**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** | | |
| **Supported activities** | **Tools** | **Key features** | **Usage notes** |
| Accreditation Board | Microsoft Excel | Questionnaires forms | Course evaluation and course satisfaction survey |
| Accreditation Board | Microsoft Excel | Exhibit 1 forms: | Use the 12 attributes to get data, and pros should provide their course info to CEAB |
| Accreditation Board | Microsoft Excel | Exhibit 2 forms | Transfer credit students’ data |
| Accreditation Board | Microsoft Excel | 6A forms | Student info data |
| Accreditation Board | Microsoft Excel | 6B forms | Professors info data |
| Accreditation Board | Microsoft Excel | 6C forms | Accreditation Unit |
| Accreditation Board | Microsoft Excel | Graduate Attributes Dossier | All the data collected from surveys |

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| **Stand-alone tool** | **Tool type or name** | | |
| **Supported activities** | **Tool** | **Key features** | **Usage notes** |
| Communication | Email | Info, files, forms, docs, notices send and receive can be via email | Direct send to dean, program chair, faculty students, or all students |