



ONLINE EDUCATION REQUIREMENTS

UNAD Florida was established to provide online learning.

Courses are provided using an online educational platform for which there are specific requirements:

Technical Requirements

1. Equipment requirement
2. Internet Access requirement
3. Software Requirements and Resources

Online Education Requirements

4. Basic Computer Proficiency Requirements
5. Online Learning Competences
6. Personal Competences

Resources Available

7. Educational Platform Credentials
8. Support

TECHNICAL REQUIREMENTS

The following list shows the minimum technical characteristics required for using UNAD Florida educational platform and virtual campus.

1. Equipment Requirements

The participant must have access to an equipment (laptop or computer) with these characteristics:

- Computer (PC or laptop) with:
 - Dual-core processor at 2.4 GHz or faster
 - 4 GB RAM minimum - 8 GB RAM Recommended
 - 250 GB or higher of available hard drive space at the beginning of each term
 - 1024 x 768 minimum resolution display or monitor
 - Keyboard and mouse
 - Web camera capable of video web conferencing
 - Computer microphone and speakers or headphones
- Operating systems (any one of these):
 - Windows 10 or higher
 - MAC OS X 10.14 and higher

- Web Browser (any one of these):
 - Firefox , Chrome, or Safari with its latest version

2. Internet Access Requirement

Courses involve several different types of interactions which will take place mainly through the Moodle system. Participants enrolled in the UNAD Florida course are required to have access to the internet to be able to use the educational platform, and educational resources, attend classes, submit assignments, share with classmates, and contact their professors. Therefore, having an Internet Service Provider (ISP) is a must to have access to the Internet. A high-speed connection with a minimum connection speed of **1.5 Mbps; 5 Mbps is preferred and recommended**. DSL, Cable Internet, and Satellite connections usually fulfill this requirement.

3. Software Requirements

Learning materials are provided to participants in either Adobe PDF, Microsoft Office, Google files, or compatible formats. Therefore, the equipment participants use should have the proper software tools to be able to access and participate in the different learning activities:

- **Adobe**
 - **Adobe PDF Reader** is required to read PDF files. The Adobe PDF Reader is available for free at <http://get.adobe.com/reader/>
 - **Adobe Flash** is required for animations and videos. Adobe Flash can be downloaded from <https://get.adobe.com/flashplayer/>
- **Microsoft Office** is commercial software that is not available for free. If you do not have Microsoft Office (Word, PowerPoint, and Excel) already installed in your equipment, you can use one of the following options:
 - **Google Drive & Files:** Gmail is a free email service that includes Google Drive and Files. Google Drive offers a set of tools for word processing, spreadsheets, and presentations which are similar to Microsoft Office. Google Drive is free and simple to use. Files can be downloaded in Microsoft Office or PDF formats. Gmail account can be created at www.google.com/gmail
 - **Office 365:** There is an option to use Microsoft Office via a web browser (instead of installed locally). This product provides Word, PowerPoint, and Excel while using a web browser. It can be used on multiple equipment,t including PCs/Macs, tablets, and phones. It also includes 1TB OneDrive of cloud storage in the cloud for your files. This product, Office 365 is available for a yearly or monthly fee at Microsoft.
 - **LibreOffice:** It is a free and open-source office suite that is MS Office compatible. This tool can be downloaded and installed from <http://www.libreoffice.org/download>. **Note:** When using LibreOffice please be sure to save your documents in MS Office format or PDF format (not the default LibreOffice format) so files can be readable by professors and classmates.
- **Antivirus software:**
 - Antivirus protection software, updated and used regularly
- **Other Software:** Certain courses may require the installation and use of other specialized software. If needed, the information will be explained in the course syllabus.

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There are other technology-related requirements beside the hardware and software to successfully complete UNAD Florida's online academic programs. These requirements are focused on the competence to use those resources.

4. Basic Computer Proficiency Requirements

At a minimum, students should have basic computer literacy skills, including:

- Using a keyboard and mouse
- Selecting, copying, and pasting text
- Sending and receiving email
- Saving and retrieving files in different formats (.docx, .pdf, .pptx., etc.)
- Using a text editor (changing fonts, inserting links, using spell check, etc.)
- Browsing for files to attach and upload
- Accessing the Internet using a web browser
- Recommended to be able to reset basic web browser settings (clearing cache/history, cookies, etc.)

5. Online Learning Competences

Participants must demonstrate technical competence to use the technical resources and equipment by:

- Communicate via email and discussion forums
- Using correctly a Web Browsing software
- Use the learning management system Moodle
- Competence in tools to create documents and presentations like Microsoft Word, PowerPoint, Genially, Google Docs, and Google Slides.
- Be familiar with electronic participation tools like e-mail, forums, chat, and social networks, uploading and downloading files, sharing tools like Google Drive
- Synchronous interactions by video conference using Zoom.

6. Personal Competences

In addition to what was mentioned before, these are the personal competencies required to successfully participate in distance education programs:

- **Responsibility:** In the virtual environment, participants are responsible for their learning process.
- **Commitment:** Participants must be committed to the process, the activities, and their work team to have a successful learning experience.
- **Honesty:** Plagiarism and other forms of intellectual fraud will not be tolerated in the University's virtual environment. For more information, refer to the school's Copyright and Intellectual Property Policy
- **Perseverance:** For distance learning, it's essential that participants can keep up with all the assignments on their due dates.

RESOURCES

7. Educational Platform Credentials

Each participant is assigned a designated username and password to log into the Online Learning Platform of UNAD Florida. Participants' usernames and passwords are vital for the security of a participant's work. The responsibility for all activities carried out under a participant's username rests solely with that participant. The participant must keep their password secret and do not share it with others.

While participants' credentials must be kept secure, participants should note that the educational online spaces are neither private nor confidential. Neither participants nor instructional personnel should assume privacy when communicating in the Virtual Learning Environment. UNAD Florida may access and observe communications conducted in the Virtual Learning Environment for regulatory, accreditation, research, and other administrative purposes such as enforcing the Code of Conduct, including investigating allegations of misconduct, suspected misconduct, or other complaints.

8. Support

UNAD Florida provides technical assistance and support to help participants in their journey throughout our courses of continuing education. If a participant is having difficulties with the technology involved in learning, there are different options to help them:

- Support online is available to registered participants through support@unad.us.
To troubleshoot a problem, participants are asked to include the following information:
 - The participant's first and last names
 - Provide a brief description of what happened when the error occurred.
 - Include any error messages received. Another option is for participants to press the 'print screen' button (located on the upper right corner of most keyboards) and copy and paste the image.