



# Online Learning Readiness Checklist

**Online learners often enjoy the flexible schedule,  
but with it comes responsibility!**

- ☐ I understand that once I start a class that I am committing to finish it. To drop an online course within the designated drop period, I will contact my counselor.
- ☐ I have reliable Internet access.
- ☐ I have basic technology skills such as using a word processor, email, and Internet use.
- ☐ I want to take an online course.
- ☐ I have a history of completing schoolwork and homework without being told twice.
- ☐ I know how to manage my time.
- ☐ I turn in assignments on time.
- ☐ I ask teachers for help when I need it.
- ☐ I can stay on task while doing work on the Internet.
- ☐ I follow through on requests from teachers.
- ☐ I check my email often and respond to email in a timely manner.
- ☐ I have time outside of the school day to devote to an additional class.
- ☐ I keep up with dates on my calendar so that school responsibilities are met.
- ☐ I can arrange transportation to take my exams on campus before or after school.



If you answered "Yes" on 10-14 statements - you are ready for online learning!

If you answered "Yes" on less than 10 statements, seek the advice of your school counselor before proceeding with registration.