



**THE STATE EDUCATION DEPARTMENT/ THEUNIVERSITY OF THE STATE OF
NEWYORK/ ALBANY, NY 12234**

**ADULT CAREER AND CONTINUING
EDUCATION SERVICES ADULT
EDUCATION PROGRAMS AND POLICY**

AEPP HYBRID EDUCATION SCREENING TOOL

First Name: _____

Last Name: _____

Email Address: _____

Name of the adult education program where you are enrolled:

Your answers to the questions below will help you and your teacher to decide if Hybrid Education may work well for you.

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

Section 1: Learning Readiness & Habits (Self-Management)

(Items 1–8 | Max Score: 32)

1. I have a quiet, reliable place to participate in online class sessions:

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

2. When I have assignments, I usually:

- ☐ 0 = Wait until the last minute or don't complete them
- ☐ 2 = Need reminders to complete them
- ☐ 4 = Complete them on time or early

3. Each week, I can dedicate time for learning (including online and homework):

- ☐ 0 = Less than 5 hours
- ☐ 2 = 5–8 hours
- ☐ 4 = 9+ hours

4. I am willing and able to attend required in-person sessions (if hybrid):

- ☐ 0 = No
- ☐ 2 = Maybe / depends on schedule
- ☐ 4 = Yes

5. I am comfortable communicating with my teacher and classmates online (email, chat, video):

- ☐ 0 = Not comfortable
- ☐ 2 = Somewhat comfortable
- ☐ 4 = Very comfortable

6. Being part of a classroom community (in-person or virtual) is:

- ☐ 4 = Not very important to me (I work well independently)
- ☐ 2 = Somewhat important
- ☐ 0 = Very important (I need in-person interaction)

7. I feel confident staying motivated and continuing my work even when learning remotely:

- ☐ 0 = Not confident
- ☐ 2 = Somewhat confident
- ☐ 4 = Very confident

8. My reading and writing skills allow me to understand instructions and complete assignments independently:

- ☐ 0 = I struggle often
 - ☐ 2 = I sometimes need help
 - ☐ 4 = I can usually work independently
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Section 2: Technology Access & Skills

(Items 9–18 | Max Score: 40)

9. My access to a device and internet:

- ☐ 0 = Only smartphone access
- ☐ 2 = Shared or limited computer/internet access
- ☐ 4 = Reliable personal device with internet

10. I can use email (send, receive, respond):

- ☐ 0 = No
- ☐ 2 = With help
- ☐ 4 = Yes, independently

11. I can attach and upload documents:

- ☐ 0 = No
- ☐ 2 = With help
- ☐ 4 = Yes

12. I can use a web browser (search, open links, navigate websites):

- ☐ 0 = No
- ☐ 2 = Basic skills
- ☐ 4 = Confident

13. I can use basic learning platforms (Zoom, Google Classroom, Teams, etc.):

- ☐ 0 = No experience
- ☐ 2 = Some experience
- ☐ 4 = Comfortable

14. I can use word processing tools (Google Docs, Microsoft Word):

- ☐ 0 = No
- ☐ 2 = Basic
- ☐ 4 = Comfortable

15. I can manage files (save, find, open documents):

- ☐ 0 = No
- ☐ 2 = With help
- ☐ 4 = Yes

16. I can troubleshoot simple tech issues (restart device, reconnect internet, etc.):

- ☐ 0 = No
- ☐ 2 = Sometimes
- ☐ 4 = Yes

17. I can download or access required apps/programs:

- ☐ 0 = No
- ☐ 2 = With help
- ☐ 4 = Yes

18. I am willing to spend extended time learning on a computer (2+ hours/session):

- ☐ 0 = No

☐ 2 = Maybe

☐ 4 = Yes

Student Signature

Date