ARE YOU READY TO TAKE AN ONLINE CLASS?
Technology Checklist

Before you start this class you should take into consideration some of these technology skills that may be needed in order to complete the course:

ANGEL Learning Management System
- Have you taken the ANGEL Orientation?
- Do you remember how to use the navigation menus in ANGEL?
- Do you remember how to upload documents in order to submit class assignments?
- Do you remember how to download documents to review, read, and reference?

Communication Tools
- How will your instructor contact you?
- How will you contact your instructor and other students in the class?
- Are there ways to meet in real-time with synchronous technologies?

Multimedia Formats
- Remember to look for different types of documents, audio and video recordings, slide shows, games and simulations.
- What types of files will you have to download (e.g., Word, PDF, PowerPoint)?
- Are you required to download any software in order to view these materials?

Use this checklist to see if you have the technical skills needed to take an online or web-enhanced course:

	YES	NO
I have used a computer.		
I have access to the Internet.		
I am confident using a web browser to find information.		
I am comfortable with my ability to compose and format word documents.		
I rely on technology to keep in touch with my family, friends, and colleagues.		
I have participated in a text-based chat discussion on the Internet.		
I have downloaded and installed software on my computer.		
I am willing to learn and ask questions about technology.		

If you have checked 'NO' to any of the statements above, you probably do not yet have all the necessary technical skills to take an online or web-enhanced course. This simply means that you will need some practice or study in several areas before you will be ready to take an online course. Please review the resources on the next page that can help you improve your technical skills.

Suggestions and Strategies

- To practice basic computer skills, start with creating, editing, formatting, and printing documents.
- To practice Internet skills, start with searching for information using Google. http://www.google.com
- To practice a text-based chat discussion on the Internet, start with AOL, Yahoo, or MSN instant messenger.
- To practice installing and downloading software, start with www.download.com.

Computer and Internet Skills Tutorials

Skill	Tutorial Website
Basic Computer Skills	https://www.ctdlc.org/remediation/indexComputer.html
Basic Internet Skills	http://www.nald.ca/library/learning/trl/internet_use/internet_use.pdf http://www.gcflearnfree.org/internet https://www.teachervision.com/educational-technology/resource/6007.html http://www.learnthenet.com/how-to/get-started/
Downloading Files	http://www.learnthenet.com/learn-to-download/
Macintosh Computer Skills	http://www.internet4classrooms.com/on-line_macintosh.htm
Online Searching	http://www.ipl.org/div/aplus/skills.htm
Online Discussion Boards	http://tep.uoregon.edu/technology/blackboard/docs/discussionboard.pdf