Technological Challenges in the Classroom Worksheet

Directions: Complete the worksheet below by identifying potential technological challenges you may encounter in a face-to-face classroom environment and possible contingency plans to address the issue.

Technological Issue	Contingency Plan
Loss of Power	• Change rooms • Modify training to lecture, group discussion/activities • Reschedule training • Have backup materials ready
Network Outage	• If cannot access website, have an alternate version (such as PowerPoint or handouts) of the website available • Have backup files on your desktop for any shared documents • Have photos or graphics as backups of software programs to use as illustrations • Practice presenting both with and without network connectivity
Software Problem	• Use graphics or photos instead of the live version • Create practice mock-ups of software in Microsoft Word so that the entire class is not accessing the software simultaneously and slowing down the connection • Embed videos in PowerPoint presentation so you only have one piece of software to manage • Have backup files on your desktop
Room temperature	• Discuss a temperature management plan with building maintenance prior to class so you know your options • Open or close windows • Move to another room • In communication to students prior to class, suggest bring sweaters or something to fan themselves with if you know the room temperature could be an issue.
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Save this worksheet in your portfolio for future reference as to the potential technological challenges you may face and ways you can prepare for them.