

## ARE YOU READY FOR ONLINE LEARNING?

The question is, "**Are you ready to take an online class?**" Our top concern is that you successfully complete your online course. It is important to be familiar with the necessary skills and tools you need to succeed in an online course.

### Things you need to consider:

#### Technology Requirements

- Do you have access to a computer with a broadband internet connection? (high-speed, such as cable, DSL or fiber?)
- Does your computer have all the programs and software required for the course(s) you want to take?
- Do you have computing skills that will enable you to function efficiently in an online course (downloading and saving files, creating folders, changing settings on your computer, typing and word processing, sending email with attachments, etc.)?
- Do you have Internet skills that will enable you to navigate and access specific URLs, use online library resources, and login to secure web pages?
- Have you set up your SOWELA student email account? Can you access it? Are you willing to access it several times a week and use it for ALL school-related correspondence?

#### Communication Requirements

- Will you be able to access and navigate your online course(s) as often as required (at least three times a week) in order to have timely interaction with the instructor(s) and/or other students in your course(s)?
- Are you able to communicate with others effectively using online technologies, such as email programs, chat rooms, blogs, and discussion boards?
- Can you express yourself clearly and concisely in written messages and assignments?
- Do you have good reading comprehension skills so that you can effectively read and understand directions, reading assignments, and information in your textbook?
- Will you ask questions when you don't understand assignments or instructions from your instructor(s)?

## Participation Requirements

- Will you meet the online course requirements listed in your course's syllabus (frequent assignments, frequent communication, group assignments, and a significant amount of reading)?
- Do you understand that frequent participation will be required in each of your online courses and you will need to dedicate at least five hours per online course per week in order to be successful?
- Do you have access to an alternative computer that meets all requirements in case something happens to your computer, so that your participation will not be affected?

## Organizational Requirements

- Are you self-motivated with good organizational and time-management skills (not needing to be reminded of due dates, etc.)?
- Can you ignore distractions (social networking, instant messaging, TV, family, etc.) while working on your online course work in order to complete assignments effectively and on time?

If you are able to meet the requirements listed above, you can be successful in an online course.