2 - COMPUTER REQUIREMENTS FOR STUDENTS ENTERING THE COLLEGE OF ALLIED HEALTH

All College of Allied Health students admitted for the academic year 2020-2021 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 internet network coverage for campus users and guests compatible. 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.

2.1 - Optional peripheral devices to consider

- Printer/scanner
- Surge protection power strip (UL 1449 rating, 330-400v suppression, Protection LED indicator)
- External USB drive (primarily for data backup): Encryption will occur when used on encrypted laptop computer.
- External DVD burner (if the computer does not have one built in)

If you wish to have Internet access at home, check with Cox Communications , AT&T DSL, or other internet provider.

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

3 - FUNCTIONAL SOFTWARE EXPECTATIONS FOR ALLIED HEALTH STUDENTS

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.

To avoid a possible security breach and downloading of computer viruses or worms, **the OUHSC Exchange email system is the only supported email platform for the campus network** (use Outlook and/or the HSC webmail interface ONLY. The Exchange email system provides necessary antivirus capabilities that may not be present though third party e-mails providers (yahoo, gmail, hotmail, etc). **Therefore, do not use third party email providers when you are using a computer on campus OR from your home computer when connected to the campus network. Auto-forwarding, forwarding, re-directing, or sending, receiving confidential or sensitive OUHSC information from OUHSC accounts to external, private email accounts is strictly prohibited. In addition, the auto-forwarding function will be disabled.**

Following is a checklist for student self-evaluation. All items in Part I should initially be completed before your first semester and then continue to be maintained. You should complete Part II 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.

3.1 - Part 1

- 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 (Light version works best for 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

■ 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

3.2 - Part 2

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 Medicines

  - ○ 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

  - EndNote, more robust & appropriate for theses or dissertation tracks
  - Reference Manager, more robust & appropriate for theses or dissertation tracks

3.3 - 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.

Desire2Learn course management software

- Test your Browser. This test will check all required components and optional components for your computer. Visit this link for a direct testing of your browser
- Recommended browsers for D2L:

  - Chrome
  - Firefox
  - Safari for Mac

VLC Media Player

Adobe PDF Reader
To review PDF documents

Make sure you have installed ALL computer updates.
This will ensure that your computer is running the necessary components needed for all required programs.

Zoom Video Conferencing Software
Follow the instruction found at the above link

Lockdown Browser for Exams

- Link can be found at the top of D2L (make sure you are logged into system)
- Please make sure the application is working prior to exams. Please check for updates!
- Updates for lockdown browser sometimes are pushed automatically. If prompted, please update
- If you need more assistance, please contact the ISS Dept (Office 3154)
- Note: Please check Lockdown Browser before exams to make sure software is working correctly.

Campus IT Student Services 2020

Free Microsoft Products for Students

Encryption Recommendations:
We recommend all students to encrypt their laptops. Encryption helps protect the data on your device
so it can only be accessed by people who have authorization. This helps protect your private data should your laptop get stolen!

- For Windows Computers please follow these instructions: Windows laptop encryption instruction.
- For Mac Computers please follow these instructions: Mac laptop encryption instruction
- For questions and help please contact the IT Service Desk for your campus.

4 - LAPTOP HARDWARE REQUIREMENTS / RECOMMENDATIONS

Recommended Laptops: The University strongly recommends the purchase of a new laptop computer, if possible, or the use of an existing computer no more than 1-2 years old in order to have the best possible experience with the required security tools and your academic, clinical, or research activities. Please check with HSC Office of Financial Aid about the applicability of available financial aid funds for a computer purchase. It is your responsibility to ensure that your laptop is compatible with the required security tools in order to participate in your program's curriculum.

4.1 - PC Laptop Hardware Requirements / Recommendations

Laptop Hardware Requirements / Recommendations

Component	Minimum Requirements	COAH IT Recommended
Processor (CPU) (Search and open "System Information" on your laptop. See Processor Info)	Intel Core i5/i7 - 7th Generation or newer (Ex: Intel Core i7-7500u) AMD Ryzen 2nd "Zen" Generation (Ex: AMD Ryzen 5 2500U)	Intel Core i5/i7th – 9th/10th Generation (Ex: i7-9750H Processor) AMD Ryzen 3rd "Zen2" Generation (Ex: AMD Ryzen 5 3500U)
Memory (RAM) (Search and open "System Information" on your laptop. See Total Physical Memory)	8GB+	16GB+
Internal Storage	Solid State Storage (SSD)	Solid State Storage (SSD) (Pcie M.2)
Wireless Network	802.11ac	802.11ac
Operating System	Windows 10 Pro/Education (Win 10 Education edition is available from OUHSC for free which enables laptop encryption that is strongly recommended).	Windows 10 Pro/Education Win 10 Education edition is available from OUHSC for free which enables laptop encryption that is strongly recommended).
External Storage	USB 3.1 Flash or External Disk Drive	USB 3.1 Flash or External Disk Drive
Cameras	Working web camera to be utilized for virtual meetings and video exam proctoring	Working web camera to be utilized for virtual meetings and video exam proctoring

4.2 - Mac Hardware Requirements / Recommendations

Mac Hardware Requirements / Recommendations

Component	Minimum Requirements?	COAH IT Recommended
Date of Manufacturer (Use About this Mac)	Mac Book/Air/Pro, 2020**	MacBook Pro, 2020**
Processor (CPU)	Intel Core i5 Processor	Intel Core i7 Processor
Memory (RAM)	8GB+	16GB
Internal Storage	Solid State Storage (SSD)	Solid State Storage (SSD)
Wireless Network Adapter	802.11ac	802.11ac
Operating System	High Sierra (10.13) or Mojave (10.14)	Catalina (10.15)
External Storage	USB 3.1 Flash or External Disk Drive	USB 3.1 Flash or External Disk Drive
Cameras	Working web camera to be utilized for virtual meetings and video exam proctoring	Working web camera to be utilized for virtual meetings and video exam proctoring