# Key Considerations for Adopting Educational Technology & E-Textbooks

This document is intended to highlight key considerations required for integrating educational technology into a course or program at Camosun. Respond to each question in the four categories to the best of your ability, use the *Comments* field for each category to supplement your responses if necessary, and discuss your completed document with an instructional designer in the eLearning unit.

| **Your Name:**  |  |
| --- | --- |
| **Name of the educational technology:**  |  |
| **Why do you need this technology? What are the pedagogical applications for this tool?** |  |

| Environmental Scan | Don’t Know | YES | NO | N/A |
| --- | --- | --- | --- | --- |
| 1. Does the College already support educational technologies that could accomplish the pedagogical goals you identified above?
 |[ ] [ ] [ ] [ ]
| 1. Will this technology have pedagogical value to Camosun courses and/or programs other than your own course?
 |[ ] [ ] [ ] [ ]
| 1. Are there alternative educational technologies available in the marketplace that would also satisfy your pedagogical goals?
 |[ ] [ ] [ ] [ ]
| 1. Did you select this educational technology after evaluating other available and comparable options?*(If “yes”, please use the Comments field below to identify the other comparable technologies you have evaluated.)*
 |[ ]  [ ]  |[ ] [ ]
| 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.*)
 |[ ] [ ] [ ] [ ]
| 1. Is this personally identifying information collected by a **third-party organization** (i.e. outside of Camosun College)?
 |[ ] [ ] [ ] [ ]
| 1. 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 | Don’t Know | YES | NO | N/A |
| --- | --- | --- | --- | --- |
| 1. Is this technology **compatible with screen-readers** (e.g. JAWS, Kurzweil 3000)?
 |[ ] [ ] [ ] [ ]
| 1. If there is an accompanying study website or other online component, is it **fully accessible**?
 |[ ] [ ] [ ] [ ]
| 1. Are videos **captioned** and audio recordings **transcribed**?
 |[ ] [ ] [ ] [ ]
| 1. If this technology includes interactive elements (e.g. quizzes), can they be completed by keyboard alone (i.e. **without having to use a mouse**)?
 |[ ] [ ] [ ] [ ]
| 1. Is there documentation available about this technology that confirms its accessibility and/or usability testing results?
 |[ ] [ ] [ ] [ ]
| Comments and/or questions about ***Accessibility*** considerations: |

| Support Structures | Don’t Know | YES | NO | N/A |
| --- | --- | --- | --- | --- |
| 1. Is there existing staff support for this technology available at the College?
 |[ ] [ ] [ ] [ ]
| 1. Do you know what organizational unit(s) at the College will support this technology?
 |[ ] [ ] [ ] [ ]
| 1. 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*.)
 |[ ] [ ] [ ] [ ]
| 1. Are there fees associated with adopting this technology?
 |[ ] [ ] [ ] [ ]
| 1. If there are fees associated with adopting this technology, do you know where funding will come from at the College to acquire it?
 |[ ] [ ] [ ] [ ]
| 1. Have you received the support of your Dean/Chair/Program Lead to pursue the adoption of this technology?
 |[ ] [ ] [ ] [ ]
| Comments and/or questions about ***Support*** considerations: |