

EXPECTATIONS FOR STUDENTS IN ONLINE TULSA TECH ACD CLASSES

INTERPERSONAL AND PROFESSIONAL SKILLS:

- » Be self-motivated and organized
- » Be an active course participant and check the course regularly
- » Ask questions and seek assistance in a timely manner
- » Keep up with assignments and meet course deadlines
- » Use appropriate and effective written communication
- » Be honest and original – Cheating will not be tolerated (for more information about Tulsa Tech’s policies, visit this link: <https://tulsa-tech.edu/about/district-policies>)

TECHNICAL SKILLS AND REQUIREMENTS:

- » Have reliable access to a laptop or desktop computer (a tablet or cell phone will likely not be sufficient to complete and participate in all activities).
- » Have adequate computer skills and technical knowledge to operate the computer and supporting software being utilized for the course.
- » Have regular reliable access to the internet
- » Have a browser that supports the most recent release of Blackboard Learn (The online learning management system). Options include Google Chrome, Mozilla Firefox, and more. Check to see if your browser is supported by clicking this link: **Blackboard Browser Support Checker** (https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker). More information about supported browsers can be found here: **Blackboard Supported Browser Information** (https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support)
- » Have the skill and ability to:
 - Send emails and attachments
 - Copy and paste text
 - Scan a document
 - Take a screenshot
 - Open and read pdf files
 - Play media (including audio and video files)
 - Have and use word processing software (such as MS Office Word)
 - Use presentation software (such as PowerPoint)
 - Upload and download pdf and word files
 - Utilize the video camera and microphone either on the computer or cell phone

Please note: It is expected that online students resolve their own technology issues involving computers and related equipment as well as internet access. Tulsa Tech is not responsible for troubleshooting issues that students might have with their own personal equipment or software. Be aware of computer access options in your community in case of personal computer issues.

EXPECTATIONS FOR STUDENTS PARTICIPATING IN LIVE VIRTUAL CLASS SESSIONS:

- » Be dressed as you would dress to come to a face-to-face class
- » Be seated at a desk or in a comfortable chair taking notes and paying attention as you would in a face-to-face class
- » Eliminate distractions, such as phones and television, and limit interruptions from people and pets

INFORMATION FOR STUDENTS IN ONLINE ACD CLASSES

PERSONS WITH DISABILITIES:

To request an accommodation for a qualified disability, please contact the Information Center at 918-828-5000 prior to class start date. More information can be found by following this link: **Tulsa Tech Student Disability Services** (<https://tulsatech.edu/student-resources/student-disability-services>)

MICROSOFT OFFICE 365:

Tulsa Tech is enrolled in Microsoft's Student Advantage program. This program gives our students the right to use Office 365 on their personal computer for free while they are students at Tulsa Tech. This software should only be loaded on your home personal computer.

To enroll into the Office 365 program, follow the steps below:

1. Follow the link: **Get Office 365** (<http://office.microsoft.com/en-us/office-in-education-FX104367920.aspx>)
2. Read the Frequently asked Questions section on the bottom.
3. Enter your Tulsa Tech email address. You must use your "@students.tulsatech.edu" email address. Then select "Get Started" (Unsure how to access your Tulsa Tech email account? Refer to the *Initial login to the Tulsa Tech Network Instructions* document).
4. Select "I'm a student"
5. You will then receive an email with the additional steps to follow.
6. Open the email you receive from Microsoft. It will contain a link to the signup page. Follow the instructions to log into the site to setup your account and download the software

Please note: *This site is controlled by Microsoft and Tulsa Tech staff can only assist if you are having trouble accessing your Tulsa Tech email account.*

Visit the **Learning from Home** page for additional resources for students: <https://hub.tulsatech.edu>