

Technology Requirements for Online Courses

Cummings Graduate Institute holds students and faculty responsible for having the necessary technical skills and technology equipment required for success in a fully online program.

TECHNICAL PROFICIENCY

You should be proficient in the following basic computer skills:

- Sending/receiving email
- Sending and receiving attachments via email
- Using a web browser
- Finding resources through search engines
- Downloading and installing software
- Uploading and downloading files
- Familiarity with using browser plug-ins and extensions (e.g. PDF reader, video, audio)
- Using a word processing, presentation software, or other productivity applications
- Experience/familiarity with online meetings and presenting online
- Converting files to other formats as needed (exporting a Pages document to Microsoft Word, converting a Word document to PDF, etc)
- Recording videos and narration/audio, and creating videos or presentations with audio in PowerPoint or other video editing applications.
- Ability to troubleshoot and resolve minor hardware and software-related issues
- The ability to be self-directed in learning new technology skills (e.g. following a handout, a step-by-step tutorial, online video help, or support from family/friends to learn necessary skills.)

COMPUTER MINIMUM REQUIREMENTS

Hardware

- A standard PC or Mac laptop or desktop computer to access your classes. A mobile device, tablet or Chromebook will not provide the access and functionality necessary for CGI's online courses.
- Monitor
- Speakers
- Microphone
- Webcam

Internet Connection

- High speed Broadband Internet Connection is Required
 - Test your Internet speed using [speedtest.net](https://www.speedtest.net).
 - Recommended Internet speeds:
 - Ping response is less than 100ms
 - Download speed is at least 10Mbps
 - Upload speed is at least 2Mbps



- Please consider the following while participating in online courses and live class meetings:
 - Using a shared Internet connection will impact connectivity, such as additional household members' use of streaming TV, gaming, and other Internet usage.
 - Wireless connections may be impacted by the distance from the router and interference from microwaves and other electronics. (Wired connections are recommended.)
 - Your Internet Service Provider's performance may vary throughout the day.

BROWSERS

- You should have the most recent release of at least two browsers on your computer: Chrome and one other, such as Firefox, Edge, or Safari.
- Chrome is required to use Proctorio, a remote-proctoring application.
- Internet Explorer is not supported.

EMAIL

All CGI students are provided with a CGI Google Gmail account, and all email from CGI is sent to this address.

CANVAS (my.cgi.edu)

All online classes will use Canvas, CGI's online learning management platform (located at my.cgi.edu). Canvas operates best when viewed on a laptop or desktop computer. Mobile devices should be used as a secondary means of access via the website or appropriate app (Canvas Student). Access to website functionality and required materials may be limited on mobile devices.

If you use assistive technology, you will need the latest version of your application or tool. You may need to download documents from Canvas to your computer to use their accessible features.

APPLICATIONS

- CGI students have access to Google Drive, where you can create and share Google documents, presentations, spreadsheets and more.
- CGI students may access Office 365 Education at no cost, which includes Microsoft Word, Excel, and PowerPoint.
- Canvas accepts documents prepared in Microsoft Office (Word, Excel, PowerPoint), Google (Docs, Sheets, Slides) or as PDFs. If you choose to use other programs (Pages, Keynote, Numbers, etc), ensure that the deliverables can be exported as Microsoft documents or PDFs.
- Zoom (<https://zoom.us/download>) is required to participate in live class meetings. There is no cost to download the desktop or mobile applications.
- Proctorio's Chrome Extension (<https://getproctorio.com/>) is required for remote proctoring of exams and identity verification. There is no cost for this extension.
- Adobe Reader (<https://get.adobe.com/reader/>) is needed to view PDFs. There is no cost for this.
- Javascript must be enabled in your browser of choice.