TOOL A: IDENTIFYING TECHNOLOGY NEEDS

This is a sample template; individual units might adapt this for their needs.

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|  | Estimated Level of Access toHardware and Software(5–Complete Access to 1–No Access) | Estimated Level of Proficiency with Hardware and Software(5–Complete Proficiencyto 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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