

Technical Skills And Requirements

There are some basic technical skills and requirements that you will need to have to be successful in this online course.

Please note that you are responsible for knowing how to fully operate a computer. If you have difficulties using Canvas, please go through the [Canvas Student Tour](#).

Important Tips for Success as an Online Learner

1. ***Begin planning now for private, uninterrupted time in your schedule*** to complete the assignments – preferably in at least one-hour blocks and at least three times a week. It can be easy to fall behind!
2. ***Check your email account regularly*** for updated information. For any communication to your from Canvas, we will be using your Saclink email account for communication.
3. **ONLY** Use Canvas direct messages for private messages to the instructor and other students. The discussion forum is for public messages.
4. Do not send your instructor e-mail about anything at all related to this course!
5. **If you have questions or confusion about an assignment, take action promptly! Check the Frequently Asked Questions FAQs forum to see if your concern has been addressed already. If not, post your question in the appropriate forum.**
6. Read directions carefully.
7. For posts to online discussion forums, conventions of on-line etiquette ("netiquette") which include a courtesy to all users, will be observed. Please see [Guidelines for Online Discussions](#).
8. Check your readiness to complete an online course with this [self-assessment from CSU Stanislaus](#).

Attitudes & Technical Skills Required

You will find that the following attitude will significantly contribute to your success in this online class:

- A positive attitude towards technology
- An open mind towards online education
- Willingness to share your experiences with others
- Strong writing skills needed for expressing yourself in the discussion area
- Strong analytical and critical thinking skills for when you "get stuck"
- Resourcefulness - don't be afraid to click on links and explore and ask questions
- Time management

Online learning requires only **basic technical skills**:

- Competency with file management (for example, creating a folder on your desktop, moving files from one location to another, finding a saved file)
- Computer Science students need competency with basic computer and IT management. You need to be able to install and configure new software as required for the course.
- Internet navigation skills
- Download plug-ins from the Internet
- Update your Internet browser
- Send and receive email
- Create and save documents (Word, PowerPoint, Excel, PDF, or HTML)
- Toggle between multiple open software applications on your computer
- Copy text from a word processing program and paste them into another program

Note: While keyboarding at 35 wpm or greater is not a requirement for online learning, it can be a real timesaver!

Technical Assistance

It's crucial to seek help when you can't access Canvas or class materials. It's up to you to ask questions!

- **For technical assistance**, contact the IRT Help Desk. Visit **AIRC 2005** during **open hours** to speak with the IRT Service Desk Team, or **call (916)278-7337, IRT website**.
- **For assistance with course materials**, contact your instructor (see the instructor contact block on your main course page).

Spam and Phishing Scams

- Learn how to stay safe and protect yourself from hackers who may try to access your personal information: [Don't Fall for a Phishing Scam \(Links to an external site\)](#).
- Use anti-virus, anti-spyware, and anti-malware software. **Sac State's Software and Tools** available for download.
- Use pins and passwords to secure your computer and devices- don't share your password with anyone - use strong passwords that include a combination of letters and numbers that no one can guess.