

Online learning requires certain skills, behavior, study habits, computer equipment, and discipline in order to be successful. Therefore, **Mastery Test** each semester and e-mail the **Proof of Completion** to all their online instructors using the eLearn e-mail attachment in each class.

Please complete this Mastery Test prior to logging into eLearn.

If you are taking a College of Business course, please see note at the bottom of page 2.

Mastery Test & Certificate of Completion

Preparation for TSU Online Classes:

All students enrolled in an online course through TSU will be required to complete this Mastery Test.

This test will prepare students for their online classes by requiring them to review the courses syllabus, verifying the text books for the courses, being aware of required proctoring, technical support, library services, and how to use the eLearn course management tools for accessing, communicating, and completing assignments.

Directions for Students:

Please verify the following competencies by checking off the following items. If you are unable to verify the knowledge and skills then follow the link provided for additional information.

Verification of Knowledge

Name:

Semester:

Year:

I am aware that I must have a functional computer with the minimum technical requirements to take online classes.

My computer has the minimum hardware and software requirements for my online classes. Refer to [Technical Requirements](#).

I am aware that I must design, develop, complete, and input my own work, assignments, communication, and participation in my online classes. *Having others to do my work is an act of dishonesty with noted consequences.

I have the required computer skills to take an online course. Refer to [Technology Skills Assessment](#).

I know how to access [TSU Student Services](#) for support Services including tutorial help, advising, etc. Refer to [One-Stop-Shop](#).

I know how to obtain my text books for my online classes. Refer to [TSU Online Bookstore](#).

I know how to access [Off-Campus Library Services](#) and access full resources at the login to the [TSU Library](#).

I am aware that online classes require self-discipline.

I am able to use the course tools in eLearn. Refer to [eLearn @ Tnstate Orientation Tutorials](#).

1. What tool is used to submit an assignment to your instructor?

- A. Discussion
- B. Dropbox
- C. Content
- D. Tnstate E-mail

2. Your MyTSU e-mail will work within the eLearn Course Management System.

- True
- False

3. Which browser will you use to take online test?

- A. Internet Explorer
- B. Firefox
- C. Safari
- D. Google Chrome
- E. Respondus Lockdown Browser

4. Which tool is best to use in order to e-mail multiple classmates at one time?

- A. E-mail
- B. Address Book
- C. Discussions
- D. Classlist

5. My username and login identification is the same as my MyTSU login information.

- True
- False

If required, I am aware how to contact TSU for appropriate services for addressing disabilities.

I know how to obtain help and support if I encounter problems.

I know that I am responsible for reading the course syllabus for each class.

I have a back-up plan in case my computer crashes or breaks. **Students are responsible for having a back-up plan for emergencies. Students are still held responsible for their assignments regardless if their computer is non-functional.*

Verification of Skills:

Note: Students will be able to log in to eLearn on the **FIRST DAY of the semester.**

1. After you have completed the Mastery Test above, click file > save as, and save the file (Certificate) to your computer.
2. Log into your eLearn account. (If you have problems please contact Technical Support at 615-963-1239)
3. Using the e-mail tool in eLearn you are to e-mail each instructor your name, address, phone number, and send this Certificate of Completion as an attachment to the e-mail.

Please know that this form is required for each of your classes. Your instructor may also use this form to verify attendance and that you are prepared for learning online. College of Business Students need to download and follow the instructions for turning in this exercise within eLearn.