

Dear Online Student:

Welcome to the *ONLINE* Substitute Teacher Certification Course! We want your experience in this course to be rewarding – educationally, professionally and socially.

As an online student you should make sure that you are well-prepared to engage in the course and that your computer meets the **minimum** requirements for the course.

General System Requirements: Minimum system requirements are listed below.

	Minimum	Recommended
Operating System	Windows Vista, 7, or 8 Mac OSX 10.6, 10.7, 10.8, or 10.9	Windows 7 or 8 Mac OSX 10.7, 10.8, or 10.9
Processor	1 GHz processor	2 GHz or faster processor
Memory	512 MB of RAM	2 GB of RAM or higher
Monitor Resolution	1024 x 768	1024 x 768 or higher
Free Hard Disk Space	5 GB of free disk space	20 GB or higher of free space
Internet Connection	Broadband (high-speed) Internet connection with a consistent minimum speed of 1.5 Mbps	Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher
Internet Browser	Latest version of Chrome or Firefox. <i>To ensure proper configuration, run the Blackboard Browser Check:</i> https://en-us.help.blackboard.com/Learn/9.1_2014_04/Student/015_Browser_Support/Browser_Checker	
Display	1024 x 768 or higher-resolution video adapter and monitor recommended	
Audio	Sound capability and Headset (with microphone)	
Pop-up Blocker(s)	Must be turned off for Blackboard site	
Word Processing Software	Recommended Microsoft Office or at least a word processing program that will allow the ability to create Rich Text Files (.rtf). Free word processing applications such as Open Office http://www.openoffice.org/ are available.	
Applications	QuickTime 7.0 or above installed (free download from Apple website) Adobe Flash (free download from Adobe website) Acrobat Reader installed (free download from Adobe website)	

***Note:** These minimum computer requirements are **required** in order for you to successfully engage in the course.

To log in, go to: <https://hidoe.blackboard.com>
You will need to log in using your USERNAME and PASSWORD.

USERNAME: <user_ID>
PASSWORD: **subsum2016**

During Week One which starts on May 1, 2016, you will log into your course and begin working on Unit 1 where you will have the opportunity to familiarize yourself with the Blackboard learning management system. You will be expected to access a series of learning tutorials on how to navigate through Blackboard and on how to use the tools in Blackboard.

When you log into the course with your username and password, make sure you thoroughly review the course syllabus, the weekly schedule, the course calendar and deadlines so that you can organize your time appropriately. You can find all of this information by clicking on the Course Info link on the left navigation menu.

You will also download your two required textbooks from within your course after you log-in. You **must** complete Unit 1 by the end of the week One. As an online best practice, be sure to log in everyday and complete your work by the posted due dates. Your instructor will give you the exact due date(s) for all your assignments.

The final exam time and location will be arranged by your instructor. The date and time of the final exam is usually the **last date** of the class. **No exceptions will be made.** You **must** be present to take the exam and **must** bring a picture ID for identification. If you have not submitted a self-addressed 9 X 12” envelope with a \$1.61 stamp during registration period, please **bring** a self-addressed envelope on the day of the final exam. The envelope is used for your Substitute Teacher Certificate that will be mailed to you after you have successfully passed the exam.

If you have any concerns, please contact me, Maile Horikawa, Office of Human Resources at 808-441-8348 or email me at maile_horikawa@notes.k12.hi.us.

Best wishes for your successful completion of the required Substitute Teacher course! Mahalo for your commitment on becoming the Department of Education’s substitute teacher for the children of Hawai’i!