

This chart outlines the key skills, software, and technology you will need for success in using Email, BlueJeans, Blackboard Learn, NIC MediaSpace/Kaltura and WordPress.

Delivery Formats	Skills You Will Need	Software You May Need	Technology You Will Need
<b>Email</b>	Use email features and functions Open attachments Attach files and add links Download files and unzip zipped files	<u>Office 365</u> (Free as a student)	Computer  Internet/data connection
<b>Blackboard Learn</b>  <i>~ NIC's course learning platform</i>	Use email features and functions Navigate a web site, menus etc. Download and upload files Work offline and paste into content into web environment Make selections of answers, type content into web environment	<u>Office 365</u> (Free as a student)  <u>Blackboard Learn app</u> (for phone and tablet) – 3 <sup>rd</sup> tab	Computer headset/speakers  Internet/data connection  <i>Smartphone/cell phone not recommended</i>
<b>BlueJeans</b>  <i>~ NIC's video conferencing platform</i>	Download an application Type text into chat window Share your screen or application Connect and hang up Change view of video on screen Monitor bandwidth speed	<u>BlueJeans app</u> (required for phone and tablet, optional but recommended for computer)	Computer  Headset with microphone  Internet connection  <i>Smartphone/cell phone not recommended</i>
<b>NIC MediaSpace</b>  <i>~ NIC's video storage and streaming platform (Kaltura)</i>	Download an application Record video or audio from computer Upload a file Add information to a file View video	Software install: Kaltura Capture (found within My Media on Blackboard Learn) or on <u>NIC's MediaSpace</u> > + Add New button after logging in	Computer  Headset with microphone  Internet connection  <i>Smartphone/cell phone not recommended</i>
<b>WordPress</b>  <i>~ NIC's blogging and website creation platform</i>	Create an account Navigate a website Upload files Use a text editor Work offline and paste into WordPress posts or pages	<u>Office 365</u> (Free as a student)	Computer  Internet connection