# How to select the best
E-learning Tool
for your classroom

Thinking of integrating a new ed tech tool in your classroom?
Consider the following criteria to help you determine if it's the right tool for your intended outcomes!

✓ Ed Tech Tool Checklist
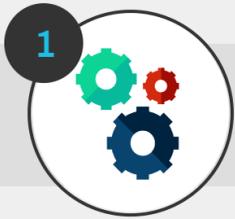
1 Functionality

2 Accessibility
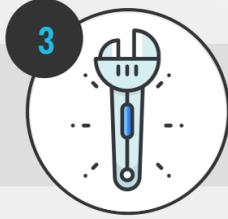
3 Technicality

4 Privacy and Security

5 Applicability

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1 Is the tool easy to use and does it serve it's purpose well within the classroom?
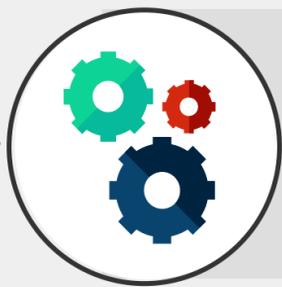
- ✓ **Scale** - Can it be applied to various class sizes?
- ✓ **Ease of Use** - Is it user friendly, reliable and an easy interface for both students and teachers?
- ✓ **Tech Support** - Is there timely support available from campus-based staff or the platform itself?
- ✓ **Hypermediality** - Can participants communicate using different forms of media in a flexible, nonlinear fashion?

2 Does this tool support multiple learning approaches and engagement for all students, including students with disabilities?

- ✓ **Accessibility Standards** - Does the tool meet minimum World Wide Web Consortium guidelines for accessibility? (www.w3.org)
- ✓ **User Focused Participation** - Does the tool consider the various needs, literacies and capabilities of each user?
- ✓ **Equipment** - Does it require extra equipment for users?
- ✓ **Cost** - How much time and money will you spend on implementing and utilizing this tool?

3 What are the basic technological requirements to make the tool work?
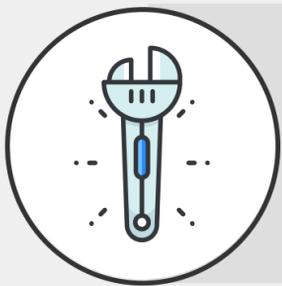
- ✓ **Integration Capability** - Can the tool be fully integrated or only embedded into Moodle? (servicedesk@kpu.ca for assistance)
- ✓ **Operating System compatibility** - Can learners effectively use the e-learning tool on a variety of platforms/browsers? (Laptop, mobile, Windows 10, Safari, Chrome etc)
- ✓ **Additional Downloads** - Will my students be required to install an additional software or plug-in?
- ✓ **Critical to Course** - If data housed on the e-tool was lost, how would this impact your course overall?

4 Is the personal information or intellectual property of myself or my students at risk?

- ✓ **Sign Up/Sign In** - Ideally no user of an e-learning tool will be required to disclose personal information (demographics, name etc). If so, contact IT to help complete a risk assessment (ITservice@kpu.ca)
- ✓ **Data Privacy & Ownership** - Users should maintain privacy & copyright of their work & have control on how it is shared. If data is stored outside of Canada - need to inform students
- ✓ **Downloading** - Make sure to download the tool off the original site of the vendor or product creator

💡 **IT Tip:** Try searching security risks of the ed-tool you want to use on google!

5 Does this tool positively contribute to the course outline and learning outcomes?
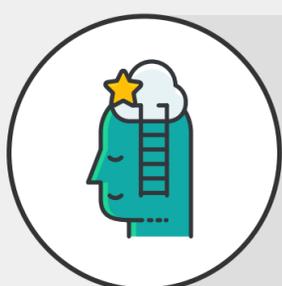
- ✓ **Customization & Facilitation**- Can the tool be easily adapted to fit the learning outcomes and does it promote instructor presence through engagement, monitoring & feedback?
- ✓ **Constructive Alignment** - Is there explicit alignment between instructor's intended learning outcomes and the e-tool?
- ✓ **Cognitive Presence** - Does the tool promote higher order thinking and provide opportunities to give formative feedback?