



From: Euan Hague, Ph.D., Director of School of Public Service
To: SPS Online students
Date: July 2019
Subject: SPS Online courses

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 **Zoom** (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. Some courses utilize Zoom, an audio and video tool to “meet” your instructor and your classmates over the internet at a specific date and time. If your course has required Zoom sessions, these will 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 Zoom) between our faculty and students creates opportunities for productive learning experiences and helps build a strong community of learners. To access D2L and Zoom you will need to login to the D2L website using your Campus Connect userID and password at the link below:

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

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

You will need a computer (PC/Laptop), an integrated (**wired**) **headset** (headphones with microphone), and a **webcam**. Check your PC/Laptop Operating system:

- Mac: OS 10.7 (Lion) or higher
- PC: OS Windows 7 or higher

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

2. **Check that you have adequate Internet access:** Broadband wired or wireless (3G or 4G/LTE)

3. **Get a Headset:** Built-in, USB plug-in, or wireless Bluetooth dual set microphone and speaker. **Important:** To avoid echo or feedback during a session, please **do not** use the built-in 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.

4. **Check your Internet Browser:**

- Mac Safari5+, Firefox, Chrome
- Windows IE7+, Firefox, Chrome

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.

5. **Get a Webcam: built-in or USB plug-in webcam or HD webcam**

Zoom allows 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.

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 Academic Advising, Eunice Morales at spsadvising@depaul.edu if you have any questions.

Best,



Euan Hague, Ph.D.
Director, School of Public Service,
Director, Urban Programs Cluster,
DePaul University,
14 E. Jackson Blvd, ste.1600
Chicago, IL 60604
Tel: 773 325 7890 or 312 362 8644
Email: EHague@depaul.edu
SPS Website: www.las.depaul.edu/sps