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 |  |  |  |  |

*Adapted for Columbia University by the Flex+Strategy Group ©2020—All rights reserved/Not for reproduction without permission of FSG*