

Distance Learning Readiness Checklist

Check out your skills by answering the questions below. If there are skills you do not have or are not comfortable with, go to the [Digital Skills Library](#) and enter the code for the related skill(s) (e.g., CO.1, CO.2, CO.3, etc.) to find helpful resources.

Mouse & Keyboard	Yes	Maybe	Not Yet
I can use the keys on a keyboard : (e.g., shift, period, apostrophe, and enter). EF.4 Use the Mouse and Keyboard	☐	☐	☐
I can click a “continue” or “start” button on the screen. EF.4 Use the Mouse and Keyboard	☐	☐	☐
I can close a pop-up . EF.3. Use Basic Browser Tools	☐	☐	☐
I can use left and right arrows for back/next. EF.4 Use the Mouse and Keyboard	☐	☐	☐
I can use a trackpad to mouse and scroll . EF.4 Use the Mouse and Keyboard	☐	☐	☐
I can scroll up/down using the keyboard . EF.4 Use the Mouse and Keyboard	☐	☐	☐



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Basic Edtech Tools	Yes	Maybe	Not Yet
I can change browser tabs or close tabs . EF.3 Use Basic Browser Tools	☐	☐	☐
I can allow microphone and camera access in a new app. EF.5 Understand Your Computer	☐	☐	☐
I can click ► to play audio/video. EF.5 Understand Your Computer	☐	☐	☐
I can pause videos. EF.5 Understand Your Computer	☐	☐	☐
I can recognize and click various symbols (square, microphone , speaker) to record. EF.5 Understand Your Computer	☐	☐	☐
I can identify key website vocabulary (e.g., menu). EF.2 Search the Internet	☐	☐	☐
I can select where to click on a webpage based on desired information. EF.2 Search the Internet	☐	☐	☐

Email	Yes	Maybe	Not Yet
I can log into email . EF.9 Send and Receive Email	☐	☐	☐
I can send and receive emails . EF.9 Send and Receive Email	☐	☐	☐
I can format emails appropriately. EF.9 Send and Receive Email	☐	☐	☐



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Your Device	Yes	Maybe	Not Yet
I can turn my device on/off. EF.5 Understand Your Computer	☐	☐	☐
I can log into my device . EF.5 Understand Your Computer	☐	☐	☐
I can connect my device to Wi-Fi . EF.11 Connect to Wi-Fi	☐	☐	☐
I can charge my device . EF.5 Understand Your Computer	☐	☐	☐
I can open programs/ apps . EF.5 Understand Your Computer	☐	☐	☐
I can navigate between multiple windows (using "Show all open windows"). EF.3 Use Basic Browser Tools	☐	☐	☐
I can identify 2-4 ways to care for my device . DO.1 Maintain Tech Devices	☐	☐	☐
I can plug in headphones . EF.5 Understand Your Computer	☐	☐	☐
I can raise/lower the volume. EF.5 Understand Your Computer	☐	☐	☐
I can cover/uncover the camera . EF.5 Understand Your Computer	☐	☐	☐



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Video Meeting	Yes	Maybe	Not Yet
I can log in to a video meeting (e.g., Zoom, Meet, Teams). CO.3 Make Voice and Video Calls	☐	☐	☐
I can demonstrate appropriate behavior in a video meeting, using phrases to show respect to others. CO.1 Communicate Effectively	☐	☐	☐
I can turn my camera on/off during a video meeting. EF.5 Understand Your Computer CO.3 Make Voice and Video Calls	☐	☐	☐
I can turn my microphone on/off during a video meeting. EF.5 Understand Your Computer CO.3 Make Voice and Video Calls	☐	☐	☐
I can send and read messages in the chat. CO.3 Make Voice and Video Calls	☐	☐	☐
I can open another document during a video meeting. CO.3 Make Voice and Video Calls EF.3 Use Basic Browser Tools	☐	☐	☐
I can join a breakout room in a video meeting. CO.3 Make Voice and Video Calls	☐	☐	☐
I can navigate between gallery view (seeing others) and speaker view. CO.3 Make Voice and Video Calls	☐	☐	☐
I can share my screen in a video meeting. CO.3 Make Voice and Video Calls	☐	☐	☐



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Messaging App	Yes	Maybe	Not Yet
I can receive and read (or hear) text and audio messages. CO.8 Use Messaging Tools	☐	☐	☐
I can send text or audio messages. CO.8 Use Messaging Tools	☐	☐	☐
I can send photos using a messaging app. CO.7 Share Information with Others	☐	☐	☐
I can click to access a link received in a message. CO.8 Use Messaging Tools	☐	☐	☐



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