



OVERVIEW

Concordia University, St. Paul, utilizes WebCT (Web Course Tool) as the online learning environment for a variety of face-to-face, blended delivery, and fully online courses. Some traditional day courses and all School of Continuing Studies and cohort programs use WebCT to communicate, submit assignments, and display course curriculum. There are many advantages to an online learning environment; course work is stored in one location and information is accessible at any time, from anywhere with an Internet connection.

In order to be successful in this type of academic environment, students and faculty should be self-directed learners and comfortable using a computer. Individuals who meet the following requirements prior to the start of the course or program usually feel comfortable with WebCT after a brief introductory period. These requirements are intended to aid your successful course participation and should be in-place prior to your first course.

COMPUTER REQUIREMENTS

Concordia University, St. Paul, highly recommends the use of an IBM-compatible computer (i.e. not a Mac) that meets the standards below. There is a possibility that other systems may perform adequately, but they are not supported by University technology support personnel and / or the company that designs and supports WebCT.

PC Requirements:	Minimum or Range:	Recommended:
Internet Connection*	56K Modem	Broadband (Cable / DSL Connection)
Operating System	Windows XP – Windows Vista	Windows XP
Browser	Latest version of Internet Explorer – http://www.microsoft.com/windows/ie Concordia will provide an e-mail account that is accessible via the Internet.	
Software**	Antivirus Software Microsoft Office 2000 – 2007***	Norton or MacAfee Antivirus Microsoft Office 2003 ***
Plug-ins (free downloads)**	Adobe Acrobat (latest version) – http://www.adobe.com Browser tune-up (particularly Java plug-in /settings) – http://www.webct.com/tuneup	
Processor	Pentium Processor	500 MHz or greater
RAM	512 MB	1 Gig
Peripherals	Video card and monitor display CD USB	Monitor capable of 1024 x 768 resolution CDR / DVD Speakers / sound card

* You must ensure that your Internet Service Provider (ISP) does not have a firewall as it may interfere with certain online course features, most notably chat rooms. This mainly happens in workplace networks, but can occur if you have installed additional security measures at home. Check with your ISP or Network Administrator if you have questions. If you have installed Norton Utilities, Yahoo or Google toolbars, or any other pop-up blocker, you will need to work with their support systems to adjust your settings to allow content from Concordia University, St. Paul.

** Specific courses or programs may have additional requirements; please see your Admission Counselor for further information.

*** Until August, 2008, Office 2007 documents will need to be saved as a previous/2003 version before being submitted as assignments. Please see http://support.csp.edu/Office_2007 for additional information.



TECHNOLOGY SKILL REQUIREMENTS

If you do not currently possess the following skills, we recommend seeking additional training prior to your participation in a course that utilizes WebCT. The School of Continuing Studies has a variety of classes to meet your needs, <http://www.csp.edu/scs/>.

Required Proficiency:	Minimum:	Recommended:
Internet	Accessing the Internet using a browser Typing in and accessing a web address	Internet Explorer experience Setting "Favorites"
E-mail	Sending messages with an e-mail client Attaching documents	Creating contact / distribution lists Outlook
Computer*	Basic PC use and navigation (creating folders, retrieving documents, Start Menu, backing up documents to CD/DVD or external drive) Familiarity with Office products (cut and paste, save as, moving between open documents)	

**Specific courses or programs may have additional requirements; please see your Admission Counselor for further information.*

Please visit the WebCT Support and Resource Center, <http://webct.csp.edu>, for complete WebCT user guides and support.

2008 - 2009 CONCORDIA UNIVERSITY TECHNOLOGY AGREEMENT

After confirming that you meet the computer and computer skill requirements, please complete and return the current Concordia University, St. Paul Technology Agreement. Technology requirements are reviewed and updated annually.

Your Name (please type or print):

Program Applying for or Contracted with:

Projected Start Date:

Today's Date:

I understand that:

- I must have the computer skills and requirements outlined by Concordia University, St. Paul, prior to the start of my program.
- I will be provided with a Concordia University, St. Paul, e-mail account that will be the official means of communication.
- If I elect to use a Mac for chat, I may encounter issues that Concordia University, St. Paul cannot support or resolve.
- I will utilize my own computer for my educational program and will procure outside support for my computer if necessary.

Signature:

Students: Please retain a copy of this Technology Agreement for your records and return the original to the Office of Admission, Concordia University – 275 Syndicate Street North, Saint Paul, MN 55104

Faculty: Please retain a copy of this Technology Agreement for your records and return the original to your supervisor, Concordia University – 275 Syndicate Street North, Saint Paul, MN 55104

For Office Use Only:

Office of Admission: Please add this to the student file upon receipt.