COLLEGE OF ALLIED HEALTH

2016-2017 COMPUTER REQUIREMENTS

Functional Software Expectations for Allied Health Students 2016-2017

Students come to the College of Allied Health with varying degrees of depth and breadth of computing knowledge, abilities, and experience. Given this, we ask that you as a new member of the College familiarize yourself with our functional software expectations and assure that you meet or exceed our minimal standards. Moreover, please recognize that technology in its various forms is a powerful tool that can both enhance and detract from your learning. As such, please consider the professional responsibility you have to your academic success by using technology in thoughtful and positive ways. Just as you will grow as a practitioner in your chosen profession, so should your use of computing technology reflect this maturation process.

Following is a checklist for student self-evaluation. All items in <u>Part I</u> should initially be completed before your first semester and then continue to be maintained. You should complete <u>Part II</u> by the end of your first semester. If you need help learning to perform any of these tasks, we suggest you use resources in the following sequence:

1. Use program specific "Help".
2. Search the Internet for assistance. We suggest using "function name + tutorial" in the search box.
3. Contact ouhsc.edu IT Service Desk at 405.271.2203 (OKC), 918.660.3550 (Tulsa) or 888.435.7486 (toll-free) Monday-Friday 8am-5pm.

<u>Part I</u>

- ☐ Verify installation & version number of all required software
- ☐ Verify proper configuration of wireless connectivity on-campus to HSCSTUDENT.
- ☐ Schedule & verify auto-updates of all required software. **Schedule for daily updates.**
- ☐ Activate "update now" feature in antivirus software
- ☐ Open & use all required software
- ☐ Save, rename & delete files
- ☐ Reinstall "Lockdown Browser" software prior to each semester & additionally as directed
- ☐ Verify proper operation of "Lockdown Browser" software prior to each online exam or quiz
- ☐ Access & use ouhsc.edu webmail, including the following:
    - ☐ Open, read, close & delete email messages
    - ☐ Open, read & save incoming email attachments
    - ☐ Attach & send outgoing email attachments
    - ☐ Create & reply to an appointment or meeting request
    - ☐ Create a new contact & a distribution list
    - ☐ Add an appropriate and professional e-mail signature
    - ☐ Create, activate & deactivate an auto-reply in the "out-of-office" assistant option
- ☐ When using MS Word & MS PowerPoint
    - ☐ Insert symbols, images, graphics, shapes, arrows, text boxes, charts & video clips
    - ☐ Arrange, rotate, crop, resize & change attributes on text boxes, shapes & graphics
    - ☐ Insert pages or slides from a different file of the same type
    - ☐ Insert & remove website URLs
    - ☐ Verify / test inserted URLs and video clips
    - ☐ Demonstrate the ability to use the following commands & features
        - ☐ Copy, cut & paste text, using menu & keyboard shortcuts
        - ☐ Modify font theme, size, color, superscript & subscript

- ☐ Modify page setup, margins, indents, tabs & bullets
- ☐ Add, modify & delete page numbers, headers & footers
- ☐ Use select all, find, replace, undo & redo
- ☐ Turn ruler & gridlines on/off
- ☐ Create, format, modify & delete tables
- ☐ Use spell checker, grammar checker & thesaurus
- ☐ Change document views, zoom in & out on document
- ☐ Track, accept & decline changes (Track changes to document in MS Word)
- ☐ Use navigation pane in MS Word, including copy, paste & move pages
- ☐ In MS PowerPoint
  - ☐ Change slide design, background color & hide background graphics
  - ☐ Setup and activate Slide Show in MS PowerPoint
  - ☐ Use slide sorter in MS PowerPoint, including copy, paste & move slides
- ☐ When using browser
  - ☐ Successfully use basic internet search tools (Google, Bing, etc)
  - ☐ Clear history, cache and/or cookies
  - ☐ Differentiate between search engines, opinion websites, patient education websites & primary research-based websites and their content
  - ☐ Recognize features that contribute to website content credibility
  - ☐ Accurately cut & paste website URLs
- ☐ Other
  - ☐ Zip, open & unzip files
  - ☐ Connect your computer, tablet or Smartphone to a wireless network
  - ☐ Access and use Proofpoint Secure File Transfer website for transferring large or multiple files
    - ☐ http://it.ouhsc.edu/services/SecureFileTransfer.asp

Part II **You will be expected to develop the following competencies early in your program of study. Becoming familiar with these tools and resources prior to beginning your program or during your first semester will be beneficial and improve your efficiency when using these tools to complete course assignments:**

- ☐ Successfully access and use Library search tools and e-resources
  - ☐ Access from both on-campus and off-campus computers (use "Proxy server page" when off-campus)
  - ☐ Identify, search, refine searches & retrieve citation references from OVID, EBSCO & public databases, including using Boolean logic (operators) in your search strategies
    - ☐ CINAHL
    - ☐ ERIC
    - ☐ MEDLINE
    - ☐ PUBMED
    - ☐ Google Scholar
  - ☐ Retrieve electronic versions or photocopies of full-text reference articles from
    - ☐ E-resources
    - ☐ Print references (shelved in libraries)
    - ☐ Document Delivery
      - ☐ Interlibrary loan
      - ☐ Create an ILLiad account so when you need it, you are ready "to go"
  - ☐ Identify & access evidence-based practice e-resources
    - ☐ EBM Review: Cochrane Database of Systematic Reviews
    - ☐ Dynamed
    - ☐ UpToDate

- □ Natural Standard
- □ Identify & access online textbook & reference collections
    - □ AccessMedicine
    - □ Books@OVID
    - □ STAT!Ref
    - □ Merck Manual
- □ Manage full-text references and citations
    - □ Select a tool available for free through the library
        - □ Ref Works, a web-based account, very user friendly
        - □ EndNote, more robust & appropriate for theses or dissertation tracks
        - □ Reference Manager, more robust & appropriate for theses or dissertation tracks

Computer Requirements for Students Entering the College of Allied Health 2016-2017

All College of Allied Health students admitted for the academic year 2016-2017 shall possess a laptop computer for access to a wide variety of educational materials and resources.

Rationale for computer requirements

The trend in health care is more computer usage in daily practice and the trend in education is to require more computer and technology usage in instruction and in the classroom. The need for proficiency in the use of computers in research is well established. Demands of the clinician, educator and researcher brought about by the explosion in technology and information of the 1990's necessitates computer literacy to increase the personal and professional effectiveness of the College of Allied Health graduates. **Effective starting the fall 2007 semester, the College instituted a laptop computer requirement upon admission.**

Our campus provides a broad distribution of wireless network coverage for campus users and guests compatible with **802.11b/g/n protocols** which work with standard integrated internal or PCMCIA external wireless network cards. Therefore, students **should not use** an internal or external **mobile** broadband card (these devices act like cell phones and require an activation plan) to establish a wireless connection. In fact, broadband wireless cards interfere with microphones in our videoconferencing classrooms. Therefore they must be turned off during class, just like cell phones.

Some students entering the College my already have a laptop computer. There may be an instance where a laptop may be too old to accommodate required software. If a student finds some software runs too slowly or not at all, a new laptop purchase should be considered.

Optional peripheral devices to consider:
- o Printer/scanner
- o Surge protection power strip (UL 1449 rating, 330-400v suppression, Protection LED indicator)
- o External USB drive (primarily for data backup)
- o USB Flash drive
- o External DVD burner (if the computer does not have one built in)

Recommendations for selecting a vendor.

You need to be careful about what and where you purchase. We encourage you to stay with major brands from reputable vendors. If you are interested in obtaining educational pricing for computer hardware and/or software, please contact our campus IT Support Services at 405/271-8664 (ask for Jeff McCanlies, or Leslie Sausins) or you may inquire at the IT Service Desk at 405/271-2203 (OKC), 918.660.3550 (Tulsa) or 888.435.7486 (toll-free). You might also consider making your

initial purchase using a major credit card, if your card policy provides a warranty extension at no additional cost.

Monthly reviews are published in computer magazines such as PC World and also on their companion on-line websites (go to http://www.pcworld.com and follow the Reviews or Editor's Picks Link).

For students who are awarded financial aid, $2,500 has been built into the budget for the first year to cover computer hardware and software purchases. The money is divided and distributed into equal awards totaling $1,250 for the fall and spring semesters. $1,500 has been recommended for subsequent years for new purchases, upgrades and peripheral devices.

 If you wish to have Internet access at home, check with Cox Communications (http://cox.com) or AT&T DSL (http://www.att.com/dsl/).

Additional instructions, account usernames, and passwords will be distributed prior to Orientation.

Required Software

Students entering the College will need certain software installed and functioning on their computers in order to satisfy requirements of their respective programs.

Some educational programs required additional specific software programs such as SAS (a statistical analysis program). SAS does not run on a Mac computer, but can be loaded if virtual-PC software is installed on a Mac. Regardless of your computer hardware, each student needs to realize that they may need to purchase and install additional software during their educational program. The IT Service Desk is available to assist with software installation and configuration, but is not staffed to provide "instant" service. Wireless network configuration, software installation or other services may require you to leave your computer for a minimum of 2 business days.

The following table lists required software for both Macintosh and PC computers:

Mac (Operating System 10.7 or higher)	PC (Operating System 7 or higher)
Desire2Learn course management software: https://learn.ouhsc.edu Click on the "Test your Browser" (located right under the login). This test will check all required components and optional components for your computer. Visit this link for a direct testing of your browser https://learn.ouhsc.edu/d2l/systemCheck **Recommended browser for D2L:** Firefox 37 or higher http://www.mozilla.org/en-US/firefox/new/ Safari for Mac http://www.apple.com/safari/	**Desire2Learn course management software:** https://learn.ouhsc.edu Click on the "Test your Browser" (located right under the login). This test will check all required components and optional components for your computer. Visit this link for a direct testing of your browser https://learn.ouhsc.edu/d2l/systemCheck **Recommended browser for D2L:** Firefox 37 or higher http://www.mozilla.org/en-US/firefox/new/
Apple Computer supplies their own version of Java. Use the Software Update feature (available on the Apple menu) to check that you have the most up-to-date version of Java for your Mac. (If you have OS 10.9, you will have to download Java updates from http://java.com/en/)	**The latest version of Java** Download latest version: http://www.java.com/en/download/index.jsp
VLC Media Player http://download.cnet.com/VLC-Media-Player/3000-2139_4-10210434.html **Wondershare** and **MPlayerX: available in the App store**	**VLC Media Player** http://download.cnet.com/VLC-Media-Player/3000-13632_4-10267151.html
Adobe PDF Reader Review PDF documents http://get.adobe.com/reader/ - latest version	**Adobe PDF Reader** Review PDF documents http://get.adobe.com/reader/ - latest version

Apple Computer supplies their own software updates	Make sure you have installed all windows updates.
Use the Software Update feature (available on the Apple menu) to check that you have the most up-to-date version of software.	This will ensure that your computer is running the necessary components needed for all required programs. http://update.microsoft.com/microsoftupdate/v6/default.aspx?ln=en-us
Anti-Virus software If you are not currently running anti-virus software you can download a free copy http://it.ouhsc.edu/services/desktopmgmnt/antivirussoftware.asp. If you currently have an anti-virus software package you will need to uninstall it in order to use this free version.	**Anti-Virus software** If you are not currently running anti-virus software you can download a free copy http://it.ouhsc.edu/services/desktopmgmnt/antivirussoftware.asp. If you currently have an anti-virus software package you will need to uninstall it in order to use this free version.

LockDown Browser for online exams – this must be checked prior to exams and reinstalled if necessary
Click on the download link:
http://www.respondus.com/lockdown/information.pl?ID=933136577
 	
Installing the software:
• Under the Terms & Conditions select "Install Now"
• The browser will begin the download
• Download should automatically start. If it doesn't select the "click the link" to download manually.
• Open the dialog box to run software
• Select Run from the dialog box
• Select install software
   o Accept License agreement
• Software is now downloaded
• Select Finish from Respondus window
• Close browser window
• You should now see the lockdown browser icon on your desktop
• Open Respondus LockDown Browser and test your access to D2L courses. Take an example test again if one is available to you.
• Trouble Shooting Suggestion: If Respondus LockDown Browser is not working properly with your D2L, completely uninstall the software, restart your computer, and try installing it again.
If you need more assistance, please contact the ISS Dept. (Office room number AHB 2053)
Note: Please check Lockdown Browser before each exam to make sure software is working correctly.
	LockDown Browser for online exams – this must be checked prior to exams and reinstalled if necessary
	Click on the download link:
	http://www.respondus.com/lockdown/information.pl?ID=933136577
	
	Installing the software:
	• Under the Terms & Conditions select "Install Now"
	• The browser will begin the download
	• Download should automatically start. If it doesn't select the "click the link" to download manually.
	• Open the dialog box to run software
	• Select Run from the dialog box
	• Select install software
	   o Accept License agreement
	• Software is now downloaded
	• Select Finish from Respondus window
	• Close browser window
	• You should now see the lockdown browser icon on your desktop
	• Open Respondus LockDown Browser and test your access to D2L courses. Take an example test again if one is available to you.
	• Trouble Shooting Suggestion: If Respondus LockDown Browser is not working properly with your D2L, completely uninstall the software, restart your computer, and try installing it again.
	If you need more assistance, please contact the ISS Dept. (Office room number AHB 2053)
	Note: Please check Lockdown Browser before each exam to make sure software is working correctly.

Office 2011 or Office 2016 You can obtain a free version at: https://it.ouhsc.edu/mssoftware/ - for assistance visit the IT Service Desk located in Rm 105 of the Student Union, 405.271.2203 (OKC), 918.660.3550 (Tulsa) or 888.435.7486 (toll-free) Monday-Friday 8am-5pm.	**Office 2010 or Office 2013 or Office 2016** You can obtain a free version at: https://it.ouhsc.edu/mssoftware/ - for assistance visit the IT Service Desk located in Rm 105 of the Student Union, 405.271.2203 (OKC), 918.660.3550 (Tulsa) or 888.435.7486 (toll-free) Monday-Friday 8am-5pm.

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