



## STUDENT TECHNOLOGY GUIDE FOR FALL 2020

### MINIMUM TECHNOLOGY REQUIREMENTS

Note: For additional required hardware or software requirements for your course(s), contact your instructor or refer to the course syllabus for additional information on specific requirements.

#### REQUIRED HARDWARE

- A computer (desktop/laptop) that is less than five (5) years old.\*
- Internet connection through WiFi or wired internet connection.
- Webcam for interacting in course activities that require video feedback from students (such as Zoom or Loom), video test proctoring (such as Respondus Monitor), or other third party tools.
- Speakers/headphones/earbuds for listening to audio or video presented in courses.

\*DEVICES THAT ARE NOT SUFFICIENT: Mobile devices such as a tablet or a smart phone will not be sufficient for the majority of courses.

#### REQUIRED SOFTWARE

- An internet browser, such as Google Chrome or Mozilla Firefox.
  - Mozilla Firefox (latest version) - [Download](#)
  - Google Chrome (latest version) - [Download](#)
    - Please note: Google Chrome is the College's preferred browser.
  - DO NOT USE INTERNET EXPLORER- this browser is obsolete and is no longer supported by BlackBoard.
- Adobe Acrobat Reader (latest version) - [Download](#)
- Microsoft Office (Word, Excel, and PowerPoint) or Google Suite (Docs, Sheets, and Slides)
- Windows Media Player - [Download](#)
- Google Meet: For students in online and hybrid courses, Google Meet is our preferred video conferencing software that we are supporting and is available in the [MyBloomfield Portal](#); occasionally you may be involved in meetings using Zoom or other platforms.
- BlackBoard: All Bloomfield College students should become familiar with BlackBoard, the College's Learning Management System (LMS). Access to BlackBoard can be found on the [MyBloomfield Portal](#) and should reflect all classes you are currently enrolled in.

#### REQUIRED INTERNET CONNECTION

- A stable internet connection of 512 kbps minimum, but a high-speed connection is recommended.

### PERSONAL COMPUTER KNOWLEDGE

There are a range of computer skills that are required for success in college especially in online courses. If you are unfamiliar with how to do any of the tasks below, we recommend that you contact

Information Technology at [Helpdesk@Bloomfield.edu](mailto:Helpdesk@Bloomfield.edu) or call 973-748-9000, ext. 1224. The College also offers a course CMP 100 Computer Literacy.

- Use a word processor program to create documents.
- Use the “save as” option to save a word processor document in different formats (For example, .pdf format).
- View and create presentations using PowerPoint, Google slides, or Prezi.
- Use college email, including attaching and downloading files.
  - [Instructional Video](#)
- Find information on the internet using an internet search engine (Google, Bing, etc.).
- Access the BC Portal.
  - [Instructional Video](#)
  - [Written Instructions](#)
- Download and install software on your computer.
- Read and save PDF documents.

### **ACCEPTABLE USE POLICY**

- Review the Bloomfield College [Acceptable Use Policy](#). This policy governs the use of all information technology resources on campus.

### **PREPARING FOR ONLINE AND HYBRID COURSES**

Because many classes will be offered in online and or hybrid formats this semester, we strongly encourage all students to complete *New Student Orientation* - a self-paced course that provides an introduction to students on the practices that will help you be successful learning in an online learning environment. You will be introduced to communication approaches with faculty and peers, information literacy, academic integrity, time management and navigating the LMS. This course will be available in Blackboard soon.

### **SAFE AND SECURE COMPUTING PRACTICES**

- Please ensure you review the [Bloomfield College Acceptable Use Policy](#).
- Check the Technology Information [portal page](#) for weekly IT virtual trainings, and important notices on computer safety and other emerging topics.

### **GENERAL ONLINE CLASSROOM SAFETY TIPS**

- Always log out of all your accounts and close your browser before shutting down.
- If you are concerned about whether an email is in fact from Bloomfield College, do not click links or download anything; you can email [helpdesk@bloomfield.edu](mailto:helpdesk@bloomfield.edu) and they can confirm whether the email is from the College.
- Never share class links/passwords with someone not in your class.
- Make sure you are using your @bloomfield.edu account when signing into school-related accounts, and when communicating with faculty and staff.
- When needing to sign up accounts for class use, use your @bloomfield.edu email address.
- Be mindful of what is in your background when using video as others can see it, and also be aware of what is going on behind you.

- Be mindful what you say during your remote class. You may think you are on mute and may not be.
- Be mindful of the data you keep on your computer desktop and the pages you may have open when you are screensharing.

## NETIQUETTE

Communicating online is a great way to learn and connect with your professors and classmates. To ensure you are getting the most out of this experience, apply the following rules to all online interactions:

- Be Polite.
  - Re-read your messages before sending and only send it if you would be comfortable saying it directly to a person's face.
  - Do not use profanities, vulgarities or discriminatory language.
    - Bloomfield College's [Harassment Policy](#)
  - Do not use all uppercase letters—it is the equivalent of shouting!
- Be Considerate.
  - Use a friendly and informal tone. Help us maintain a safe and supportive community.
  - Respect the opinions of your classmates. If you disagree, do so in a respectful manner by acknowledging the valid points in your classmate's statement. Acknowledge that others are entitled to have their own opinion.
  - Respond to other people's requests—you never know when you may need help yourself.
- Be Professional.
 

Please keep your comments civil, thoughtful and constructive. When everyone participates thoughtfully, it is a great opportunity to learn.

  - Eliminate the use of abbreviations such as OMG, LOL, BTW, R, U as commonly used in text messaging.
  - Spell check and grammar check before sending/submitting to ensure your message is professionally written.
  - Cite your sources.
    - Review the Bloomfield College Academic Integrity Policy found in the College Catalog.
  - Make sure the subject line of your email message is relevant to your message and corresponds to the discussion thread.
  - Remember that discussion posting can be and will be read by many others. If you want to discuss something private, send it in an email instead.