

“The Technology Integration Planning Checklist”

Assessment of Lessons and Courses

Phase 1: Determining Relative Advantage--Why Use Technology?

_____ Do I have topics, curriculum objectives, or insights I have difficulty teaching?

_____ Are any of the above a good match for a technology-based solution?

_____ What is the relative advantage of the technology-based solution?

_____ Is the relative advantage sufficient to justify the effort and expense of using these solutions?

Phase 2: Deciding on Objectives and Assessments--How Will I Know Students Have Learned?

_____ What outcomes do I expect of students after the instruction to show me they have learned?

_____ What is the best way for me to assess students' learning (e.g., written tests, products)?

_____ Do the assessment instruments (e.g., tests, rubrics) exist or do I have to develop them?

Phase 3: Designing Integration Strategies--What Teaching Strategies Will Work Best?

_____ Will the instruction be single subject or interdisciplinary?

_____ Will students work as individuals, pairs, small or large groups, whole class, a combination?

_____ Should activities be directed, constructivist, or a combination of these?

_____ What strategies should I use to encourage female and minority student involvement?

_____ What sequence of activities should I teach?

_____ Will students have enough time to learn the technologies before I begin grading?

_____ Do I have demonstrations of equipment and the software skills student will need?

Phase 4: Preparing the Instructional Environment--Are the Essential Conditions in Place to Support Technology Integration?

_____ How many computers and copies of software do I need to carry out the activities?

_____ How many computers and copies of software are available?

_____ Over what time period and for how long will technology resources be needed?

_____ Do I need to schedule time in a lab or media center?

_____ Do I need to schedule projection devices or large-screen monitors for demos?

_____ What other equipment, software, media, and resources will I need?

_____ Are the uses I am planning legal according to copyright laws?

_____ Have I provided for students' privacy and safety?

_____ Have I made all necessary access provisions for students with physical disabilities?

_____ Am I familiar with troubleshooting procedures specific to the hardware or software?

_____ Have I built in time to test-run an equipment setup before the students arrive?

_____ Have I built in time to back up important files? Have I trained students to back up theirs?

_____ Do I have a backup plan if I cannot use the resources as I had planned?

Phase 5: Evaluating and Revising Integration Strategies--What Worked Well? What Should Be Improved?

_____Were objectives achieved? What evidence do I have to indicate success?

_____Have I solicited feedback from students about how to improve activities?

_____Do data and comments indicate changes are needed to improve outcomes?

_____Are there other ways to arrange technology resources or activities to improve results?