



## ONLINE STUDENT READINESS CHECKLIST

*As you prepare to transition into a digital learning experience, use this simple checklist to evaluate your readiness to become a successful online student. If you have questions about an item, please contact us at (504) 577-2855 for more information, or use the resources provided to help you prepare.*

### COMMUNICATION SKILLS

- I am able to consider others' writing and respond thoughtfully and respectfully.
- I am willing to ask for help from my instructors and engage with my fellow students through discussion groups, email, chat rooms, and web conferencing to create a collaborative online learning environment.
- I am comfortable understanding and expressing my thoughts in written English and use correct grammar and accurate spelling.

### STUDY SKILLS & TIME MANAGEMENT

- I will be able to devote a minimum of 10 hours per week to each online course.
- I understand that I will have regular deadlines to meet.
- I have a place to work on assignments without distractions.
- I am comfortable learning on my own (including reading textbooks, listening to lectures, participating in discussions and collaborating with classmates).

### PAYING FOR COLLEGE

- I know the cost of [tuition and fees](#) for earning my degree.
- I plan to [seek federal or state financial aid](#), I have completed the FAFSA.
- I have explored all funding options available to me, including employer reimbursement and payment plans through the university.
- I am aware of all [refund deadlines](#) and understand that I am responsible for tuition and fees.
- I understand that I may be required to purchase either textbooks or online course materials.

### TECHNOLOGY PROFICIENCY

- I have reliable access to a computer with a high-speed Internet connection.
- I use a computer regularly (three or more days a week).
- I am proficient at typing and can accomplish tasks accurately (with or without assistive technology).
- I have access to and am familiar with Microsoft Office software (Word, PowerPoint, etc.)

- I know someone who can help me if I experience computer problems.

## TECHNICAL REQUIREMENTS

- Although it is possible to successfully take online courses with less, these are the recommended technology requirements for online courses. \*

- Internet Access
- Processor 2g or higher Intel or AMD
- 4GB RAM
- 80GB hard drive
- Windows 7 or higher
- Mac 10.11 or higher
- Sound care with speakers or headphones
- Antivirus software
- Software settings to receive system updates automatically
- Computer microphone, speakers & webcam – *suggested for some courses*

- Requirements for the Canvas online course platform include:

- Web browsers for Canvas access are: Mozilla Firefox or Google Chrome
- Popups from Canvas (and other sites from courses that use third-party content (such as McGraw Hill or Cengage materials) must be allowed
- Flash video must be allowed

Please Note: Loyola provides access to Office 365 for Word, Excel, and Powerpoint at no charge for registered students. For more information, visit: <https://researchguides.loyno.edu/studentsoftware>

Your Loyola email account (@my.loyno.edu) is hosted by Gmail. This provides free access to Google Docs, Sheets, Slides, Chat, Calendar, Google Drive, and more.

*\* Some programs may have additional requirements. Course-specific hardware and/or software requirements will be listed in the course syllabus. Loyola provides access to Office 365 for Word, Excel, and Powerpoint at no charge for registered students.*

*Tablet devices, such as iPad, iPad Pro, Android tablet, Amazon Fire, etc., are not sufficient to support all activities within distance/online programs. In some cases, a Google Chromebook will suffice, but traditional computers are recommended.*

*Respondus Lockdown Browser and Monitor is the test proctoring software used in some courses. If the course uses this technology, it will be stated in the blue box below the course name on LORA. Requirements include a computer with camera and a valid Loyola or Government ID. Respondus cannot currently be used on a Chromebook.*

*Examity is the Loyola Test Proctoring software that will be used in some Nursing courses. If the course uses this technology, it will be stated in the blue box below the course name with the associated "online proctoring" fees. Requirements include a computer with a camera and a valid Government ID. The costs for taking these tests are covered in your fees, but you may be assessed additional fees for rescheduling.*