OLC - Making Technology Choices for Teaching & Learning Online

Objectives

- Identify a 7-step process on how to decide whether to use a tool or not
- Identify tools and apps to increase social presence in courses

How to decide to use a new tool?

When deciding if a tool is right for you and your course, there seven things that need to be considered:

1. Purpose
2. Cost
3. Training
4. Support
5. Accessibility
6. Student Access
7. Alternatives
1. Purpose

Does the tool support your assessments, instructional materials, or learning activities? Or are you just using it to use it? Make the tool purposeful.

Example:

Sway

*Purpose: Creating visually engaging presentations*

2. Cost

- Is there a cost involved?
- If so, who is paying for it? The institution? The student?
- Time investment?
• Is the cost sustainable?

Example:

*Sway: Free to use with Microsoft Account*

3. Training

• Is training needed to use the tool successfully?
• If so, who will be conducting the training?
• Do you have the time required to learn the tool?

Example:

*Sway: Tutorials available online through Microsoft*

4. Support

• Who will be providing technical support for the tool? Your Institution?
• Does the Help desk need training on the tool?
• Could you provide technical support and troubleshoot the tool yourself if needed?
Example:

Sway: Microsoft provides support through the Sway Help site. Your school may also provide technical support if you are Microsoft School

5. Accessibility

- How accessible is the tool?
- Are certain features more accessible than others?
- What extra work will you have to do to comply with accessibility standards? (e.g. captioning, alt tags, or creating an alternative format?)

Example:

Sway: With a click of a button you can make your Sway accessible
6. Learning Management System (LMS) Integration

- How easy will it be for students to access this tool or its products?
- Does it integrate with your LMS?
- Will students need to create accounts and log in to external sites for access?

*Example:*

*Sway:* Link to Sway into your LMS through shareable link

7. Alternatives

- Are there other tools that can meet the same needs that require less time/money/support?

*Example:*

*PowerPoint, Prezi, SoftChalk, CourseArc*
Recap and additional tools

Making Technology Choices Apply the Process:

1. Purpose
2. Cost
3. Training
4. Support
5. Accessibility
6. Student Access
7. Alternatives

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