TOOL A: IDENTIFYING TECHNOLOGY NEEDS
This is a sample template; individual units might adapt this for their needs

	Estimated Level of Access to Hardware and Software (5–Complete Access to 1–No Access)		Estimated Level of Proficiency with Hardware and Software (5–Complete Proficiency to 1–No Proficiency)	
HARDWARE	You, as Faculty	Staff	You, as Faculty	Staff
Laptop				
Headset				
Earphones				
WiFi/Internet				
Video Camera				
Printer				
Scanner				
Other				
SOFTWARE				
Instructional:				
CourseWorks (Canvas)				
Zoom				
Panopto				
Communication:				
Email				
Cell Phone/Text				
Slack				
Other				

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Resource: https://ctl.columbia.edu/resources-and-technology/teaching-with-technology/contingency-planning/