



## LOYOLA UNIVERSITY NEW ORLEANS 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 understand written directions.
- I am able to consider others' writing and respond thoughtfully and respectfully.
- I am willing to interact with my instructors and fellow students through discussion groups, email, chat rooms, and web conferencing to create a collaborative online learning environment.
- I am comfortable expressing my thoughts in written English and use correct grammar and accurate spelling.
- I am willing to ask for help from my instructor and/or classmates.
- I am comfortable with all above-mentioned skills, with or without assistive technology.

### STUDY SKILLS & TIME MANAGEMENT

- I am a self-directed and self-motivated person capable of working independently.
- I can manage my study time efficiently to complete assignments on time.
- I will be able to devote a minimum of 10 hours per week to each online course.
- I have a scheduling system to keep track of deadlines and tasks that I need to complete.
- I understand that I will have regular deadlines to meet.
- When faced with difficulties or challenges, I use my problem-solving skills to find a solution.
- I have a place to work on assignments without distractions.
- I am comfortable learning on my own through reading the assigned textbooks (or any other texts), watching and listening to lectures, participating in discussions, and collaborating with my classmates.

## UNDERSTANDING SUPPORT SERVICES

- I know how to find [online student resources](#).
- I am able to locate and purchase [course materials](#) when required.
- I know how to contact Loyola's [Online Student Success Coordinator](#).
- I know how to contact my Academic Advisor.
- I understand my Advisor contact information is also accessible through my LORA account.
- I know how to contact the [Office of Accessible Education](#) for access to course materials and assistive technology.
- I know how to contact the [Office of Writing & Learning Services](#) for writing assistance.

## ACADEMIC POLICIES

- I understand the GPA required to stay in good academic standing within my program.
- I know the [deadline to DROP a class](#) in order to receive a full refund.
- I know the [deadline to WITHDRAW](#) from a class.
- I understand Loyola's Administrative Drop Policy for Online Students.
- I understand that Loyola has permission to process an [Administrative Withdrawal](#) if I do not participate within the first week of class.
- I understand Loyola's [Code of Academic Conduct](#).
- I know where to find the [Academic Calendars](#) and am aware of the specified dates.

## PAYING FOR COLLEGE

- I know the cost of [tuition and fees](#) for earning my degree.
- If 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 physical 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 reasonably proficient at typing and can accomplish tasks accurately (with or without assistive technology).
- I can download software to my computer.
- I have a reasonable tolerance for frustration when faced with problems from my computer.
- I have access to and am familiar with Word processing programs.
  - Example: Microsoft Word, Google Docs, or Pages*
- I can use basic functions of Microsoft Office (or similar) such as Presentation and Spreadsheet software.
- I can create, save, copy, move, and manage files and folders on a computer.
- I can create, send, forward, reply, save, and delete email messages.
- I can send, open, and save email attachments.
- I understand how to post and respond to discussion boards.
- I understand how to use "talk" or "chat" features for real-time communication.
  - Example: FaceTime, Skype, Google Chat*
- I can use a browser (e.g. Firefox, Safari, Chrome, or Internet Explorer), including navigational tools such as the "Back" button, "Bookmarks", "Favorites", etc.
- I have an appropriate web browser - to verify this, access the [Monroe Library's Browser Check page](#) and follow any instructions:
- I can copy, cut, and paste text, or a screenshot, into an email message and a Word document.
- I can describe problems accurately to the I.T. Service desk (e.g. write down or take a screenshot of error messages).
- I know someone who can help me if I experience computer problems.

## TECHNOLOGY 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 Operating System updates automatically

*\*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. For more information, please see the link below: <https://researchguides.loyno.edu/studentsoftware>*

*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.*

## BLACKBOARD REQUIREMENTS:

- Web browsers for Blackboard access are: Mozilla Firefox or Google Chrome.
- Popups from blackboard.com must be allowed.
- Flash video must be allowed.
- For software / browser requirements for Blackboard go to:  
<https://researchguides.loyno.edu/blackboardbrowsers>
- A course that uses third-party content (such as McGraw Hill or Cengage materials) will also require that popups from their sites be allowed.

## OTHER TECHNICAL REQUIREMENTS:

- Computer microphone, speakers, & webcam
  - Webcam & microphone are suggested as some courses may be taught conference style.*

***\*Please note: 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!***