

Suitability for Online Learning - Checklist

Characteristics of Successful Online Learning Students	Does this describe you?		
Successful online learning students often...	Yes	No	Not sure
Have a very good reason to do a course. If there is a good reason for taking a course, it will help you keep going with it!			
Are willing and able to commit to the required hours to study each week. Online or distance learning requires at least as much time as classroom-based courses, sometimes more.			
Have a quiet place to study. Most people need this in order to focus on their learning.			
Have self-motivation and self-discipline. Sometimes it can be difficult, when there is no formal class to attend, to keep going with study – family commitments, friends, television, social media, can all impact on study time! A good tip is to allocate a particular session time each week and treat it as if it is an actual class to attend.			
Are willing to take responsibility for their own learning, rather than relying on a teacher to ‘make’ them do their study. Prioritise your learning, allocate small “chunks” of time to study, and be proactive in managing your time.			
Enjoy studying independently. Some people like being part of a classroom environment, others are quite happy to “drive” their own learning process without the structure of scheduled classes.			
Learn well by listening, reading and reviewing on their own. Some people learn better this way, rather than on a face-to-face basis with other students and teachers.			
Are good at following written directions. Much of the learning material, whether it is presented electronically or in books, consists of text.			

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Have computer skills, or are willing to develop computer skills (for example, to use email, internet, word processing). These are essential foundation skills for online learning.			
Have easy access to the required equipment, such as a computer with internet access and necessary software. Essential requirement – think carefully about committing to online course of study if you do not have easy access to these.			
Are willing to contact their facilitator if they have difficulty with anything to do with their course of study. If they don't communicate, the facilitator will never know if there is a problem.			
Are comfortable communicating with their facilitator using email, or phone, rather than meeting face-to-face. Due to distance and time constraints, your facilitator may not be as available to you as they might be if you were taking the course as a "face-to-face" class.			
Are willing to wait for responses from the facilitator Facilitators are not available 24 hours a day, seven days a week. If a student chooses to study late at night and has problems, it may not be possible to receive immediate assistance.			
Are willing to engage in online discussions with fellow students. For some courses, there may be an interactive online discussion facility so that you can interact with fellow students.			
Are willing to be 'active' in their learning. This means they are willing to 'work some things out for themselves'. For example, if they are having difficulty with a function in a word processing package, they are willing to use the Help function to try to solve their problem.			

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Scoring

While this checklist is primarily designed for you to reflect on your suitability or readiness for online learning, you may find it instructive to score your answers.

For every "Yes" response, assign a score of 1.

For "No" or "Not sure" responses, the score is 0.

Add up your responses out of 15:

Yes _____

No _____

Not sure _____

Total score: _____

If you scored below 10, we recommend you consider whether online learning is suitable for you at this time. You may find a structured class-based approach more suitable.