

## Online Learning SYSTEM CHECKLIST

In order to connect in-class and get the best experience learning in an online “synchronous-hybrid” classroom environment (Collaborate Ultra), the following is required:

### COMPUTER

- Operation System:** Windows 10 or macOS Catalina (10.15)
- Processor:** Intel i5 or AMD Ryzen 5 (or higher)  
→ [Check your computer details](#)

### BROWSER

- Latest version of **Chrome**  
→ [Check your browser version](#)  
[Download Chrome](#)  
[Other browsers supported](#)
- BBCollab Desktop Sharing Chrome Extension**  
→ [Add to Chrome](#)
- Turn off pop-up blockers**  
→ [Check your browser compatibility](#)  
[How to disable pop-up blockers](#)

More issues with browsers?

[Read other technical requirements](#)

### INTERNET

- Fast & stable internet connection:**  
Local: 100 mbps download & 10 mbps upload  
→ [Test Speed \(local servers\)](#)  
Remote: 50 mbps download & 5mbps upload  
→ [Test Speed \(remote servers\)](#)

More issues with internet connection?

[Read other technical requirements](#)

### EQUIPMENT

- USB Headset & Mic:** Microsoft LX-300 or [Logitech H340](#) or better  
→ [Test your microphone](#)  
→ [Test your sound](#)
- Webcam:** [Logitech C170](#) or better  
→ [Test your webcam](#)
- Set headset as default device for speaker and microphone.

### BEFORE ONLINE SESSION

- Choose a quiet area with few distractions.
- Check the lighting and make sure you're not sitting in the shadows.
- If using Wi-Fi, ask the other users in your residence to limit heavy internet use during your online class.
- Restart computer & close all other programs.
- If necessary, [clear Chrome's cache](#) & restart browser.

### DURING ONLINE SESSION

- Mute your mic and then un-mute it only when you need to talk
- Only if you're being disconnected then turn off your camera - turn it on when you speak