MOUNT MARY UNIVERSITY

Distance Education Requirements & Expectations

A hybrid of online and on-campus programs expose students to best practices across a spectrum of technologies. Synchronous and asynchronous classes meet through technology to provide collaborative interaction and direct access to faculty. The hybrid online format gives students the flexibility allowing for work and flexibility on where a student chooses to live. Faculty and advisors are readily available and communicate with students 1:1 and in groups.

Internet courses have definite advantages and disadvantages that impact a student's approach to learning. The biggest advantage is that students may complete most work at any time of day or night. Students may also complete work from any location that has Internet access. From a learning standpoint, a definite advantage is that every student gets an equal opportunity to contribute to discussions.

The biggest disadvantage is that students work independently to complete assignments. Students need to be more self-directed and take initiative to ask questions and collaborate with others. Some students may prefer to enter the program with a learning partner. Students who do not have basic keyboarding skills or ability to access the Internet, will need to plan additional time to acquire these skills.

MINIMUM STUDENT SKILLS REQUIREMENTS

Students are expected to have at least the following skills prior to taking distance education courses:
- Basic keyboarding
- Basic understanding of their computer operating system
- Basic familiarity of software and tools such as word processor, e-mail, Internet browser, search engine. Ability to independently use a search engine (such as Google or Bing) to locate information and websites on the internet. Ability to click on links to navigate websites
- Ability to send and receive emails, upload attachments and download attachments (.pdf and .docx files)
- Ability to use a word processing program (Microsoft Word or Mac Pages) to create documents and format documents (e.g. font, margins, spelling, grammar)
- Ability to create slide presentations using Microsoft PowerPoint or Mac Keynote

HARDWARE REQUIREMENTS

- Access to desktop or laptop computer (PC-based system) which is supported by Windows 7 or Windows 10. (If using a MAC, willing to seek additional resources to solve problems related to MAC-specific operating systems and software in consultation with MMU-IT department). Tablets can be used for some class functions
- Web camera access to a computer
- Internet access and internet service provider for home access and/or access from work

PROVIDED FROM MOUNT MARY

- Access to the distance education Canvas. The educational program Canvas is accessed through Mount Mary University E-Learning Management System: https://my.mtmary.edu. The learner logs in to My Mount Mary to access course materials.
- The following technology and skill requirements will allow the learner to readily access the learning resources and complete assignments:
- An e-mail account for sending and receiving electronic mail
- Students must be able to video conference in real-time (appropriate equipment needed- camera, microphone, etc.)
- Access to Skype for Business
- Access to Zoom and Teams

MMU TECH SUPPORT OPTIONS

Sometimes it can be hard to decide who to contact with a problem. Often your instructor can help to triage the problem and get an idea about where/who to contact for help with the problem for solutions. Your instructor will then help direct you to suitable resources.

The MMU Help Desk email is also available at mmu-helpdesk@mtmary.edu.

You may also call the IT department at (414) 930-3048 to reach the Help Desk for assistance.

SOFTWARE REQUIREMENTS

Programs installed on computer include:
- Microsoft Office Suite 2010 or more recent (including Word, Excel, and PowerPoint). As a Mount Mary student, you can download this software.
- Adobe Acrobat Reader (http://get.adobe.com/reader). This is free.
- Web Browser – Firefox, Google Chrome, Safari or Internet Explorer
- Courses may require students to access streaming media, PDF files, or other web components
- Antivirus software highly recommended

AVAILABLE TECHNOLOGY AND RESOURCES FOR DISTANCE EDUCATION

The University has a full complement of technology available for distance education. First, the University uses a learning management system called Canvas, which is integrated into our campus information system, Jenzabar. Students access all learning materials, class information, and resources to complete required coursework within this environment. Internet access is required to access all class resources and is password protected using the students University credentials to enter. Canvas offers asynchronous communication options through a discussion forum. Synchronous communication is done via video conferencing using Zoom or Teams. Faculty and students use web cameras on a personal computer, tablet, or cell phone to engage in real-time discussions for classes. Assignments are completed and uploaded to Canvas through a Coursework link. Handouts and assignments are provided in a PC friendly format (Word, PDF), but can also accommodate Mac systems as needed. Lectures and presentations are captured through use of Mediasite lecture capture technology, which is then hosted within the learning management system for viewing by students.