



**From:** Ron Fernandes, Ph.D., Chair-SPS Online  
**To:** SPS Online students  
**Date:** May 1, 2015  
**Subject:** Are you ready for an **SPS Online** course?

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Welcome!

We are pleased that you have decided to enroll in the School of Public Service (SPS) Online program.

The SPS Online program uses the **Desire2Learn (D2L)** course management system along with **Online Rooms** (accessed through D2L) to facilitate both asynchronous and real-time online interactions among online students and faculty. Desire2Learn is a collaborative learning system which gives you the flexibility to interact with your instructor and classmates at your convenience using text-based interactions at any time during a weekly module. With Online Rooms you will use audio and video tools to “meet” your instructor and your classmates over the internet at a specific date and time. The **required** Online Room sessions associated with each course meet every other week, are two hours long with a break in between, and are scheduled on **Saturday mornings Central Time**. In our experience, a combination of asynchronous interactions (using D2L) and real-time interactions (using Online Rooms) between our faculty and you creates opportunities for productive learning experiences and helps build a strong community of learners. To access D2L and Online Rooms you will need to login using your Campus Connect userID and password at the link below:

<http://d2l.depaul.edu/>

Our online courses will be available around two weeks before the beginning of each term.

### **What do you need to have to participate in an SPS Online course?**

You will need a computer (PC/Laptop) with **wired (not wireless)** Internet access, an integrated (**wired**) **headset** (headphones with microphone), and a **webcam**.

### **Please do the following before orientation:**

#### **1. Check your PC/Laptop Operating system:**

Windows: Windows XP, Vista or version 7

Or

Macs: Mac OS 10.5 (Leopard), 10.6 (Snow Leopard), or 10.7 (Lion)

**2. Memory:** 256 MB RAM (512 MB or higher recommended) and 20 MB free disk space.

**3. Check that you have adequate Internet access:** Either Broadband, Cable or DSL, 256 kbps or higher.

**4. Get a Headset:** You will need a headset **with** integrated microphone to participate in the **Online Room** sessions. **Important:** To avoid echo or feedback during a session, please **do not** use the in-built microphones or speakers in your PC or laptop. You **must** use a wired headset with integrated microphone. Also please mute any microphones on your laptop or webcam (most webcams come with an inbuilt microphone) to avoid any feedback.

**5. Check your Internet Browser:** Your choice of internet browser (which must be Java and JavaScript enabled) depends on your computer's operating system on a Windows PC or a Mac. If you have a Windows PC or laptop, we strongly recommend **Firefox** as your browser for all your **Online Room** sessions. To download and install the free Firefox browser, please use the link: <http://www.mozilla.com/en-US/firefox/firefox.html>

If you have a Mac computer, the Safari 5.0 browser is highly recommended.

You will also need to have the most recent version of Java installed on your computer. Click on the link below to download it: <http://java.com/en/download/installed.jsp>

**6. Get a Webcam:** Online Rooms allow the sharing of video between participants during a session. Once your webcam is installed you should enable it during the session. Videos are voice-activated: the class can view the speaker during the session if your webcam is enabled. Note: Your laptop may already have a built-in webcam.

For the SPS Online Orientation, please login to your **MPS 500 Introduction to Public Service Management** online course website on Desire2Learn and click on the **More** tab, select **Online Rooms** and click on the **Join** button.

We are excited about the learning opportunities offered by the online technologies in the SPS Online program. We hope that you will be able to use these technologies productively to have a rich and fruitful learning experience. Please contact me or Assistant Director for Advising, Katie Duclo, ([kduclo@depaul.edu](mailto:kduclo@depaul.edu)) if you have any questions.

Best

Ron

Ronald Fernandes, Ph.D.  
Assistant Director, School of Public Service (SPS)  
DePaul University  
14, E. Jackson Blvd., Room 1608  
Chicago, IL 60604  
Phone: 312 362 8644  
E-Mail: [rfernand7@depaul.edu](mailto:rfernand7@depaul.edu)  
SPS Website: [www.las.depaul.edu/sps](http://www.las.depaul.edu/sps)