

Name: _____

Student Self-Evaluation for Enrolling in an Online Program

This survey is designed to assist you in rating your current readiness to pursue online distance education courses. Answer honestly by rating your agreement with each statement. Darken the square that best matches your feelings. The feedback from this survey may assist you in the areas where you need to focus prior to enrolling in an online degree program and deciding if CCR's online court reporting program is for you.

Statement	Response
I am able to easily access the Internet as needed for my studies.	rarely sometimes most of the time all of the time
I am comfortable using my email.	rarely sometimes most of the time all of the time
I am willing to actively communicate with my classmates and instructors via email.	rarely sometimes most of the time all of the time
I am willing to participate in class discussions with my classmates and instructors via email.	rarely sometimes most of the time all of the time
I am willing to dedicate a minimum of 12 – 18 hours per week for machine shorthand; 3 to 6 hours per week for each academic.	rarely sometimes most of the time all of the time
I feel that the quality of online learning is equal to traditional classroom learning.	rarely sometimes most of the time all of the time
I understand that the requirements of an online course are equal to a traditional onsite course.	rarely sometimes most of the time all of the time
I am comfortable with written communication.	rarely sometimes most of the time all of the time
In my studies, I am self-disciplined and find it easy to set aside reading and homework time.	rarely sometimes most of the time all of the time

I am able to manage my study time effectively and complete assignments on time.	rarely sometimes most of the time all of the time
As an online student, I am willing to establish a time-management plan and follow it every week.	rarely sometimes most of the time all of the time
As a student, I enjoy working independently.	rarely sometimes most of the time all of the time
In my studies, I set goals and have a high degree of initiative.	rarely sometimes most of the time all of the time
In my studies, I am more concerned about my progress than my grade.	rarely sometimes most of the time all of the time
I consider myself analytical.	rarely sometimes most of the time all of the time
As a student, I am able to work independently and follow written instructions.	rarely sometimes most of the time all of the time
As an online student, I realize each course will have a minimum of one hour each week required for a synchronous class with the instructor and other students.	rarely sometimes most of the time all of the time

Survey of Student Technology Experience

Place an X in the Yes or No box as it relates to each of the statements.

<u>Statement</u>	<u>Yes</u>	<u>No</u>
I have used a computer for more than one year.		
When I have a problem with my computer, I can usually fix it.		
When I have a problem with my computer I have someone I can call to fix it within 24 hours.		
I use a word processing program regularly.		
I use Microsoft Word on my computer.		
I use Works on my computer.		
I know how to print a document from my word processing program.		
I know how to set margins in my word processing program.		
I know how to paginate (set page numbering) and set headers and footers in my word processing program.		
I have installed or removed hardware on/from my computer.		
I have installed or removed software on/from my computer.		
I use an Internet e-mail program every day.		
I know how to set up and use an address list or address book in my e-mail program.		
I correspond, via e-mail, with more than five people.		
I have sent an attached document with e-mail.		
I have sent an attached picture or graphic with e-mail.		
I know how to access web pages via their web page address (URL).		
I know how to use a search engine (e.g., Yahoo, AltaVista, etc.) to find information on the internet.		
I have used the Internet to research information.		
I know how to follow "hot links" from one web page to another.		

I am able to navigate backward and forward among many web pages.		
I know how to print web pages from the Internet.		
I know how to navigate and print within web page frames.		
I know how to use Microsoft PowerPoint (or an equivalent program).		
I know how to access a bulletin board/forum.		
I have posted comments on two or more bulletin boards/forums.		
I know how to access different chat rooms on the web.		
I have actively participated in one or more chat rooms.		
I have shared data in “real-time” through the use of a whiteboard or other shared resources across the Internet. (e.g., Yahoo Messenger, ICQ, MSN Messenger)		
I know what an Internet browser is and can use it efficiently.		
I know how to open and use more than one browser window at a time.		
I know how to copy and paste a website’s URL into another browser window for navigation.		