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| **SECTIONS** | **Guiding Questions** | **Comments** |
| **S**tudents | * Will students have equitable access to the technology?
* Is the technology appropriate for the student demographic?
* What prior skills do you expect students to have?
* What skills do you hope they will develop?
* How can the technology be catered to different types of learners?
 |  |
| **E**ase of Use | * How intuitively easy is the technology to learn for you and your students?
* How reliable is it?
* Is it easy to maintain and upgrade?
* Is there support available?
* Are there risks involved?
 |  |
| **C**ost (Money & Time) | * Are costs involved for you or students (short-term and long-term)?
* Are funding opportunities available?
* Are there existing OERs available?
* Will this require a significant time investment to develop?
* Can using this technology save you time in other aspects of your teaching?
 |  |
| **T**eaching and Learning | * What are the educational affordances?
* Does this technology support the desired learning outcomes?
* Are there opportunities to change how you teach or how students learn?
* What unique pedagogical characteristics of different types of media are appropriate for your context?
 |  |
| **I**nteraction | * What types of interaction are needed to meet the learning outcomes?
* To what extent does this technology help facilitate interaction between learner-learner, learner-content, and learner-instructor?
 |  |
| **O**rganizational Issues | * Is the technology supported by TRU?
* Is help easily accessible?
* To what extent am I expected to utilize technologies supported by TRU?
* Who is responsible for managing the accounts of the technology (if relevant)?
 |  |
| **N**etworking | * Is it important for learners to be able to connect or publish their work outside of the confines of their course, such as with experts or the community?
* Does the technology integrate with platforms supported by TRU, such as Moodle or WordPress?
 |  |
| **S**ecurity & Privacy | * Is the technology generally safe to use?
* Is the technology compliant with FIPPA and institutional policies regarding the collection and storage of data?
* Am I prepared to properly inform students of potential risks when operating outside of the confines of the course?
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*Adapted from Bates (2019)*