

Technology Planning Tool



Part 1: Inventory of Current Practice

Section 1: Communication

Topic/Question	Current Use of Technology	Ideal (Realistic) Use of Technology	Gap Between Current and Ideal	Magnitude of Need to Address
What technology do you use to communicate with students?				
How do you share information and updates with students?				
How do students prefer to receive information/updates?				
How will you maintain communication with students who become inactive due to technology-related barriers (access, skills deficit, etc.) in the event classes are suspended?				
How will you maintain communication with students who become inactive due to non-technology concerns (chaotic schedule, home environment, lack of soft skills needed to be successful with distance learning) in the event classes are suspended?				
What technology do you use to communicate with staff?				

Topic/Question	Current Use of Technology	Ideal (Realistic) Use of Technology	Gap Between Current and Ideal	Magnitude of Need to Address
How does your program use technology to share resources such as lesson plans?				
How does your program use technology for collaborative work (ex: shared drives)?				
How does your program use technology to facilitate communication among staff at different locations?				
How does your program use technology to facilitate communication among instructional staff and data entry staff?				
How do you use technology to communicate with partners?				
How do you use technology to promote your program to your community?				
How will you communicate the availability of distance learning to partners and the community, especially during classroom closures?				
Do you have a social media policy and/or plan?				

Section 2: Intake/Orientation

Topic/Question	Current Use of Technology	Ideal (Realistic) Use of Technology	Gap Between Current and Ideal	Magnitude of Need to Address
How do you use technology to track student flow?				
How do you use technology to help orient students to your program?				
How do you promote distance learning to new students?				
How do you orient students to the technology they will use in the classroom?				
How do you orient students to the technology they will use for distance learning?				
How do you measure the soft skills students need to be successful distance learners?				
What will you do with students unprepared for distance learning?				
What expectations do you set for students participating in distance learning?				
How do you solve technical problems students have with online resources or hardware?				

Section 3: Instruction

Topic/Question	Current Use of Technology	Ideal (Realistic) Use of Technology	Gap Between Current and Ideal	Magnitude of Need to Address
What instructional resources do you use to supplement classroom instruction?				
How do you identify distance learning resources? What criteria are important to you?				
How do you align distance resources to standards?				
Do you use a learning management system to organize content?				
How will you use webinars to support classroom instruction?				
How will you schedule webinars when classrooms are forced to close?				
How do you integrate classroom and distance learning for students?				
How do you effectively organize and assign distance learning content as needed by individual students?				
What strategies do you use to increase persistence? Will you create support groups among learners in the event of future closings?				

Topic/Question	Current Use of Technology	Ideal (Realistic) Use of Technology	Gap Between Current and Ideal	Magnitude of Need to Address
How do you incorporate digital literacy into instruction?				
How do you integrate a range of technologies in your instruction? How do your teachers decide what technology to use and when?				
How does your program use technology and distance learning to maximize student learning?				
How do you use technology and/or distance learning resources for formative and summative assessment?				
How does providing distance learning effect your assessment policy?				
How do you incorporate remote proctoring to assess students?				

Section 4: Program Management

Topic/Question	Current Use of Technology	Ideal (Realistic) Use of Technology	Gap Between Current and Ideal	Magnitude of Need to Address
What policies do you have to support digital literacy among staff?				
How are distance learning and digital literacy incorporated in job descriptions, interview questions, and evaluations?				
How do you identify professional development needs related to technology? How do you support staff participation?				
How do you identify and integrate emerging technology?				
How do you create an environment for experimentation and innovation as you implement distance learning or other technology integration?				
What policies/procedures have you adopted or revised based on your implementation of distance learning?				
How does offering supplemental distance learning change how you allocate staff in your program?				

Topic/Question	Current Use of Technology	Ideal (Realistic) Use of Technology	Gap Between Current and Ideal	Magnitude of Need to Address
How do you use technology to manage fiscal activities?				
How do you use technology to ensure data collected for reporting purposes is complete and accurate?				
How do you use technology to collect and analyze data for program improvement and other planning?				

Part 2: Developing Your Plan

Considerations:

1. Based on Part 1, what are your priorities for improving use of technology and distance learning for this program year?
2. What policies and procedures do you currently have in place to support your priorities? What policies and procedures do you need to develop or revise?
3. How well prepared are staff to address the priorities you have identified?
4. How well prepared are students to address your priorities? Do they have access to the required technology?
5. Do you have the necessary technology (think hardware and software) to address your priorities? What existing hardware is due to be upgraded?
6. What technology is available to you through internal or external partners (ex: other programs in an intermediate unit/community college)? Are there grants available to improve technology in your program or for your students?
7. How much money do you have to purchase software/hardware this program year?

Part 3: Action Planning:

Priority:

Action Steps	People Involved	Timeline

Priority:

Action Steps	People Involved	Timeline

Priority:

Action Steps	People Involved	Timeline

Priority:

Action Steps	People Involved	Timeline