



## Online Learning Case Manager Discussion Guide for North Shore Career Center Customers

Are you interested in online learning but wondering if it is the right option for you? Use this discussion guide with your Case Manager to help determine your suitability. Answer **yes** or **no** to the following questions.

1. I have (or am willing to obtain) access to a computer with a high-speed internet connection.
2. I have a solid understanding of Microsoft Office (Word, Excel, & PowerPoint).
3. I am comfortable using the internet (download & upload documents, send email, browse websites) and learning new technologies.
4. I have the ability to succeed in an academic environment without face-to-face interaction with my instructor.
5. I can dedicate 6 to 9 hours a week per course to participate in the learning process and to do homework.
6. I have the self-motivation to work independently without direction. I do not need constant reminders and attention from the instructor.
7. I have the time management skills to accomplish assignments before a given deadline. I can login daily to a course's Learning Management Platform for changes to a course's syllabus.
8. I am comfortable learning and understanding material by reading or viewing it on my own.
9. I can communicate my ideas effectively in writing. My communication with others through written correspondence is the same quality as my oral discussions.
10. My lifestyle (family, work, or schedule) makes it difficult for me to attend courses during the day or evening.

### Your Results

Count the number of times you answered "yes" and find your score.

**9-10 "yes" answers:** you are an excellent candidate for online learning.

**6-8 "yes" answers:** you are mostly likely a good candidate for online learning. However, consider the questions that you answered "no" too. How will those questions influence your ability to succeed? Online learning takes self-motivation and time management for a student to be successful. Often hybrid courses can be a good introduction into online learning as they combine traditional on the ground courses with online learning.

**1-5 "yes" answers:** think seriously about whether online learning is the right choice for you. You may find greater success in a face-to-face course. Success with traditional course work can help prepare you for online learning.