



Adult Career & Continuing Education Services (ACCES)  
Adult Education Programs & Policy (AEPP)  
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**AEPP HYBRID/REMOTE EDUCATION**  
**SCREENING TOOL**

<b>Student's Name:</b>			
<b>Email:</b>		<b>Contact:</b>	
<b>Course:</b>	<b>Start Date:</b>	<b>End Date:</b>	
<b>Program Name:</b>			
<b>Program Address:</b>		<b>Case Mgr/Intake:</b>	

*\*Must be completed with the student and maintained in the student file*

Your answers to the questions below will help you and the program decide if Hybrid/Remote Education may work well for you.

For each question, choose only one (1) answer from the choices listed for that question.

**1. At home, I have a quiet place where I can connect to my teacher's remote class:**

- ☐ Rarely available
- ☐ Sometimes available
- ☐ Always available

**2. I am someone who:**

- ☐ Sometimes gets busy with other things and puts things off until the last minute.
- ☐ I may need to be reminded to get things done on time.
- ☐ Always gets things done on-time or ahead of time.

**3. When I think about all the things I do in a typical week (e.g., work, family, social activities, etc.), the amount of time I have each week for my education class is:**

- ☐ Less than 6 hours
- ☐ 6-9 hours
- ☐ 10 hours or more

**4. I am willing to attend in person classes part of each week:**

- ☐ Yes
- ☐ No

**5. I can communicate effectively without face-to-face interaction with my classmates or my instructor:**

- ☐ Yes
- ☐ No

**6. Feeling that I am part of a class is:**

- ☐ Very important to me
- ☐ Somewhat important to me
- ☐ Not important to me

**7. Discussions in a class are:**

- ☐ Very useful to me. I almost always take part in class discussions.
- ☐ Somewhat useful to me. I sometimes take part in class discussions.
- ☐ Not very useful to me. I don't usually take part in class discussions.

**8. When an instructor gives out directions for an assignment, I prefer to:**

- ☐ Have the directions explained to me.
- ☐ Try to follow the directions on my own, then ask for help if I need it.

**9. When I have a writing assignment for class or work, I think of my writing skills as:**

- ☐ Weak. I find it hard to express myself in writing.
- ☐ Average. I can express myself fairly well in writing, but sometimes have difficulty.
- ☐ Good. I am comfortable expressing myself in writing.

**10. My access to the internet:**

- ☐ I have regular access to a computer at home (Desktop Personal Computer, Laptop Computer, or Tablet) that is connected to the Internet.
- ☐ I have easy, regular access, near my home, to a computer (Desktop Personal Computer, Laptop Computer, or Tablet) that is connected to the internet.
- ☐ My only internet access is my cell phone.

**11. I have an email account, and I know how to send email and open email I receive:**

- ☐ Yes
- ☐ No

**12. I know how to attach documents to an email before I send it:**

- ☐ Yes
- ☐ No

**13. I know how to use a Web browser, like Fire Fox or Google Chrome:**

- ☐ Yes
- ☐ No

**14. I am familiar with and know how to use a word processing program, like Microsoft Word:**

- ☐ Yes
- ☐ No

**15. I can copy and paste text from one document to another:**

- ☐ Yes
- ☐ No

**16. I can save, find, and open a file on my computer:**

- ☐ Yes
- ☐ No

**17. I know how to create and how to use file folders on my computer:**

- ☐ Yes
- ☐ No

**18. I am able to download, upgrade, and install software on my computer:**

- ☐ Yes  
☐ No

**19. I am willing to spend several hours at a time working on my computer:**

- ☐ Yes  
☐ No

**20. People have different reasons for taking a remote class. For each reason listed below, check Yes or No to indicate whether it is a reason why you are interested in joining this hybrid class:**

- |  |  |
|--|--|
| I live too far from this or any adult education program                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I need to take care of my family when classes are held at school       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I work at a job during the times classes are held at school            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I can only study nights or weekends                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I don't have transportation to get to classes                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I have medical problems that make it hard for me to attend classes     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I learn better by myself, rather than in a group                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I like using computers and I thought this might be a good way to learn | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| I don't feel comfortable in a classroom, I like studying alone         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**21. In the last five (5) years, have you taken an in-person class in an adult literacy program where you studied reading, writing, or math?**

- ☐ Yes  
☐ No

**22. About how far away is the nearest adult literacy program from where you live? (Check one please)**

- ☐ Less than 5 miles  
☐ 6 -10 miles  
☐ More than 10 miles

**23. If this class was not available to study at home, would you take a class in person instead?**

- ☐ Yes  
☐ No

### **Student Hybrid/Remote Education Agreement**

I agree to participate in hybrid or remote instruction and to abide by the policies as described by the adult education program. If I have any questions or concerns, I will address them with the program. I also commit to completing the program and the course assignments to the best of my ability.

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Student's Signature

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Date