Are you ready for online learning?

ALBRIGHT COLLEGE
1856

Technical Requirements and Skills

As an online learner you will need the following:

- Access to a computer (Windows or MAC) with adequate memory and data processing capabilities to support video streaming, multi-tasking, and web content development. See Technology Minimums below. It is not recommended to rely on a tablet (iPad or Android) as technology in many courses may require you to download files and plugins that will not work on tablet devices.
- Access to a stable and secure internet connection which provides at least 5mbps download and 1mbps upload speed to support video and audio streaming, as well as web-conferencing. In our experience publicly available free wifi networks (e.g. Starbucks, library, airport, hotel) and poor quality DSL service do not provide adequate connection speeds to support online learning and should not be your primary connection source.
- Access to a webcam and an external microphone or headset. Microphones built into devices do not provide adequate sound quality for recording or communicating online. Even though you may be participating in this course individually at home, your choices, such as microphone quality and background noise will impact your fellow students and instructor.
- Saving/retrieving/sharing electronic documents skills, which are assumed.
- Basic LMS skills including navigating around a course, viewing grades, posting to a discussion forum and uploading documents and other files for grades are assumed.
- Daily access to your Albright College webmail account. Forwarding your Albright webmail to your personal email account is acceptable but it must be checked every day. Need help with this? Contact the Help Desk.

> Help Desk Contact Info:
> helpdesk@albright.edu
> 610-921-7676
> Hours:
> M-F 7:30 am to 8 pm
> Closed Saturday and Sunday

Instructors assume that students are self-learners and that you will spend time outside of class time learning how to interact with and use various technologies. Instructors will provide you with resources and guides, where possible, but will expect you to take the initiative in getting familiar with how to use the tools that may be required for the course.

Minimum Technical Requirements:

Operating System	Vista Business or Premium, Windows 7, Apple OS 10.8 or higher
Browser	Moodle supports Chrome, FireFox, and Safari browsers. All browsers should be updated to the latest version. Moodle does not support Microsoft IE or Edge. **Note**: Cookies, Java, and JavaScript must be enabled. Pop-up blockers should be configured to permit new windows
Software	- Microsoft Office for PC or Mac, which is available for all students at Albright College to download at no cost. - Ability to download software onto your computer as dictated by the course.
Printer	Access to printer.
Sound Card, Microphone, and Speakers	Required; A headset may be used in place of the microphone and speakers. It is not recommended to rely on the internal microphone for creating screen recordings or communicating online.

Tips for Being a Successful Online Student:

Taking an online course is very different than taking a traditional face-to-face. Realize that you may be out of your "comfort zone" in the beginning but Albright provides support, such as the help desk, to help you be successful. Review the following tips to be successful in an online course at Albright College

- Recognize that online courses are NOT any easier than face-to-face classes, and in fact some elements may be **harder**. Your success is directly tied to your effort and organization.
- Manage your time carefully. Expect to spend at least **15-25 hours per week** working on this course. This will vary depending on the topic and length of the scheduled course.
- **Read** over all of the introductory materials and contact the instructor immediately if you have any questions.
- **Login** to the course before the first day it is scheduled to start. Instructors usually open the course early to help you get a head start on orienting yourself to the course.
- **Assume an active role** in the learning process; whether you are working alone, or in a group. Be open to contributing your ideas and perspective and be willing to comment on the subject you are studying. Also take an interest in what your classmates are saying and be willing to provide feedback to them and share ideas.
- **Log on to your course every single day**, or a minimum of 5-6 days a week. It is very easy to get behind quickly, so stay active in the course.
- **Do not procrastinate**; follow the course schedule assigned by your instructor
- Locate **resources to assist** you in being successful in an online course, such as the Writing and Tutoring support. **Set aside a private space** where you can study and work without interruptions.
- Expect to complete all assignments on time and not be granted extensions.
- Make sure that you have the **appropriate technology** necessary for the course as listed above.
- Contact your instructor early if you are experiencing any problems or are uncomfortable with the technology. Your instructor will point you in the right direction and get you the help you need.