

WCC Distance Education: Student Assessment

*Advisors, please complete this assessment with any advisee interested in registering for a distance education course. It will assist in determining whether the student has the abilities and technical resources to succeed in online learning. Be prepared to discuss the results with your advisee. **Please forward a copy of this checklist to the course instructor(s).***

Student Name: _____ Social Security #: _____

Course Number and Title: _____ Instructor: _____

- The student has **satisfactorily completed or tested out of RED 090.**
- The student has **satisfactorily completed or tested out of CIS 070.**
- The student has **satisfactorily completed any additional prerequisites for the online course.**
- The student indicates that he/she has access to a reliable computer and an Internet connection.
- The student has a valid email account and address: _____
- The student has a telephone number where he/she can be reached: _____
Best time to call: _____ Additional contact numbers: _____

The student indicates that he/she has the following skills/abilities:

- | | |
|--|--|
| <input type="checkbox"/> Can use an Internet browser. | <input type="checkbox"/> Can download and upload files from the Internet. |
| <input type="checkbox"/> Can conduct Internet searches using various search engines. | <input type="checkbox"/> Is comfortable accessing course materials on the Internet. |
| <input type="checkbox"/> Can compose, send, and receive email with attachments. | <input type="checkbox"/> Has the time needed to keep up with the course assignments. |
| <input type="checkbox"/> Can use word processors (specifically MS WORD). | <input type="checkbox"/> Has the ability to remember logins. |
| <input type="checkbox"/> Can save files in various formats. | <input type="checkbox"/> Is comfortable working independently. |
- The student understands that he/she is responsible for obtaining and installing any software required by the course.

NOTE:

In order to remain enrolled in the online course, you must:

- 1-Using your WCC Student ID number, login to the WCC Blackboard course site.
- 2-Update your email address and personal information
- 3-Access the course site and complete initial assignments no later than one week after classes begin.

BLACKBOARD LOGINS HAVE CHANGED!!!

Your login will be your WCC Student ID number (not your social security number), this number is located directly under your name on the registration statement you receive when you register for classes. If you cannot locate your WCC Student ID please contact your advisor.

****Online courses will be available the day after registration closes.**

Please sign or type in your name to signify that you have reviewed the checklist.

Date: _____ Student: _____

Course: _____

Advisor Comments: _____