

# Technology Requirements for Online/Hybrid Courses

All online courses require access to the Internet. Unless you will be traveling to a campus computer lab, you will need to have access to your own computer and a high-speed Internet Service Provider. A webcam and a microphone for your computer is recommended and may be required.

## Technology Proficiency

You should be proficient in the following:

- basic computer skills
- sending/receiving email
- sending and receiving attachments via email
- using a web browser
- finding web resources through search engines
- downloading and installing software and/or viewing electronic files
- using a word processing, presentation software, or other productivity applications
- experience/familiarity with a variety of file formats such as: .doc or .docx "Microsoft Word Document" and .pdf "Adobe Acrobat Reader"
- the ability to be self-directed in learning new technology skills (eg. following a handout, a step-by-step tutorial, online video help, or access to support to learn necessary skills)

## Computer Minimum Requirements

### Minimum Hardware Requirements

- PC or Mac with an i5 processor or better
- 8 GB of RAM (16 GB recommended)
- Monitor (Two screens recommended)
- Speakers
- Webcam
- Headset or earbuds **with a microphone**
- 250 GB Hard Drive (Solid State Drive (SSD) recommended)
- A wired or wireless network connection (wired or wireless 802.11ac recommended)
- Additional Software may be Required (See Course Syllabus)

### Minimum Software Requirements

- Windows 8 or above (Windows 10 is recommended)
- OS 10.14 or above
- Microsoft Office (Office 365 is provided and can be downloaded at <https://portal.office.com>)
- Additional software may be required (See Course Syllabus)

## **Internet Connection Requirements**

- High Speed Broadband Internet Connection

## **Browsers**

The most recent release of Chrome or Firefox is recommended

Some courses may require Respondus Lockdown browser for taking exams online. See below for details.

## **Other Devices**

You may access and interact with most course elements, readings, multimedia, email and discussions through tablets and smartphones. While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. Please ensure you have a PC or Mac based computer available to complete coursework.

We recommend that students do not attempt quizzes when using a mobile device, such as a smartphone or tablet, due to compatibility issues.

Chromebooks can access all web content (Canvas, Populi, and your Faith email); however, some apps (e.g. – Respondus Lockdown Browser) will not install and are not compatible.

## **Email**

### **Email & Google Apps**

At Faith, all students are provided with a Google Gmail account, and all email from the institution is sent to this address. This includes any email sent from Populi and Canvas. Your professor or classmates may email you from your course site, and those emails will go to your Faith Gmail account. You will use the same username and password for Gmail as you use for Canvas and Populi. If you do not know or remember your password, you can reset it by contacting Faith IT support ([techsupport@faith.edu](mailto:techsupport@faith.edu)).

In addition to email, you may find it useful to take advantage of Google Docs, especially for collaborative work with your classmates. You'll find access to these once you log-in to Gmail, and Google offers tutorials for how to use their products.

## **Canvas**

All courses at Faith will use Canvas, Faith's learning management system. Think of it as your online classroom.

If you are unfamiliar with Canvas, there is a self-paced tutorial that will help you to learn how to navigate and to sample many of its features when you first login to Canvas.

# Lockdown Browser

Some courses may require the use of the Lockdown browser to proctor online exams. You must download the Faith-configured version of the browser here:

<https://download.respondus.com/lockdown/download.php?id=711958270>

There is also a helpful quick start guide for students here:

<https://web.respondus.com/wp-content/uploads/2019/08/RLDB-QuickStartGuide-Instructure-Student.pdf>

The Lockdown browser is a browser configured to take you to Canvas when you open it up. You must login to Canvas using the Lockdown browser to take quizzes and exams requiring the Lockdown browser.

Respondus Lockdown Browser is only available for PC, Mac, and iPad devices. Chromebooks are not compatible.

## Technology Support and Resources

Faith is here to support you as an online learner. Resources are available such as:

Faith IT Helpdesk – [techsupport@faith.edu](mailto:techsupport@faith.edu)

Online Learning Office – [online@faith.edu](mailto:online@faith.edu)