OHSU School of Nursing
Student Technology Requirements

Required Student Technology

The OHSU School of Nursing relies on computer technologies for student learning activities and testing, both in the classroom and online using the Internet. All students must have a laptop and bring them to class for electronic examinations and other course-related activities. Students must be comfortable with the condition of their laptops and the ability to maintain battery power for four hours.

Note: Program directors and Campus Associate Deans may modify the laptop requirement for their program or campus. Students should check with their specific program or campus for any exceptions to the laptop requirement. Currently, students in the following programs may elect a desktop computer instead of a laptop if a desktop better suits their needs.

- RN to BS
- MNE
- HSOL

Computer Specifications

The School of Nursing is currently a Microsoft Windows environment. Software required for some courses may not come in a Mac version or there may be differences in functionality between the two versions. Students choosing to use a Mac will still be responsible for meeting all course assignments and requirements.

WIN OS versions Windows 10 22H2, Windows 11 22H2, and Windows 11 23H2 are recommended and currently supported by ExamSoft. Please see ExamSoft's website for specifics about types of processors and Windows environments that are supported. https://examsoft.com/resources/examplify-minimum-system-requirements/#294

MAC OS versions 13.x (Ventura), 14.x (Sonoma), and 15.x (Sequoia) recommended and are currently supported by ExamSoft. Apple typically releases a new OS version each Fall. Please note OS versions older or newer may not work with the Examplify software, which is required for courses using our online testing provided by ExamSoft.

Netbooks and Chromebooks provide access to the Internet and keep a person connected to the web and email, they are underpowered and may not be supported by our online testing platform. These devices are not an acceptable alternative to our laptop requirement.

Tablets and other mobile devices provide easy and instant access to information, digital media and the Internet. Such devices include, eReaders/Kindles, Apple iOS devices (iPod touch, iPad, and iPhone) and Android devices (tablets & phones). These devices may not be able to run required software or store files in a way that allows full engagement in classroom activities. While the School of Nursing encourages innovation and the use of these devices where possible, they are not an acceptable alternative to our laptop requirement.

Microsoft Office
All students are required to use Microsoft Office. Microsoft O365 provides excellent application access, integration and collaboration in the online environment. Use the application launcher in every app to navigate between apps. You may log in to www.office.com using your OHSU email address. While we recommend O365 online, the Microsoft Office desktop applications are available for students who wish to download and install them. More information can be found at https://o2.ohsu.edu/information-technology-group/microsoft-365

Apple applications (pages, keynote and numbers), Google products, OpenOffice, and Corel WordPerfect are among the unacceptable alternatives to Microsoft Office for collaborative work. Faculty and other students must be able to open your documents without the need to convert or install additional non-standard software on their computers.

Email

Microsoft Outlook
OHSU provides an e-mail and network account for all currently enrolled students. Students must use and regularly check their Microsoft Outlook account to receive critical student updates. OHSU units like financial aid, billing and registrar, along with program faculty and staff will communicate important student information to the OHSU e-mail address only.

Accessibility
- OHSU e-mail may be accessed from any device connected to the Internet using a standard web browser (https://outlook.office.com)
- OHSU e-mail may be accessed on mobile devices by installing the Microsoft mobile apps downloaded from the device's app store.

Email Distribution Lists
Cohort-specific email groups exist to communicate specifically with the various student groups within the School of Nursing. Inclusion in these groups is not optional, and students need permission from their program before sending emails to them.

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Protecting Restricted or Confidential Data

DUO Mobile
OHSU uses DUO Mobile for two-factor authentication when logging in to most OHSU systems from off campus. Students will need to download the DOU Mobile App to their smart phone or tablet.

Cloud Services
Only vendors with whom OHSU have a business level agreement may be used for OHSU business. Currently, OHSU utilizes the Microsoft O365 platform. Popular services such as Google, Amazon, and Apple are not approved.

File Storage
OHSU students should use their Microsoft OneDrive account to securely store files. OneDrive allows individuals to share files and folders with others at OHSU. When the O365 applications are used with files stored in OneDrive, multiple people can work together at the same time to allow real-time collaboration.

Secure Email
Email sent between OHSU accounts is secure. Email sent outside of OHSU is not. When sending emails outside of OHSU that contain sensitive, confidential or restricted information, start the subject line with Secure: and the message will be routed through our secure server. The intended recipient is notified of there is a message waiting and is provided instructions for securely getting your communication.

Distance Delivery

The school of nursing delivers many of our courses to a distance over the internet using synchronous and asynchronous delivery technologies. Students participating in courses from with a synchronous connection are required to have the following;
- Web camera
- USB headsets with microphones
- Internet connection speeds greater than 5 mb/s download and 2 mb/s upload

For blended courses where some students are face to face with the instructor in a classroom and some are online, various web conferencing platforms may be used. Please check Sakai for the most up to date connection information for your course. Traditional or VOIP/Internet telephone services are highly recommended over the use of cell phones for classroom audio if there are issues with internet.

Students participating in a course delivered via web conferencing should plan to join the conference 7 to 10 minutes before the scheduled start time. This allows everyone time to test the audio/video connection and resolve any issues that may arise so classes may start on time. Students participating in distance delivery courses may be required to regularly complete a "pre-flight" checklist or other training to ensure they are able to connect.

OHSU Policies

All students must comply with all OHSU policies and directives related to information security and privacy. A copy of our Acceptable Use policy can be found at https://www.ohsu.edu/sites/default/files/2020-05/OHSU-computing-policy.pdf. Information, Security and Privacy training conducted online annually is required for all faculty, staff, students and volunteers.

More information on all OHSU policies is located at **https://o2.ohsu.edu/**institutional-policies.cfm. (OHSU account required to access)

Social Media Guidelines
OHSU School of Nursing student posts, tweets and photos need to follow the code of conduct, HIPAA and the rights and responsibilities outlined in the student handbook. Violations of the social media guidelines or code of conduct may be grounds for disciplinary action and or dismissal. Students should know:
- Posting information referencing a patient's name or specific clinical site may violate HIPAA.
- Posting photos from a clinical site may be a violation.
- The OHSU Code of Conduct requires that students report violators to School of Nursing faculty/administrators.
- The OHSU Code of Conduct (**www.ohsu.edu/xd/education/schools/school-of-nursing/students/resources/student-forms.cfm**)
- HIPAA (**www.hhs.gov/ocr/privacy/hipaa/understanding/index.html**)

OHSU Resources

SAKAI
The School of Nursing uses Sakai to deliver online course content to its students. Sakai is supported by OHSU's Teaching and Learning Center. Students who need help with Sakai can contact the Sakai Helpdesk at 877 972-5249 or at sakai@ohsu.edu

OHSU IT Service Desk
The OHSU ITG Helpdesk is available to assist students with e-mail account or account access issues between 6 a.m. and 6 p.m., Monday through Friday at 503-494-2222.