



UNAD FLORIDA

Online Education Requirements

Academic Year 2025–2026

UNAD Florida was established to provide fully online learning. All courses are delivered through a virtual educational platform, and students are expected to meet the following requirements to ensure a successful academic experience.

Technical Requirements 1. Equipment 2. Internet Access 3. Software	Education & Competency Requirements 4. Basic Computer Proficiency 5. Online Learning Competencies 6. Personal Competencies
Resources & Support 7. Platform Credentials 8. Cybersecurity & Privacy 9. Technical Support	Additional Policies 10. Artificial Intelligence 11. Accessibility

TECHNICAL REQUIREMENTS

1. Equipment Requirements

All students must have access to a personal computer or laptop meeting the following minimum specifications. Mobile devices may be used for reviewing content and participating in some activities; however, a laptop or desktop computer is required to complete most academic work, including assignments, exams, and synchronous sessions.

Requirement	Minimum	Recommended
Processor	Intel Core i3 / AMD Ryzen 3 or equivalent	Intel Core i5 / AMD Ryzen 5 or higher
RAM Memory	8 GB	16 GB
Storage	256 GB available at start of term	512 GB SSD
Display	1024 × 768 resolution	1920 × 1080 (Full HD)
Webcam	HD 720p	HD 1080p
Microphone	Built-in or external	External with noise cancellation
Audio	Speakers or headphones	Headset with microphone



Operating System

- Windows 11 (Windows 10 is supported while Microsoft provides official security updates)
- macOS 13 Ventura or later

Web Browser

Always use the latest stable version of one of the following browsers:

- Google Chrome
- Mozilla Firefox (recommended)
- Microsoft Edge
- Apple Safari (macOS only)

Note: Browser extensions or plugins may interfere with the Moodle platform. If you experience issues, try accessing the platform in a private/incognito window or temporarily disabling extensions.

2. Internet Access Requirement

All course activities—including attending live sessions, submitting assignments, accessing materials, and communicating with instructors and classmates—take place through the Moodle learning management system and require a stable internet connection. A reliable Internet Service Provider (ISP) is mandatory.

Minimum Speed	Recommended Speed
10 Mbps	25 Mbps or higher

- DSL, Cable, Fiber, and Satellite connections typically meet these requirements.
- A stable Wi-Fi connection or a wired Ethernet connection is strongly recommended, especially during live sessions and exams.
- Avoid relying on mobile data connections as primary internet access.

3. Software Requirements

Learning materials are provided in Adobe PDF, Microsoft Office, Google Workspace, or compatible formats. Students must have the appropriate software to access and participate in all learning activities.

Document Readers & Editors

- Adobe Acrobat Reader – required to open PDF files. Available for free at adobe.com/reader
- Microsoft Office (Word, PowerPoint, Excel) – commercial software. If unavailable, the following free alternatives are accepted:



- Google Workspace (Docs, Sheets, Slides) – free with a Google account at google.com/gmail. Files can be exported to MS Office or PDF formats.
- Microsoft 365 (web version) – available at microsoft.com/microsoft-365.
- LibreOffice – free, open-source, and MS Office-compatible. Download at libreoffice.org. When submitting, always save in .docx, .pptx, or .pdf format.

Video Conferencing

- Zoom – required for synchronous (live) class sessions. Download at zoom.us. Students must have a working webcam and microphone.

Multimedia Content

- Multimedia content (videos, animations, interactive materials) is delivered through HTML5 technology, which is supported by all modern web browsers. No additional plugins are required.

Security Software

- Antivirus software must be installed, kept up to date, and active at all times.

Course-Specific Software

- Certain courses may require additional specialized software. When applicable, this will be detailed in the course syllabus.

ONLINE EDUCATION REQUIREMENTS

Beyond hardware and software, students must demonstrate the knowledge and skills to use these tools effectively in a fully virtual academic environment.

4. Basic Computer Proficiency Requirements

At a minimum, students must be comfortable with the following:

- Using a keyboard and mouse or trackpad
- Selecting, copying, and pasting text
- Sending, receiving, and organizing email
- Saving, naming, and retrieving files in various formats (.docx, .pdf, .pptx, etc.)
- Using a text editor: changing fonts, inserting hyperlinks, using spell-check, formatting text
- Attaching, uploading, and downloading files
- Navigating the internet using a web browser
- Managing basic browser settings: clearing cache, cookies, and browsing history
- Annotating and commenting on PDF documents
- Recording and sharing your screen for presentations or technical support



5. Online Learning Competencies

Students must demonstrate the technical competency to participate fully in the virtual learning environment:

- Communicate effectively via email and discussion forums
- Use a web browser effectively for academic purposes
- Navigate and use the Moodle learning management system (LMS)
- Create and edit documents and presentations using tools such as Microsoft Word, PowerPoint, Google Docs, Google Slides, and Genially
- Use electronic participation tools: email, discussion forums, chat, and virtual collaboration platforms
- Upload, download, and organize files; share content using cloud storage tools such as Google Drive or OneDrive
- Participate in synchronous sessions via Zoom (video, audio, screen sharing, breakout rooms)
- Record and share videos for assignments or presentations when required
- Collaborate digitally with classmates on shared documents and group projects
- Apply basic cybersecurity awareness: recognizing phishing attempts, using strong passwords, and protecting personal academic data

AI Literacy: Students are encouraged to develop basic familiarity with generative AI tools and their responsible use in academic contexts. See Section 10 for UNAD Florida's Artificial Intelligence Policy.

6. Personal Competencies

The following personal competencies are essential for success in distance education at UNAD Florida:

- Responsibility – In the virtual environment, students are responsible for managing their own learning process, including meeting deadlines and engaging regularly with course materials.
- Commitment – Students must be committed to their coursework, their teams, and the academic community to achieve a successful learning experience.
- Honesty – Plagiarism, academic fraud, and other forms of intellectual dishonesty will not be tolerated. Students are expected to comply with the University's Copyright and Intellectual Property Policy.
- Perseverance – Distance education requires discipline. Students must stay current with assignments and maintain consistent participation throughout each academic term.
- Adaptability – Online learning environments evolve. Students should be willing to learn new tools and adapt to updated platforms and workflows as needed.

RESOURCES & SUPPORT



7. Educational Platform Credentials

Each student is assigned a unique username and password to access the UNAD Florida Online Learning Platform. Students are fully responsible for all activities conducted under their credentials.

- Keep your password confidential. Do not share it with anyone, including classmates or family members.
- Use a strong, unique password and change it periodically.
- Enable Multi-Factor Authentication (MFA) whenever the platform makes it available.

Privacy Notice: Online learning spaces at UNAD Florida are neither private nor confidential. UNAD Florida may access and review communications within the Virtual Learning Environment for regulatory, accreditation, research, and administrative purposes, including the enforcement of the Code of Conduct.

8. Cybersecurity & Digital Safety

To protect your academic work and personal information, UNAD Florida recommends the following practices:

- Keep your operating system, browser, and antivirus software up to date at all times.
- Avoid using public or shared Wi-Fi networks when taking exams or accessing sensitive academic information. Use a VPN if necessary.
- Use strong, unique passwords for your academic accounts.
- Lock your device whenever you step away from it.
- Be alert to phishing emails or suspicious messages that appear to come from UNAD Florida or Moodle.
- Back up your academic files regularly to a secure cloud storage service (Google Drive, OneDrive).

9. Technical Support

UNAD Florida provides technical assistance to help students throughout their online learning experience. If you encounter difficulties with any technology related to your coursework, the following resources are available:

Email Support

- Contact: support@unad.us
- Include the following information in your message:
 - Your full name and student ID
 - A brief description of the issue and when it occurred
 - Any error messages received (include a screenshot if possible)
 - The device, operating system, and browser you are using



Self-Service Resources

- Knowledge Base and FAQs: available through the student portal
- Video tutorials for common platform tasks: available in the student orientation course on Moodle
- Moodle guides and quick-start resources: provided at the beginning of each term

Response Time: The support team aims to respond to all inquiries within one business day. For urgent technical issues affecting exams or assignment submissions, indicate “URGENT” in the subject line of your email.

ADDITIONAL POLICIES

10. Artificial Intelligence Tools

The use of generative AI tools at UNAD Florida is governed by the institution's Artificial Intelligence Policy. Students are expected to review and comply with this policy before using any AI tool in the context of their academic work.

For questions about permitted uses in a specific course, students should consult the course syllabus or contact their instructor directly.

Note: Instructors will specify in each course syllabus whether and how AI tools may be used. When in doubt, ask your instructor before using any AI assistance.

11. Accessibility

UNAD Florida is committed to providing an accessible and inclusive online learning environment for all students. Students may use assistive technologies and accessibility features to support their participation, including:

- Screen readers compatible with Moodle and standard web content
- Closed captions and transcripts for video content
- Keyboard navigation throughout the platform
- Browser built-in accessibility features (zoom, high-contrast mode, text-to-speech)
- Zoom accessibility tools, including live transcription and keyboard shortcuts

Students who require specific academic accommodations are encouraged to contact UNAD Florida's student services team at the earliest opportunity to ensure appropriate support is in place before the term begins.