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

**Activity: Technology configuration inventory**

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| Date: | September 27, 2019 |

**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: MS Word Doc** | | |
| **Supported activities** | **Tools** | **Key features** | **Usage notes** |
| -Questionnaire | -MS Word doc |  | -Can change from year to year but usually very similar  -Just input data based on questions asked (usually around 30-40)  -Questions posted by CEAB themselves |

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| **Platform** | **Platform type or name: MS Word Doc** | | |
| **Supported activities** | **Tools** | **Key features** | **Usage notes** |
| -Exhibit 1 (Graduate attribute data)  \*\*Important\*\* | -MS Word doc |  | -Contains every graduate attribute from every faculty in engineering  -Currently not catalogued in any way  -Answers what you the students have done for each attribute  -Continual improvement would be nice to implement |

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| **Platform** | **Platform type or name: MS Word doc** | | |
| **Supported activities** | **Tools** | **Key features** | **Usage notes** |
| -Exhibit 2 (Examples of degree certificates – i.e. what they look like) | -MS Word doc |  | -Pretty basic. Does not take very much time. Not super important to us. |

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| **Platform** | **Platform type or name: MS Excel spreadsheet** | | |
|  | **Tools** | **Key features** | **Usage notes** |
| 6A (Summary of student names. Some in co-op, internship, transfer students, etc.) | -MS Excel spreadsheets | -Made macros to work with this application | -Pretty basic. Does not take very much time. Not super important to us. |

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| **Platform** | **Platform type or name: MS Excel Spreadsheet** | | |
| **Supported activities** | **Tools** | **Key features** | **Usage notes** |
| 6B (Information on professors; their backgrounds, are they a PEng? Etc.) | -MS Excel spreadsheets | -Made macros to work with this application | -Pretty basic. Does not take very much time. Not super important to us. |

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| **Platform** | **Platform type or name: MS Excel spreadsheet** | | |
| **Supported activities** | **Tools** | **Key features** | **Usage notes** |
| 6C (All course information sheets. Name of professors, graduate attribute, class name, etc.)  \*\*Important\*\* | -MS Excel spreadsheets | -Made macros to work with this application | -Accreditation units (been around forever, need 1850 in total)  -Classes are 1-1 AU per credit hour  -Labs/seminars are 2-1 AU per credit hour  ~38AU lecture hours per class  -Truncate down the AU if there is a decimal  -Excel sheet currently has 50-60 tabs  -Engineering design needs to be taught under a PEng usually (probably out of our scope/does not concern us) |

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| **Platform** | **Platform type or name Graduate attribute dossier – portfolio freeform currently survey results, results from project presentations** | | |
| **Supported activities** | **Tools** | **Key features** | **Usage notes** |
| Graduate attribute dossier | -Portfolio freeform |  | -Did not feel super engaged filling it out (Tim)  -Survey results, results from project presentations, etc. |

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| **Stand-alone tool** | **Tool type or name** | | |
| **Supported activities** | **Tool** | **Key features** | **Usage notes** |
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