

**my.seton**, a user-friendly, web-based learning environment, will be your gateway to all course activities and materials. You'll log into my.seton using a common web browser.

### **Computer hardware and software requirements**

To participate effectively in courses at Seton Montessori Institute, you will need some basic personal computing skills and the hardware and software listed below. If computer use is new to you, we strongly recommend you enroll in a computer skills class at your local library, community center or college.

### **Computer access**

You will need access to a computer or tablet with connected internet access an average of five out of seven days a week, for a total of 10 or more hours per week. You can log in to my.seton any time and anywhere, from any computer connected to the Internet (home, work, computer lab, public wi-fi location, etc).

### **Internet connection requirements**

High-speed Internet access is required. Anything on the current digital market today is fine.

### **Hardware requirements**

- A personal computer running Windows XP(or higher) or a Mac running OS X 10.4 (or higher); or a current tablet (eg. Surface or iPad)
- Pentium 4 processor or higher for Windows. Intel processor for Mac
- 512 MB of RAM (or higher)
- Monitor with screen resolution of 1024 x 768 (or higher)
- Printer

### **Software requirements**

- Word processing: Microsoft Word or compatible program such as OpenOffice Writer
- Web browser: A free, downloadable browser capable of supporting Java and Javascript. My.Seton recommends Firefox 32.0.1. or newer or Safari 7 or newer. Students should not use Internet Explorer.
- Browser plug-ins: these common free downloads add functions you'll need to your browser (may already be installed)
  - Acrobat Reader – for opening and reading .pdf (Portable Document Format) files ,
  - QuickTime – for playing audio and video excerpts
- Office 2007 Compatibility Pack – a free plug-in for exchanging files between previous releases of Microsoft Office and Office 2007 (for Windows and Microsoft Office users only).

### **Other tips**

- Google Chrome 37 or newer benefits ELL students as it has built in translation software.
- When submitting assignments, they must be formatted as a .doc, .docx, or .pdf format.

To participate effectively in courses at Seton, you will need some basic personal computing skills. Here is a checklist of the tasks you should be able to perform.

### Recommended computer skills

- Be able to point, click, double-click, left-click and right-click, scroll, and select content with a mouse or similar device
- Know how to open, save, and copy files
- Know how to manage and move files and folders
- Be able to browse through computer drives to find, select, and upload files
- Have access to a computer 5-7 days per week

### Recommended software skills

- Know which type of software to use for a specific task
- Know how to create, edit, and format documents
- Be able to cut and paste text
- Know how to print documents

### Web skills

- Know how to connect to the Internet using a web browser
- Be able to navigate within and between web pages to find information
- Know how to go to a specific web address
- Know how to use a search engine to find information on the Internet

### E-mail skills

- Be able to create and receive e-mail messages
- Know how to send and receive e-mail attachments
- Know how to open and save attachments

### Finding help

If you need help with some of these skills, tutorials and resources will be available within **my.seton** to help you master them before courses begin.