

## Online Learning Technical Skills Self-Assessment

The following self-assessment will help you determine if you possess the **technical skills** needed to succeed in an online course. Answer “Yes” or “No” for each question, total the number of “Yes” responses, and compare your result to the assessment scale.

OPERATING SYSTEM		
Yes	No	Can you identify your computer’s operating system?
Yes	No	Can you safely turn off your computer?
Yes	No	Can you use the mouse to select and deselect text?
Yes	No	Can you use a mouse to click and double-click on icons?
Yes	No	Can you use the “Start” button to open programs?
Yes	No	Can you move, resize and close windows?
Yes	No	Can you use scroll bars to scroll through a window’s contents?
Yes	No	Can you switch between open windows/applications?
Yes	No	Can you create folders and move files between folders?
Yes	No	Can you rename files?
Yes	No	Can you use a cloud drive to store or access files? Example OneDrive.
INTERNET		
Yes	No	Can you connect your computer/tablet/phone to a Wi-Fi network?
Yes	No	Can you identify the name of the browsers on your computer?
Yes	No	Can you update your browsers to the latest version?
Yes	No	Can you disable your browser’s pop-up blocker?
Yes	No	Can you bookmark/favorite a web page?

Yes	No	Can you enter a URL (web address) in your browser to go to a website?
Yes	No	Can you use a search engine to locate information on the Internet?
Yes	No	Can you download and install programs and Chrome browser extensions?
Yes	No	Can you download files/documents and save them to a folder on your computer?

EMAIL		
Yes	No	Can you use email to create and send a message?
Yes	No	Can you attach files to an email message?
Yes	No	Do you appreciate the difference between "Reply" and "Reply All"?
Yes	No	Do you use standard Netiquette rules, such as avoiding all caps?
APPLICATIONS		
Yes	No	Can you choose a command from a menu?
Yes	No	Can you locate and open saved documents?
Yes	No	Can you save a document and browse to save to a different folder location?
Yes	No	Can you use Save As/Export to change the file type of a document?
Yes	No	Can you print a document?
Yes	No	Can you copy and paste?

**Total Number of Yes Answers:** \_\_\_\_\_

## Evaluating Your Score

# YES	LEVEL OF TECHNICAL PREPAREDNESS
24-30	<b>Excellent</b> – You likely have the technical skills needed to succeed in online courses!
18-23	<b>Fair</b> – You lack some of the technical skills expected of online students and may find the amount of computer work in online courses challenging. Contact the course instructor before enrolling to discuss your situation.
0-17	<b>Need Improvement</b> – We recommend that you improve your skills before enrolling in an online course. Consider taking a basic computer skills course. CVCC offers free Basic Computer Skills non-credit courses through our <a href="#">Workforce Development Division</a> .