



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

SCREENING TOOL

Scoring Rubric

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

**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:

- ☐ **0** Rarely available
- ☐ **2** Sometimes available
- ☐ **4** Always available

2. I am someone who:

- ☐ **0** Sometimes gets busy with other things and puts things off until the last minute.
- ☐ **2** I may need to be reminded to get things done on time.
- ☐ **4** 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 a my education class is:

- ☐ **0** Less than 6 hours
- ☐ **2** 6-9 hours
- ☐ **4** 10 hours or more

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

- ☐ **4** Yes
- ☐ **0** No

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

- ☐ **4** Yes
- ☐ **0** No

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

- ☐ **0** Very important to me
- ☐ **2** Somewhat important to me
- ☐ **4** Not important to me

7. Discussions in a class are:

- ☐ **0** Very useful to me. I almost always take part in class discussions.
- ☐ **2** Somewhat useful to me. I sometimes take part in class discussions.
- ☐ **4** 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:

- ☐ **0** Have the directions explained to me.
- ☐ **4** 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:

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

10. My access to the internet:

- ☐ **4** I have regular access to a computer at home (Desktop Personal Computer, Laptop Computer, or Tablet) that is connected to the Internet:
- ☐ **2** I have easy, regular access, near my home, to a computer (Desktop Personal Computer, Laptop Computer, or Tablet) that is connected to the internet:
- ☐ **0** 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 :

- ☐ **4** Yes
- ☐ **0** No

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

- ☐ **4** Yes
- ☐ **0** No

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

- ☐ **4** Yes
- ☐ **0** No

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

- ☐ **4** Yes
- ☐ **0** No

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

- ☐ **4** Yes
- ☐ **0** No

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

- ☐ **4** Yes
- ☐ **0** No

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

- ☐ **4** Yes
- ☐ **0** No

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

- ☐ 4 Yes
☐ 0 No

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

- ☐ 4 Yes
☐ 0 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: **Not Scored**

- | | |
|--|--|
| 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? **Not Scored**

- ☐ Yes
☐ No

22. About how far away is the nearest adult literacy program from where you live? (Check one please) **Not Scored**

- ☐ 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?

Not Scored

- ☐ Yes
☐ No

Scoring Rubric:

Items #1 - #9 **Self-study Score:** _____

Score ranges:

20 - 36: Eligible

0 - 19: Program should consider other options for this learner

Items #10 – 19 **Technology Capability Score:** _____

Score ranges:

24 - 40: Eligible

0 - 24: Program should consider other options for this learner