

Technical Requirements for Online Classes

Blackboard Information for Classroom-based and Online Courses

System requirements

Internet provider with reliable service

Microsoft Internet Explorer 6.0 or higher

Browser preferences set to enable JavaScript and to accept cookies.

Windows 2000, XP compatible PC w/minimum of 64 MB ram.

So that you have all key information available to you off-line, it is highly recommended that you print the following items for reference. The syllabus; Staff information page (click on the Staff information button)

Users must be able to perform the following tasks:

1. Attach and send files/documents
2. Download and open files received
3. Navigate the world wide web.
4. Participate in chats and threaded discussions.
5. Navigate file structure; save and retrieve documents
6. Demonstrate working knowledge of Microsoft Word 2000 or higher compatible word processing software.

Course Organization

Announcements

Weekly announcements will be posted that will provide information as to changes that may occur and regular reminders.

Course Information:

The Course Syllabus is located in this area.

Staff Information

You will find information regarding your instructor here.

Course Materials

Weekly materials, including study notes, power point and assignment details, are found in this area. Course materials for the upcoming week will be released two days before the start of each new course week.

Assignments:

Use the "Assignments" **button** from the Main Menu to submit and retrieve assignments.

Preferred Methods for Delivering Assignments:

Post your work to the Discussion Board thread specifically set up for the week's assignments (see Discussion Board). You should use attachments in .doc file format; it is suggested that you should simultaneously *copy and paste* your work to the Message Body of the note you are submitting with the attachment.

All assignments must use the following standard format: Week !Your Initial and last name. Example: WK#IJLshonesy

Discussion Board:

In some courses there will be a discussion board. Students are expected to respond to any discussion questions posted by the instructor.

Format

For all Discussion Board postings, a specific *Subject Line* convention will be provided.

"Class Cafe" forum is available for posting your student bios, and optional "social conversations."

Examinations

Online exams will be given using *Secure Exam* through BlackBoard. The address to download *Secure Exam* may be found under [Announcements](#). The link will appear on your desktop. The exam will be accessed under [Assignments](#) and your password will be provided under [Announcements](#). Each student will have a designated number of minutes to complete the exam. Please ensure that the exam is submitted when completed.