



10.1 | Understand: Design Technologies Checklist

This is a copy of the Table 10.4 Technology Selection Checklist from *Streamlined ID* (2027).

A STREAMLINED CHECKLIST FOR SELECTING TECHNOLOGIES

When selecting technologies, use the first part of this checklist as a reminder to consider a variety of logistical, organizational, resource, and content issues. Use the second part for quality control.

LEARNER AND CONTEXT CONSIDERATIONS

- ☐ **Learners:** How many learners will access/experience the instruction now and in the future? Will learners be at a central location, working remotely from known locations, or are they accessing instruction from unknown geographic locations via the Internet or an intranet? Will learners access instruction synchronously or asynchronously, and if synchronously, from across multiple time zones?
- ☐ **Learners:** What tools are already being used by, and are familiar to, the target learners? What tasks or functions are they completing with these tools?
- ☐ **Context:** What bandwidth capacity is available at all locations? What technology platforms and technologies are available? Can they be accessed from a reliable source? Are there access issues for any potential learners?
- ☐ **Context:** What is the status of standards for the available delivery options? Do any of the options feature interoperability issues? What systems in the sponsoring organization must interface with the delivery tools and methods? Are those methods and tools interoperable with the systems? (e.g., learner records and admissions systems, employee performance evaluation systems, learner tracking systems, library or performance support resource systems, etc.)? Are there related infrastructure or system architecture issues?
- ☐ **Development and Delivery Context:** What are the benefits and limitations of each learning platform and delivery system being considered? What technologies are available for developing and delivering instruction? For face-to-face implementation, what facilities are available for delivery and do those locations feature connectivity issues? Are any of the delivery options more accessible for learners and are any viewed more favorably by the learners?
- ☐ **Implementation:** Does the organization have a system for planning, tracking and reporting individual learning goals and professional growth over time? Do any of the delivery options involve security or privacy issues? Is there a need to collect learning analytics and if so, what type of data should be collected and how, and what systems are available to collect it?
- ☐ **Learner and Instructor/Facilitator Support:** What type of technical support will be available for both learners and facilitators for each delivery option being considered?

CONTENT CONSIDERATIONS

- ☐ What technologies have inherent affordances that will support the learning outcomes identified?
- ☐ What different forms of representation will meet target learner needs and provide them with options, and which technologies support those forms of representation? (e.g., multimedia, text, images, 3D, etc.)
- ☐ Are collaborative learning strategies to be used and if so, what technologies will support those strategies?
- ☐ Which technologies could be used to support the different types of desired interactivity identified?
- ☐ What is the best format for additional resources for accessibility, ease of use, and utility to the learners?

TECHNOLOGY SELECTION AND QUALITY CONSIDERATIONS

- ☐ Have the following been considered in the selection of technologies: Affordability, portability, flexibility, reliability, accessibility, usability, familiarity to learners, and ease of creation?
- ☐ Does the technology being considered have affordances that enable cues for the learner? (e.g., to focus attention or prompt reflection via highlight, underline, bold, italics, color, sound, zooming, motion, etc.)
- ☐ Are there a variety of publishing options for the technology being considered? (e.g., publish for web, LMS, eBook, ePub, or stand-alone media)
- ☐ Is the technology being considered likely to be available and supported for the anticipated life of the instruction?