Technological Readiness

This document is a resource for faculty new to online teaching to help them determine their technological readiness for transforming their course into the online environment. For more information and assistance, please contact online-learning@sas.upenn.edu

Basics	- See minimum system requirements at http://online.sas.upenn.edu - Computer literacy and keyboarding skills - Comfort in Mac or PC environments - Ability to record audio (with built-in or external microphone) - Familiarity with e-mail (reply / reply to all, attach documents) - Access to different Internet browsers (Google Chrome, Mozilla Firefox, Internet Explorer, Safari)
File Management	- Creating, uploading and organizing files - Managing file formats and versions (.doc, .docx, .jpeg, .pdf, .wav, etc.)
Presentations	- Creating, editing and saving presentations (Power Point, Prezi, Keynote, Adobe Presenter) - Adding multimedia and / or narration to presentations
Multimedia and Social Media	- Familiarity with conferencing tools (Skype, Google Hangouts) - Awareness of social media (Facebook, Twitter, YouTube, blogs, etc.)
Asynchronous platform – Canvas	- Designing and editing course modules (hide, lock / unlock, organize contents) - Creating announcements, discussion forums and content pages - Managing calendar and timed assignments - Creating assignments and quizzes - Using TurnItIn and SpeedGrader - Tracking students' progress with GradeBook feature
Synchronous platform – Adobe Connect / Big Blue Button	- Awareness of different sections of the platform (chat, user list, webcam, session recording) - Sharing documents / desktop - Working through concepts using a digital whiteboard - Familiarity with advanced tools (breakout rooms, polls, etc.)

Additional training and consulting is available upon request.
Please e-mail us at online-learning@sas.upenn.edu or navigate to http://online.sas.upenn.edu