**ENSE 496ab, Social Software Systems Design. Fall 2019**

**Activity: Technology configuration inventory**

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**Instructions**

It is useful to inventory the current technology configuration of your community as a way to understand it better. If yours is a new community, it may not have any specific technology yet, but even for brand new communities, the current configuration may not be empty, for instance if general tools like email or phone are going to be used. You can use a version of the table on the next page to inventory and analyze the current configuration of your community:

1. Get the big picture. Make a list of all the platforms and stand-alone tools in your community’s configuration
2. For each platform, list the tools and check the ones that are being used. Why are some not being used? Are there duplicates? Are there issues around integration between tools?
3. To the left, make a note of which community activities/orientations the tools currently support in your community
4. To the right, identify the key features of tools. Are some of these features commonly or rarely used? What are the reasons for that?
5. Assess actual tool use. Identify which are dominant and which are only used by smaller groups and individuals.

**NOTE**: Copy/paste the tables below in the case of multiple platforms/tools (each platform/tool should be represented in its unique table. Each student will fill out this file out and “Pod A” will collect and summarize results. It might help to include whatever information you find interesting based on our discussion with our key customers on September 20.

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| **Platform** | **Platform type or name: No platforms used, just an assortment of tools** | | |
| **Supported activities** | **Tools** | **Key features** | **Usage notes** |
| N/A | N/A | N/A | N/A |

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| **Stand-alone tool** | **Tool type or name: Questionnaire** | | |
| **Supported activities** | **Tool** | **Key features** | **Usage notes** |
| Documentation  Answers questions from CEAB about accreditation criteria | **word doc** | Must be filled out for Engineers Canada | Fairly easy to use just time consuming not as important to focus on |
| **Stand-alone tool** | **Tool type or name: Exhibit 1\*\*\*\*\*\* Important** | | |
| **Supported activities** | **Tool** | **Key features** | **Usage notes** |
| Data collection: surveys, classes, projects, etc.  Results of data for each graduate attribute | Word doc | Gets data for 12 graduate attributes  This is the summary that the CEAB reads  Includes graphs and explanations of the data | Shows CEAB the class map, indicators, assessment strategies, etc. |
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| **Stand-alone tool** | **Tool type or name: Exhibit 2 (not important)** | | |
| **Supported activities** | **Tool** | **Key features** | **Usage notes** |
| Examples of degree certificates |  | Just examples of degree certificates given to students when they graduate |  |
| **Stand-alone tool** | **Tool type or name: 6A (not important)** | | |
| **Supported activities** | **Tool** | **Key features** | **Usage notes** |
| Summary of names of students in exhibit 2 | excel |  |  |
| **Stand-alone tool** | **Tool type or name: 6B** | | |
| **Supported activities** | **Tool** | **Key features** | **Usage notes** |
| Professor backgrounds, degrees (P eng. Etc.) | excel | Can have some useful info such as professors credentials and past experiences | Used to make sure if a certain professor is eligible to teach a course and have the AU’s count |
| **Stand-alone tool** | **Tool type or name 6C\*\*\*\* Very Important, main focus** | | |
| **Supported activities** | **Tool** | **Key features** | **Usage notes** |
| AU gathering  Summarizes AU’s that each program provides | excel | Accreditation units  Lectures 1 hour = 1 AU  Labs/seminars 2 hours = 1 AU  This data is used to plan entire curriculum and courses students can take  Need certain number of AU’s to graduate | Data from AU gathering gets dumped into 6C excel sheet  50-60 sheets in 6C for all the classes |

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| **Stand-alone tool** | **Tool type or name Graduate attribute Dossier** | | |
| **Supported activities** | **Tool** | **Key features** | **Usage notes** |
| Free form document | Word doc | No real format yet, can add anything deemed important to add | Currently used to add extra data and other interesting things learned |
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