

Required Computer and Technological Equipment for OTD Students

Q: What technological tutorials should I review prior to attending orientation?

A: To be able to successfully participate in blackboard training session during orientation, you are required to review the 10 briefs on demand tutorials listed below:

- **SharkLearn Help Center:** <http://www.nova.edu/help/blackboard/index.html>

1. Submitting an Assignment
2. Creating a discussion board post
3. Creating a discussion board thread
4. Replying to a discussion board thread
5. Organizing discussion postings
6. Viewing discussion board grades
7. Creating and editing a Wiki page
8. Taking a test
9. Checking your grades
10. Setting your notification options

Q: What type of technological equipment will I need to work effectively in the blended OTD computing environment?

A: To participate in a hybrid/blended OTD course, you are required to have:

- A **laptop computer** that meets the **minimum specifications** according to the Hardware Guidelines for Computing at NSU (link: <https://www.nova.edu/publications/it-standards>)
- The latest version of *Microsoft Office* (including **Microsoft Word, PowerPoint, etc.**)
 - If you have a Macintosh laptop you must have *Office for Mac* software in order to submit assignments in Microsoft format
 - **Tip:** As a student, you have access to Microsoft products (*Microsoft Office 365 University*) for free
- A Blackboard compatible web browser installed
- High Speed Internet Connection
- **Photo Capability** - camera device with the ability to produce still photos and a photo file; acceptable file formats are jpeg (Note: many cell phones are capable of this and are acceptable as long as the photo quality is adequate.)

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- **Video Capability** - video camera device with ability to record video and produce a video file; acceptable file formats are wmv, mp4, and mov (Note: many photo cameras and cell phones have this capability. Either is acceptable, as long as the video quality is adequate.)
 - **Webcam** for the purposes of Web-based communication with classmates or faculty members (Note: many laptops come with integrated Webcams, which are acceptable)
- **Audio Capability** - A quality external microphone is required. This can be a headset or microphone-only model. (Note: many laptops come with integrated microphones; these often offer *inadequate* sound quality)
- **Scanning Capability** - scanning device with ability to scan signed documents into an Adobe Portable Document Format (PDF). (Note: many smart phones are capable of scanning once a scanning app has been downloaded).
- Note: before your class begins, check with the instructor (or advisor, if applicable) of your hybrid/blended course to be certain you have all the technological equipment needed for the course.

Q: I want to access Blackboard from my mobile device?

A: To have your Blackboard course messages, assignments, and announcements accessible on your iPhone, iPad, or Android device download the appropriate *iShark Mobile 1.8* app

- <http://www.nova.edu/iShark/>

Q: Will the University help me with computer/technology problems and training?

A: Nova Southeastern University has a technical staff devoted solely to helping every student resolve his or her computer problems and become proficient technology users.

- A Help Desk to answer your technology questions by email or phone: (954) 262-4357 help@nova.edu
 - Hours: 24 hours a day/7 days a week
 - If User Services can't give you an answer or provide a technical service, they will point you to a resource that can.
- Or click on Nova Southeastern University Student Support Website at <http://www.nova.edu/help/students/index.html>