



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 understand that if I plan to seek optional [federal or state financial aid](#) that I am required to complete the FAFSA as soon as possible.
- 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 card with speakers or headphones
- Antivirus software
- Software settings to receive system updates automatically
- Computer microphone, speakers & webcam – *suggested for some courses*

Requirements for the Blackboard Learn online course platform include:

- Web browsers for Blackboard access are: Mozilla Firefox or Google Chrome
- Popups from blackboard.com (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.

Examity is the Loyola Test Proctoring software that will be used in some courses. 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.