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# **Minimum Technology Requirements**

**Version 8**

## **Overview**

The nature of academic and clinical work necessitates the ongoing development of technical skills to access information efficiently, communicate effectively and document accurately. As a result, access to and on-going use of a computers and other technology is required for all students at the Graduate School.

The following set of **minimum technology requirements** has been established by the Graduate School to identify the technological skills and systemseach student needs to have (or have access to) in order to complete their degree. Some requirements pertain primarily to online students (these are noted). In all other cases, these requirements are for ALL students in the Graduate School.

*NOTE: These requirements were approved by the Information and Technology Committee on February 28, 2017, and are reviewed annually. They took effect as of the Fall 2017 term.*

## **Skills**

Success in graduate school, and as a clinician, requires, at a minimum, that an individual can utilize computer technology to accomplish the following tasks:

* **Basic keyboarding**
* **Create, read, edit (when appropriate) and save office documents in the following formats**
  + - Word processing - .doc/.docx
    - Facility with word processing documents is essential for ALL graduate students.
    - It is recommended that students have access to the DESKTOP version of Word instead of using an internet/cloud-based Word application found in O365. This will allow students to 1) be more efficient and 2) have access to instructor feedback.
    - This assumes the ability to type, as well as to format text and paragraphs.
* Spreadsheets - .xls/.xlsx
  + - Used less frequently than word processing documents, students largely need the ability to add data to a spreadsheet (or online form), rather than the ability to create and format a spreadsheet.
* Presentations - .ppt/.pptx
  + - The ability to view and create presentations is essential for ALL graduate students.
* Finished documents - .pdf
  + - Students will need the ability to open and read PDF files on their computers. The ability to create and edit PDF files is not required.
* **Navigate online**
* Recognize and use hyperlinks
* Recognize and use email addresses
* Use a search engine (e.g., Google, Bing, or Yahoo)
* **Conduct library research online** 
  + - *Training in the use of the HBF Online Library will be provided to on-campus and online students as part of their orientations and within the curriculum.*
* **Communicate clearly and professionally online**
* Via email
  + Via instant messaging or chat
    - This tool is available through Populi (the school’s LMS or Learning Management System), and may be used from time-to-time by online faculty.
* **Share documents online**
  + Via email
  + Via web uploads
    - ALL enrolled students need the ability to upload an assignment/document to Populi, our LMS and to OneDrive on O365.
    - *Tutorials are available to those needing training.*
* **Participate in a video conferences**
* Please see Hardware requirements under “System Requirements” below.
* Video conferences may be required in some online courses and utilized in advisor meetings with online students.
* **Utilize the Learning Management System - Populi**
  + Using the functions within Populi – Accessing lesson content, submitting assignments, uploading/downloading documents, using messaging features, and tracking grades
    - Training is available to all students – Online Orientation, AP Residency, and presentations/tutorials on the support site.

# **Additional Skills**

While not required in all classes, some ~~online~~ courses utilize audio and video technologies. In these instances, students may be asked to complete the following tasks:

* **Complete online forms and surveys**
* **Record and upload video & audio**
  + See “System Requirements” below
* **VoiceThread Presentations** 
  + Creating presentations and adding video/audio comments
  + Video tutorials are available for those needing training

## **System Requirements**

**On-campus** students have access to two computer labs at the Graduate School. Computers in these labs meet the minimum system requirements listed below.

**Online students** (and on-campus students using personal computers from home) will want to ensure their computers meet these requirements. Most of the technological problems that students encounter stem from not having the appropriate software or hardware.

* **Hardware**
  + **Modern Computer (tablets and mobile devices are not recommended as a primary device for online students)**
    - Manufactured within the last 2-3 years (with upgrades every 2-3 years) with the ability to reliably run the software listed below
      * + 2.2-4.00 GHz multi-core processor or better
        + 4-8 GB or more of memory (RAM)
        + 128 GB solid state hard drive or 250 GB hard disk drive or larger
        + Sound card and speakers (or headphones)
  + **Webcam for video conferencing (online students)**
  + **Telephone**
    - This will be used as the audio connection when video conferencing (online students).
  + **Headset (microphone + earphones or ear buds)** 
    - for use with phone or computer (online students)
* **Reliable broadband internet connection (online students)**
  + DSL or cable connection
  + WiFi connectivity is acceptable, but the ability to hardwire a connection may be necessary.
  + Reliance upon an Internet connection from a mobile device/hotspot may not be sufficient.
* **Modern Browser**
  + Updated within the last 6 months
  + Supported Browsers\*
    - * Firefox
      * Chrome
      * Safari
      * Edge
  + **Modern Document Composing Software**
  + Students are recommended to have access to a desktop version (not a web app) of the Microsoft Office Suite on their computer so that they can create, view and edit the following file-types:
    - .doc/.docx
    - .xls/.xlsx
    - .ppt/.pptx
    - .pdf
* **Up-to-Date Security Software**
  + Your system must be running up to date anti-virus and anti-malware software.
* **Back-up device or service (strongly encouraged)**
* Having a quality backup of important files is strongly encouraged for students. Use of external drives or cloud based solutions are both suitable.