Benefits/Disadvantages	• Explanation of why some students elect to take online courses and others do not • Testimonials or short video clips of students that have taken online courses • Estimates of how much time an online course can take • Data on success rates of online courses • Profiles of students that are particularly successful in online courses (work commitments, family commitments, age, etc.)
FAQs	• An updated list of frequently asked questions addressing each of the areas described above • Include institutional contact information in this area (chat, email, phone, etc.)

Other Considerations	• Delivery of student readiness assessments
	   o Online
	   o Face-to-face
	   o CD
	• Mandatory vs required
	• Distribution
	   o Incrementally spread over an entire term
	   o Just-in-time format organized by topic area
	   o Prior to start of classes
	• Offering delivery
	   o Learning technology centers
	   o Information technology labs
	   o Faculty member: in-course
	   o Student life: at admission orientation
	   o Advising: at enrollment

Worksheet for Student Readiness for Online Learning

Readiness Area	Strategy

Readiness Area	Strategy

Sources

UCF Learning Online: available at http://learn.ucf.edu/index.html

Darton College: available at http://online.darton.edu/right4u.html

University of Arkansas: available at
http://www.uafortsmith.edu/Online/OrientationInfoForWebBasedClasses#Orientation_Information

Oregon State University: available at http://ecampus.oregonstate.edu/orientation/takingcourses/

BYU: available at http://www.byui.edu/insttech/onlinecourses/orientation/

University of Oklahoma: available at http://www.ou.edu/cls/orientation/

OnlineLearning.net: available at http://www.onlinelearning.net/OLE/holwselfassess.html?s=226.f050h6846.1316203s90

San Diego Community College District: available at http://www.sdccdonline.net/assess.htm

Washington State University: available at http://distance.wsu.edu/sitemapddp.asp

Sonoma State University: available at http://www.sonoma.edu/it/webct/self-eval/