Educational Technology Checklist

Bellingham Technical College

PRODUCT: **DATE:**   **REVIEWER:**

If you are planning to adopt a new educational technology, please be sure to involve *Purchasing*, *eLearning*, and *CISS* early in your process for assistance addressing the following important factors:

Accessibility - We are required by law to ensure that all technology is accessible and usable by people with disabilities.

Ask yourself…	Complete?	Notes:
Can all of your students access and use this tool?	☐	
Can the vendor provide and Accessibility Statement and a VPAT?	☐	
Has BTC vetted this product for accessibility?	☐	

Relevant Resources: Policy 188, SBCTC Accessibility Center

Cost - Identify initial and ongoing funding sources.

Ask yourself…	Complete?	Notes:
How much will this cost?	☐	
Who pays for it now? Who will pay for it later?	☐	
Is there a state contract already negotiated for this product?	☐	

Relevant Resources: Purchasing SharePoint

Equity, Diversity, & Inclusion - BTC provides safe and inclusive learning environments for all students.

Ask yourself…	Complete?	Notes:
Will this tool equally contribute to all students' success?	☐	
Does this tool reflect and meet the needs of diverse students?	☐	
Will this tool help create community in the course?	☐	

Relevant Resources: BTC EDI Resources

Implementation - Most Educational Technology integrates with or is stored on college systems.

Ask yourself...	Complete?	Notes:
Does this technology integrate with Canvas or other BTC systems?	☐	
How much time and training are needed for implementation?	☐	
Have you contacted the departments responsible for integration?	☐	

Relevant Resources: Contracts SharePoint

Privacy and Security - Some applications collect personal user information.

Ask yourself...	Complete?	Notes:
What kind of student information does this technology collect?	☐	
How and for how long is data stored?	☐	
Who "owns" the collected data? Does BTC have access to the data?	☐	

Relevant Resources: HIPAA, FERPA

Training and Support - Invite all stakeholders to vendor-provided training sessions.

Ask yourself...	Complete?	Notes:
What training and support is needed for employees and students?	☐	
Who provides training and support after implementation?	☐	
Who installs and maintains the tool?	☐	

Usability - Educational Technology should be flexible.

Ask yourself...	Complete?	Notes:
Is this technology usable from a variety of devices?	☐	
Can this technology be accessed via a mobile device?	☐	
Will this technology be usable for students with low/no internet?	☐	