

Computer & Technology Requirements for Graduate & Online Students and Faculty

Our courses require the use of the Blackboard online course system to access course documents, and to submit assignments to instructors. Many courses also require students to take exams using Blackboard. To ensure your success in these courses, the following computer and technology requirements must be met.

Computer

Hardware

1. At least 1 GB RAM (5GB RAM or more is recommended)
2. A headset that plugs into your computer (with microphone and headphones). Some courses will offer live webinar sessions. Other courses will require students to record narrated PowerPoint presentations. The headset will allow you to participate in webinars and record narrations without getting an echo or other noise.

Examples of headsets:

<http://www.google.com/search?hl=en&tbm=shop&q=headset&og=headset&ag>

3. A web cam, if one is not included on your laptop or desktop. **For undergraduate students, a webcam is required for proctoring of exams.** Also, with a web cam attached to your computer, you can record videos of yourself talking to post on Blackboard and/or Voicethread, or in a live chat session. Web cams cost under \$100. If one is not included on your laptop or desktop, we recommend the Logitech C510 HD Webcam:

http://reviews.cnet.com/webcams/logitech-c510-hd-webcam/4505-6502_7-34141967.html?tag=mncol;lst

Software

1. Windows Vista or 7; MacOS 10.4 or later
All Windows or MacOS updates should be installed as soon as possible as they become available.
2. Ability and privileges to install software on the computer.
3. Your computer's anti-virus and anti-malware software must be kept up to date, and any detected viruses and malware must be removed. For PCs, we recommend Microsoft Security Essentials: <http://www.microsoft.com/securityessentials/>
Only one antivirus/security program should be installed.
4. Microsoft Office (or comparable programs), including Excel, PowerPoint and Word.
5. Browsers: Internet Explorer 8 and up, Safari 5 and up, Google Chrome, or Firefox 9 and up.

Your browser must meet the following minimum technical requirements:

- JavaScript must be enabled.
 - Cookies must be enabled.
 - Allow pop-ups from stephens.blackboard.com
6. Java must be installed and kept up-to-date (at least Version 6, Update 29).
To check whether your Java is up to date:
<http://www.java.com/en/download/installed.jsp?detect=jre&try=1>
 7. Adobe Flash must be installed and kept up-to-date (at least version 11). Install Flash at http://www.adobe.com/go/EN_US-H-GET-FLASH
 8. Adobe Reader must be installed and kept up-to-date (at least version 10.1). Install Adobe Reader at http://www.adobe.com/go/EN_US-H-GET-READER

High-Speed Internet access

Your internet connection must allow at least 5 Mb/s download and 0.9 Mb/s upload speed (ISDN or dial-up will not work)

Check your internet connection speed by clicking Begin Test on this page (don't click Start Scan Now):
<http://speedtest.net/>

Additional Requirements for Counseling students

Many counseling courses require students to videotape themselves in role-playing sessions with other students. For those courses requiring videotaping of counseling activities, it is the student's responsibility to provide the required video submissions on a USB memory stick that can be downloaded to the instructor's hard drive for viewing. This is the only format that will be accepted by Stephens faculty. **No discs, videotapes, or cameras will be accepted for these assignments.** When turning in your video to your instructor, or bringing it in to show the class, do NOT bring your camera to the classroom. Instead, use the instructions that came with your camera to Export or Save your video file to your computer as a standard video file (.mpg, .wmv). Save that file to a flash drive, and bring that flash drive to class.

There are many options for videotaping, and then exporting that format to a computer and USB stick. The recommended camera is:

FlipMino

<http://www.theflip.com/en-us/Products/mino.aspx>

There are other options, but the student is advised to find a digital video camera that has at least a 2-hour recording capability, minimum of 2G memory, and extended battery life. Also be sure to check the battery for your recorder before you begin your sessions. You may want to skip a battery altogether and use an outlet.

After the video has been recorded on the camera, students must use the instructions and any software that came with the camera to capture/export the videos from the camera to a computer, and then save the video to a USB memory stick. It is recommended to save the video to an mpeg format (mpeg-2 or mpeg-4 or mpg) and then submit those mpgs to the instructor on their flash drives. The mpg/mpv/mp4 formats are more standard, and can be played on the instructor and classroom computers without needing extra software.