

"The Technology Integration Planning Checklist"

Assessment of Lessons and Courses

Phase I: 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?

"The Technology Integration Planning Checklist" (continued...)

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?