



Dianova Institute

Online Learning Readiness Assessment

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The following self-assessment will help you determine if online courses are a good fit for you. Please submit to us with your application upon completion.

Student Information:

First Name:

Last Name:

Email:

Instructions

Read the questions below and answer by selecting one box that matches your response. The more honestly you answer the questions, the more accurate your results will be. The score is next to each answer. Tally up your score for each section to see if you need to improve in certain areas to be prepared to take an online course.

Section 1: Technology

1. I have access to a personal or shared computer, which I can use anytime to complete course work.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

2. My computer is in good condition and is fully functional.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

3. I frequently update virus protection software on my computer.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

4. I have a reliable, high-speed internet connection.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

5. I am comfortable performing basic computer functions such as uploading and downloading files and installing software.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

6. I am very efficient at using search engines/help menus to find the information I need.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

7. Microsoft Office is installed on my computer, and I am proficient in using it, especially Microsoft Word and PowerPoint

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

8. I do not have Microsoft Office installed on my computer, however I have equal word processing software, or I feel comfortable logging into a provided Microsoft Education account and using Microsoft Office products online.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

9. I name files carefully and arrange them into folders and subfolders to keep them organized.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

10. I have a pair of headphones, a microphone and a webcam.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

SECTION 1 SCORE:

If you scored between 0-10 you are prepared for Online Learning.

If you scored 10 or above, you need to improve on the following areas before you are prepared to participate in DiaNova Online Learning programs:

Technology

Invest in a good computer and keep it healthy.

Your computer is your gateway to online learning; hence, it is highly recommended that you own a personal laptop and have the right anti-virus software installed on it. The condition of your computer is in one way a reflection of your progress in the course.

Having your computer is in good working order

will help you forget about the technology and focus on the content of the course.

Get reliable and high-speed internet connection.

Investing in a service that provides you steady and high-speed internet connection will save you a lot of time and frustration. Assignments in our online courses involve attaching documents to the course site; having a slow internet connection can lead to



various issues such as attachments errors or late submissions. It can also lead to longer buffering time for video lectures and longer download time for .pdf eBooks.

Be prepared with the right tools.

Online courses often involve web-conferencing or live chats with peers, faculty or guest lecturers; hence it is highly recommend that you own a good set of headphones, a mic and a webcam.

Get proficient in basic computer functions and Microsoft office tools.

The instructional activities in this online course are designed with the assumption that you can perform basic computer functions such as attaching files to emails, using the internet to perform searches and downloading and installing software. You will need to demonstrate the ability to perform these skills throughout the course. You will find numerous tutorials to gain basic computer proficiency on YouTube by searching terms such as “Microsoft Word Tutorial” or “How to Use Microsoft Office”.

You should also work to acquire basic knowledge of Microsoft Word. These and other Microsoft products are available for free for students. Please contact admin@dianovainstitute.org for access to a Microsoft Edu. account.

Work on your organizational skills.

Your online course will involve documentation. There will be files provided for assignments, assessments, readings and term papers. Hence you need to get more organized every time you create, download or move files. Be explicit in your naming convention and get into a habit of carefully versioning your documents. Instructors often provide naming conventions they want you to follow. For example; ‘LastName_FirstName_Assignment#.doc’. Be sure to follow those convention and save yourself time and frustration. Here are some tips on managing files and folders: <https://www.thebalancesmb.com/computer-file-management-tips-2948083>

Explore Your Membership

DiaNova Institute uses a Learning Management System (LMS) called Kartra. Your course membership site, which contains your learning material, assignments, assessments and forums will be offered via Kartra. As soon as your course site becomes available to you; download the available lessons, read the notices, and watch the videos to get familiar with it.

The more at ease you are in using your LMS; the easier it will be for you to focus on doing well in the course. You can call, email or chat with the Dianova Institute staff at any time by emailing admin@dianovainstitute.org or calling 650-960-1094

Section 2: Learning Habits

1. I keep track of my upcoming assignments and always turn in my work by the due date.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

2. I take responsibility for my own learning.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

3. I am aware of skim reading techniques and can efficiently read multiple chapters in a short amount of time.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

4. I find it easy to follow written instructions. I understand main ideas and concepts when reading my textbooks.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

5. I enjoy learning via different modalities such as by watching videos, listening to lectures and interacting with my peers.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

6. I learn better when I see my instructor and peers in person.

0 Disagree 1 Tend to Disagree 2 Tend to Agree 3 Agree

7. I think online classes are easier than face-to-face classes.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

8. I am willing to work on assignments during weekends.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

9. I can dedicate 6-9 hours per week, per course, to complete assignments, quizzes and discussion activities.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

10. I need immediate feedback from my professor in order to improve my performance.

0 Disagree 1 Tend to Disagree 2 Tend to Agree 3 Agree

SECTION 2 SCORE:

If you scored between 0-10 you are prepared for Online Learning.

If you scored 10 or above, you need to improve on the following areas before you are prepared to participate in DiaNova Online Learning programs:

Learning Habits**Take responsibility for your own learning**

In order to be successful in an online course, it is very important that you take responsibility for your own learning. You will have to work towards making the most out of online learning by being an active learner and participating in all activities. The more detailed and involved you are in activities such as reading assignments and discussion forums, the more it will benefit you.

Understand the importance of self-discipline

In an online course there are fewer restrictions in terms of time and place. For procrastinators, this freedom can quickly translate into turning in assignments late and forgetting required tasks in a course. You will need to get into a routine of tracking course assignments and come up with a plan to get those completed on time or earlier.

Understand the importance of time management

This skill cannot be stressed enough. It is a common misconception to think that online courses are 'easier' than face-to-face classes, but in reality, online courses may involve an equal amount of workload if not more. Your online course may demand 8-10 hours of study time per week. In order to be successful in an online course, you will have to carefully manage your work, school and personal time. The syllabus for each course contains a list of tasks/assignments you need to complete along with their due date. You should get familiar using tools such as a to-do list or reminder apps available on your phone or on your course site to keep you on top of all deadlines.

To keep from falling behind schedule, you will need to block out some time each day to do your coursework, check class email and announcements and respond to discussion forums.

Follow directions and ask questions

Your course site will include all the information you need to excel in the course, such as information about assignments, assessments and course content. You need to train yourself to follow all directions, as instructors give detailed instructions for tasks and will expect you to closely follow them. The #1 reason why students in colleges and universities lose points on an assignment is that they fail to follow all directions or meet all requirements. If you don't understand something, don't be afraid to ask for more clarification – before you submit the assignment! Have realistic expectations about instructor feedback. In an online course, you don't see your instructor regularly, as you would in a face-to-face course. Hence, you might not get feedback as quickly as you would like, but you still need to stay on track and be patient until the instructor gets back to you.

Section 3: Soft Skills

1. I am highly motivated to take an online course.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

2. I enjoy thinking 'out of the box' to solve problems.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

3. I enjoy working in teams and usually get along with my teammates.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

4. I am good at expressing my thoughts through written modes of communication (such as email, discussion forums, etc.).

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

5. I am a procrastinator and often find myself working on projects at the last minute.

0 Disagree 1 Tend to Disagree 2 Tend to Agree 3 Agree

6. I enjoy sharing ideas in an online format.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

7. I learn best when I figure things out for myself.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

8. I try to fix technical issues myself whenever possible but do not hesitate to ask for help if necessary.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

9. I get distracted easily even when I am trying to concentrate on the task at hand.

0 Disagree 1 Tend to Disagree 2 Tend to Agree 3 Agree

SECTION 3 SCORE:

If you scored between 0-10 you are prepared for Online Learning.

If you scored 10 or above, you need to improve on the following areas before you are prepared to participate in DiaNova Online Learning programs:

Soft Skills

Dedication

This cannot be overstated. The more you put into an online course, the more you will get out of it. There are students who feel they learn a lot from online courses, and some who feel that they learn nothing. As a student enrolled in an online course, you must take responsibility for your own learning. You need to organize your time in order to manage work, school and family. You need to be focused on the task at hand in order to meet deadlines.

Online learning is like setting off on a personal learning adventure with the guidance of your instructor and peers; think of it this way, and you will be ready for any online course! Problem solving This skill will play an extremely crucial role in your progress in an online course. Online courses not only sometimes require you to solve technical, logistical and social problems on your own, but are also designed based on the philosophy that learning happens via self-discovery and self-teaching.

Teamwork

Just like in the real world, you may be required to work in teams in online courses as well.

Communication

No matter what course you take, you normally present your assignments, postings, discussions, chats, etc. in written form – and make no mistake about it: you will be judged by your instructor, as well as by your classmates, based on your ability to write (and your instructor may take your writing into account with grades).

Don't only rely on spell check or grammar check. Be sure to proofread. Spend the time to go over your writing -- before you submit it. If you think you are a poor writer, use any comments on your writing offered by the instructor for future work in the course. The better your writing, the clearer and easier it is to understand the information, ideas and comments you send the instructor and post to your classmates. In an online course, being able to communicate well in writing is as important as understanding written instructions. If you have trouble reading or understanding written material, talk to your instructor.

Perseverance

You may have some trouble becoming accustomed to online learning at first ... be it technical difficulties, roadblocks, trouble understanding content, or something else. You will just need to keep trying until you succeed. Technical problems can be solved with the technical help resources available from the DiaNova Institute. If you have trouble with course material, seek recommendations from your peers or contact your instructor. Remember that it is very easy to lose hope and give up in an online course, but there is someone available to help you at any time. All you need to do is ask.

Section 4: Lifestyle

1. I will be managing major commitments such as a full time job while I take this online course.

0 Disagree 1 Tend to Disagree 2 Tend to Agree 3 Agree

2. When required, I can come to the Dianova Institue live in person workshops required to complete the class (compromising 20% of each online class) once or twice at the end of each semester.

3 Disagree 2 Tend to Disagree 1 Tend to Agree 0 Agree

3. I am concerned that absences such as a vacation, wedding, or trip may interfere with me being to able to complete this course.

0 Disagree 1 Tend to Disagree 2 Tend to Agree 3 Agree

4. If a major event takes place in my life and I am unable to complete the course, all I need to do is stop logging into the course site.

0 Disagree 1 Tend to Disagree 2 Tend to Agree 3 Agree

SECTION 4 SCORE:

If you scored between 0-10 you are prepared for Online Learning.

If you scored 10 or above, you need to improve on the following areas before you are prepared to participate in DiaNova Online Learning programs:

Lifestyle

Campus visits

Your online course may include a limited number of campus visits. If so, the on-campus learning experiences will augment the online course work and allow assessment of students to ensure that competencies have been met. Hence, if your online course includes on-campus experiences, you will need to make arrangements to visit campus when required.

Expect the "unexpected"

No matter how much you plan, organize, and read for your course, something that you hadn't planned for will always come up. Computers and servers going down for any number of reasons; classmates dropping the course that were assigned to your class team; illness and emergencies that put you a bit behind; these and many other unexpected situations are pretty much a part of any online course.

How to handle setbacks? Always try to have a backup plan, "just in case" ... and when the unexpected does happen, don't let it unnerve you, and don't panic; rather, work around it as best you can – and immediately inform your instructor.

Don't be afraid to contact your Professor

Life doesn't always go as planned! You wish it would, but the fact is that it often does not. Many students in online courses have full-time jobs, families, and other commitments, and since course content is often tightly packed, it doesn't take much of a distraction to become seriously behind schedule. If you expect to be unavailable during the semester or if you are unable to log into the course site and complete your assignments, contact your instructor, so you can decide the best course of action. Being unable to fulfill your tasks in an online course will not only affect your final grade but will also affect the performance of the members of your group if you are engaged in group activities.