

Using Technology as an Educational Tool Checklist

To help guide the Instructor to existing resources and help develop the mindset using technology as part of their curriculum.

Determining Technology Usage	Meets Criteria	Does Not Meet Criteria	Not Applicable
<i>Who uses the technology in your school?</i>			
1. Instructor			
2. Instructional Technology Specialist			
3. Students			
4. Support Staff			
<i>Are the computer facilities in your school...?</i>			
1. In the classrooms			
2. In designated rooms to be used as computer labs			
3. In the library			
4. In offices			
<i>Does the educator use technology for...?</i>			
1. Grading			
2. Lesson preparation			
3. Out of class assignments			
4. Professional Development			
<i>Does the software found in the educator's instructional environment reflect the campus' educational plan?</i>			
1. Computer software is available but its selection was not part of the instructional design.			
2. Computer software was recently			

purchased but not readily available for instructor and/or student use.			
3. Computer software was based on the instructor's input.			
4. Computer software versions are current, it's selection is based on instructor's input, and routinely used by teachers and students.			
Determining Resources	Meets Criteria	Does Not Meet Criteria	Not Applicable
<i>Identify the functionality of the computers in the campus' classrooms and computer labs.</i>			
1. Most of the computers are less than three years old			
2. Most of the computers are CD-ROM capable and/or have USB ports			
3. Most of the computers are connected to printers			
4. Most of the computers are connected to the intra/internet			
<i>What is the extent of the instructor's training with technology?</i>			
1. Had training only in the last six months			
2. Had training over six months old			
3. Attended professional development to improve existing training			
4. Knows where on campus to get training			

<i>Other than classes, students can get additional training...?</i>			
1. Orientation for online courses			
2. Workshops on campus			
3. Computer Labs			
4. Tutors			
<i>Does the campus provide access to...?</i>			
1. Computer courses Instructor			
2. Instructional Technology Specialist			
3. Computer Support Technician			
4. None of these professionals are employed on campus			
<i>Is technology a part of the Educational Plan for the campus?</i>			
1. The campus is working under the district-wide educational plan and has a center and staff to support it			
2. The campus is working under the district-wide educational plan but doesn't have a center to support it			
3. The campus has an informal strategy for using technology			
4. Using technology in the Educational Plan doesn't exist			

Technology as Part of the Instructional Design	Meets Criteria	Does Not Meet Criteria	Not Applicable
<i>When using technology as part of the instructional design, which of the following resources does the instructor use?</i>			
1. Text-based materials such as hand outs, study-guides and books to guide the lesson in the curriculum			
2. Visual resources such as PowerPoint slides and/or Smartboard interaction to support instructional presentation in the curriculum			
3. Online learning environment to support a part of or the whole instructional design in the curriculum			
4. Using internet – educational based web pages for student discovery to encourage active learning			
<i>Describe what typically happens when an instructor wants to use technology resources to present a lesson from the curriculum?</i>			
1. The computer lab or technology resources are often unavailable			
2. The computer course instructor or instructional technology specialist must present the lesson			
3. Technology or the students in the class must be transported for the session			
4. Computer lab or technology resources are available for schedule without any delays			

<p><i>How do students in the computer classroom and/or the computer lab describe their experience? Select one.</i></p>			
<p>1. Play time or game time</p>			
<p>2. Unstructured, not sure of the expected learning outcomes</p>			
<p>3. Applicable to what they are covering in class.</p>			
<p>4. Appropriate for current coursework and important for required/anticipated future skills.</p>			