Key Considerations for Adopting Educational Technology & E-Textbooks

Before adopting a new educational technology or tool, there are a number of factors we must consider:

- Alternatives
- Privacy
- Accessibility
- Support
- Costs
- Integration with other systems

Careful consideration of these various factors is necessary to make the decision whether to adopt the product and will facilitate the smooth implementation of the new technology or tool.

Respond to all of the questions, and supplement your respond as needed in the comment field. An Instructional Designer will then meet with you to discuss

Your name: _____

Name of the educational technology: _____

Why do you need this technology? What are the pedagogical applications for this tool? How do you plan using this in your teaching? What will be the impact for students? _____

ENVIRONMENTAL SCAN—WHAT'S AVAILABLE?	DON'T KNOW	YES	NO	N/A
1. Does the College already support other similar educational technologies that could accomplish the teaching and learning goals you've identified?	☐	☐	☐	☐
2. Will this technology have value for another instructor or for courses or programs other than your own?	☐	☐	☐	☐
3. Did you select this educational technology after evaluating other comparable options? *Please use the comment field below to list the other comparable technologies or tools you considered.*	☐	☐	☐	☐
Comments and/or questions about ***Environmental*** considerations:				

PRIVACY & PERSONAL INFORMATION/DATA STORAGE	DON'T KNOW	YES	NO	N/A
1. Does this technology require students to provide ANY personally identifying***** information before they can access it or log in? (**Including first/last names, e-mail address, location, etc.*)	☐	☐	☐	☐
2. Is this personally identifying information collected by a third-party organization (i.e. outside of Camosun College)?	☐	☐	☐	☐
3. Does this third-party organization store the personally identifying information that students are required to provide **outside of Canada**?	☐	☐	☐	☐
Comments and/or questions about ***Privacy*** considerations:				

ACCESSIBILITY—CONSIDERING THE NEEDS OF STUDENTS WITH DISABILITIES	DON'T KNOW	YES	NO	N/A
1. Is there documentation available about this technology (including any associated study websites or other online components) that confirm its accessibility and/or usability testing results?	☐	☐	☐	☐
2. Is this technology compatible with screen-readers (e.g. ZoomText, JAWS, Kurzweil 3000)?	☐	☐	☐	☐
3. Are videos captioned and audio recordings transcribed?	☐	☐	☐	☐
4. If this technology includes interactive elements (e.g. quizzes), can they be completed by keyboard alone (i.e. without having to use a mouse)?	☐	☐	☐	☐
Comments and/or questions about ***Accessibility*** considerations:				

SUPPORT STRUCTURES	DON'T KNOW	YES	NO	N/A
1. Have you received the support of your Dean/Chair/Program Lead to pursue the adoption of this technology?	☐	☐	☐	☐
2. Do you know what organizational unit(s) at the College will support this technology?	☐	☐	☐	☐
3. Will this technology integrate with other systems already in use on campus? (*E.g. [and as applicable] version/type of operating system, D2L, Colleague, Microsoft Office, browsers, etc.*)	☐	☐	☐	☐
4. Have you asked for a quote of costs for this product? Attach details or list known costs in comments section below.	☐	☐	☐	☐
5. If there are fees associated with adopting this technology, do you know where funding will come from to acquire it?	☐	☐	☐	☐
Comments and/or questions about ***Support*** considerations:				