



Irish College of Humanities & Applied Sciences

Modern educational institutions rely extensively on Information Services and educational technologies to provide students with a wide range of resources and information. ICHAS is no different in this respect. There is no great deal of technical expertise needed on the part of students to engage with these resources and tools.

However, students do require a basic level of proficiency in using computers and office software to be capable of undertaking a course. Here are some of the tasks you will be undertaking:

- All essays and reports must be typed in Microsoft Word
- Some assignments require Microsoft Powerpoint
- All assignments must be submitted electronically through the LMS
- ICHAS makes extensive use of email for communicating with students
- Results, feedback, and grades are only accessible through the LMS
- Some modules may require you to complete timed multiple choice questionnaires on line

Only a basic knowledge is required and this brief optional course, delivered at a relaxed pace over several weeks, will help you with developing the skills to complete some of these tasks. Importantly, it will also teach you how to use the Virtual Classroom software, which is called Adobe Connect.

Information Services

Student IT Requirements

Hardware

Below are the specification for **Desktop** or **Laptop Computers** recommended for login to ICHAS Learning Information Systems (LMS) and Adobe Connect Live Lectures. Although some hand held mobile devices support the use of Adobe Connect and other IS, the college will not endorse their use for our Blended Learning environment and will not be able to provide technical support for their use. If purchasing a new computer we would highly recommend that you get a **Laptop**, because of portability and the fact that most have a **Webcam** already built in.

Windows based Laptops and Desktops

- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows 7, Windows 8, Windows 8.1 or **Windows 10**
- Windows 8.1 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows 10 (32-bit/64-bit)
- 2GB of RAM (4GB recommended) for Windows 7, Windows 8, **Windows 10**
- **Google Chrome**, Microsoft Edge, Internet Explorer 9 or later; Mozilla Firefox;
- Adobe® Flash® Player 27+

Mac OS based Macbooks and Desktops

- 1.83GHz Intel Core™ Duo or faster processor
- 2GB of RAM (3GB recommended)

- Mac OS X 10.8, 10.9, 10.10
- **Google Chrome**, Mozilla Firefox; Apple Safari;
- Adobe Flash Player 27+

Linux based Laptops and Desktops

- Ubuntu 14.04; Red Hat Enterprise Linux 6; OpenSuSE 13.1
- No Add-in support for Linux. Users on Linux can attend meetings in the browser.
- Google Chrome
- Adobe Flash Player 11.2+

Mobile A variety of devices can run Adobe Connect but are not supported for Blended Learning by ICHAS. You should first test any devices you intend using with our services.

Additional Requirements

Headsets - **ICHAS requires** that, regardless of the computer you are using, you use an approved combination headphones and microphone **Headset** when engaging with Live Adobe Connect Lectures. These headsets reduce background noise, interference, feedback, and greatly enhance the user experience of live broadcasts with two way communications.

The use of an ICHAS sanctioned headset for engaging with Live Lecture Broadcasts, recorded lectures and blended content, is now **COMPULSORY** for ALL parttime Undergraduate and Postgraduate students, and for fulltime students with Blended modules. Below is a list of ICHAS tested headsets. These represent a range of styles and prices, and have all been tested to work with Adobe Connect. If you need any further information please contact the college IS department.

Highly Recommended

Logitech OEM PC 960 USB Stereo Headset
 Logitech H340 USB Headset for PC and Mac
 Logitech H330 USB Headset

Web Cam Some experiential module assignments require you to video record mock counselling sessions or facilitation directly into the LMS. You will need a Webcam to complete this exercise. It may also be recorded on a mobile phone logged into the LMS. A webcam may also prove useful when engaging with live lectures.

Broadband 2Mbs+ Fibre/DSL/Cable Broadband (Wired connection preferred to WiFi). (Please ensure you test the speed of your connection for the times that live lectures will be broadcast to make sure you can get a minimum download speed of 1Mbs+). Mobile Broadband connections of similar speeds to the above may be used but are not recommended as they have proved less than reliable in the past. Their use will require a little trial and error to see if they are suitable for your situation.

Adobe Connect software includes support for the following languages: Brazilian Portuguese, Chinese Simplified, Dutch, English, French, German, Italian, Japanese, Korean, Russian, Spanish, and Turkish.

SUPPORT - ICHAS IT Support staff will be on hand during the Induction period to answer any technical queries you may have and to advise on equipment choice and purchase if required.

You will receive a guide to using Adobe Connect and a number of "Trial Lectures" will be broadcast over two weeks pre-semester to allow you the opportunity to test your equipment and settings. It is strongly advised that you avail of this service to avoid any problems during real live broadcasts.