

## TECHNICAL REQUIREMENTS



### Equipment

The following equipment is required to take part in the Online Cambridge CELTA Course:

- computer monitor – we recommend a screen resolution of 1024x768 pixels
- internet connection – we recommend you use a reliable broadband-speed connection to be able to handle progressively downloaded videos and virtual classroom sessions with audio
- a good quality video camera (built-in or USB-connected) compatible with your laptop/computer for live sessions on Zoom
- a good quality headset with headphones and built-in microphone (external speakers create audio feedback/echo)

### Minimum Hardware Requirements

We recommend the following minimum hardware specifications to run the course:

- Windows XP Home and Professional 800MHz Processor with 256MB RAM
- All versions of Windows Vista 1GHz processor with 1GB RAM
- All versions of Windows 7 1GHz processor with 1GB RAM
- MAC OSX 10.3 or higher 1GHz processor with 1GB RAM

You may be able to run the course on machines with lower specification hardware although you may experience performance issues with media-rich activities and Teaching Practice live video sessions.

**Please note: The Moodle course will NOT run on an iPad, smartphone or tablet. Also, you need to use a laptop or a PC to teach effectively on ZOOM.**

*The download speed of the videos included on the course will depend both on your hardware configuration and the speed of your broadband connection. If the streaming stops after a short while then it is advisable to wait until the download is complete.*

### Software Requirements

#### Web Browser

You will need an up-to-date web browser to run the course. We recommend the following browsers for the Online Cambridge CELTA Course:

- Firefox 3 or higher
- Safari

We suggest that you avoid the use of Internet Explorer if possible. Internet Explorer 8 will work fine, but please do not use IE9 at this stage as some features of the course do not perform as well as they do in other browsers.

Note: The course can also be run in other browsers. However, some features of the interface may exhibit bugs in non-recommended browsers.

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Downloads of browsers:

Firefox – <http://www.mozilla.com/en-US/firefox/new/>

Safari – <http://www.apple.com/safari/download/>

### ZOOM

You will need a FREE Zoom account to take part in weekly webinars and Teaching Practice sessions. You can set up your FREE account and download the application here:

<https://zoom.us/>

Download the application. **System requirements for ZOOM are available here:**

<https://support.zoom.us/hc/en-us/articles/204003179-System-Requirements-for-Zoom-Rooms>

### Google Drive & Google Classroom

We will use Google Drive to share materials with you so setting up a Gmail account is necessary. The Google Drive attached to your Gmail account is exactly what you need. We will provide tutorials on how to use Google Drive and Classroom folders when the course starts.

### Microsoft Word

You will need Microsoft Word for the course (either PC or Mac version). Mac users who do not have a copy of Word installed may wish to use the open source (free) Libre office: <http://www.libreoffice.org> although not all course features will work as well as Microsoft Word.

### PDF Viewer

You will need a PDF viewing app, preferably Adobe Acrobat Reader.

### EdPuzzle

Your online lesson observations will be done via free EdPuzzle app. You need to create a free STUDENT account and download the ZOOM app. We will reveal more info later.

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### Proofreading Apps

Install Grammarly or use the proofreading/editing app in Microsoft Office Word to proofread all your documents.

### Microsoft Powerpoint or Google Slides

You will need access to either Microsoft Powerpoint (either PC or Mac version) or Google Slides (free on Google Drive) to prepare materials for the lessons.

### Images for your lessons

You may be using digital images to create your lesson materials. You can use these royalty-free photo stock websites:

- Pixabay.com
- Unsplash.com
- Pexels.com

### Screenshots

You may need to use screen shots for teaching. If you are using Windows, check out Window's Snipping Tool or use the gaming tool (Fn button + Windows Button + G) to take photos of the selected fragment of your computer screen.

### Whatsapp

Apart from emails, we will be communicating via Whatsapp. Please install it on your computer or smartphone.

### Required Plugins

Your browser will require the following plugins to be installed and enabled:

- Adobe Flash Player 9 or higher – <http://get.adobe.com/flashplayer>
- The latest Java player – <http://www.java.com/en/download/index.jsp>
- The latest version of Adobe Acrobat Reader – <http://get.adobe.com/reader>

To check if you have the correct plugins installed, please click on the links above.

***If you are not using your own computer please note that you may need to contact your institution's I.T. administrator to be able to change your browser settings or install plugins.***