

The following list helps to indicate the basic skills and requirements expected of our students when they study an online course.

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Online skills

- Know the procedures for accessing the Internet through your Internet Service Provider (ISP)
- Operate the basic search and navigation features of a Web browser
- Use e-mail to send and receive messages and attachments
- Download and open PDF documents
- Change a document into a PDF file
- Store and retrieve electronic documents for future use
- Share your screen
- Enable selected applications, eg MS Teams, to access your camera/microphone
- Contribute to online discussion groups
- Create documents using a word processing application
- Use your computer with several windows open at the same time

Online equipment minimum specifications/requirements

- Your own Internet Service Provider (ISP) or other means to access the Internet
- A secure and reliable internet connection
- A computer installed with MS Windows 10+ or later, or Macintosh with OS 10.12+ or later
- A computer with audio capability (speakers or headphones), webcam and microphone
- You hold/can access administrator rights on the device you use for study
- Tablets, phones and Chromebooks are *not* advised for online study or assessment

Commonly used applications

- Internet browsers eg Google Chrome – preferred or Firefox. Ensure this is kept updated.
- An office suite such as Microsoft Office or Open Office. Office 365 including Word, Teams, PowerPoint and Excel is available free for fully enrolled students - either full or part time
- An e-mail programme such as MS Outlook
- Adobe's free Adobe Reader
- Video playing software such as Quicktime or Media Player
- MS Teams
- Google docs or similar

Commonly used sites

- Akoraka | Learn - the Lincoln University course content site
- Panopto - the Lincoln University video streaming site
- Te Kete Wānaka - the Lincoln University Learning, Teaching and Library site which includes databases, catalogue, and study advice and support
- YouTube - video sharing platform
- Leganto copyright management system