

# Instructional Technology Evaluation Form

Please complete the following form before presenting the application to the Building Technology Committee for inclusion in the "standard" applications list. Please seek the assistance of a Technician or Instructional Technology Specialist, if required, for help with specific items.

## Applicant / Requestor Section

Requestor Name:

Requestor School:

Submission Date:

Name/ Title of Product:

Brief Description of the Product:

Preferred vendor (if any)

Preferred Vendor URL

Software Publisher

Software Publisher URL

Other Contact information:

Curriculum Area and Topic:

Grade Level:

Requestor Section Checklist (check all that apply)

- Web based Training is available (URL)       Training available via (Contact information)  
 Support contact       Sales contact

Please evaluate this resource for:

- Windows OS       MAC OS  
 Other OS or Platform: (please define)

### I. Software Request

- This is Textbook Companion Software

\*Textbook Software requests need to be processed through the Standards Leader.

Software/Media Required for Testing (Check One):

- I have acquired a demo copy for testing  
 I have acquired a full version for testing  
 I could not obtain the software for testing

(Please note additional testing time will be needed to acquire)

Software/Media Location (Check One):

- Physical Media is accompanying this form  
 Physical Media is currently located at/with:

- Software should be downloaded from:

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Registered logon required for download: User \_\_\_\_\_ Password \_\_\_\_\_

License Key or other credentials / information required for install:

## II. Web Resource Request

Resource Logon:

Logon is not required to use access/use this resource

Will provide account logon: User \_\_\_\_\_ Password \_\_\_\_\_

Could not obtain demo logon (Please note additional testing time will be needed to acquire)

## III. Hardware Request:

Device & accompanying software has been sent along with this request

Device & accompanying software is located at \_\_\_\_\_

Do not possess necessary device/software for test  
(Please note additional testing time will be needed to acquire)

Other notes regarding test hardware:

## ITS Evaluation Section:

ITS Name: \_\_\_\_\_

Describe any features of the application that allow it to be individualized by teacher and/or student

Can the application be adapted for use by physically challenged students?

## Standards Leader Evaluation Section:

Standards Leader Name: \_\_\_\_\_

NYS Standards Addressed: \_\_\_\_\_

How will this application enhance student learning?

Is the content material correct, well-presented and appropriate for the target grade level?



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- Silverlight                      Version
- Directx                              Version
- .Net Runtimes                      Version
- Visual C++                              Version
- QuickTime                              Version
- Other                                      Version
- Other                                      Version
- Other                                      Version
- Web Resource requires proprietary software client/component installation

### Summary: Check One

- Works with our systems
- Works with our systems, but requires workarounds (detail below)
  - Workarounds are reasonable to deploy
  - Workarounds are extensive/cumbersome/prohibitive to deploy
- Does not work or is incompatible with our systems (detail below)
- Hardware Resource does not actively interface or depend on computer systems.

### Common Findings: (Check all that apply)

- Resource is not profile aware (only works with installation account)
- Resource requires CD/DVD drive to actively run
- Software negatively impacts system performance when idle
- Software is unstable or creates instability with other applications
- Software interferes with other applications (detail below)
- Software must be installed by hand (deployment cannot be automated)
- Software licensing is cumbersome / difficult to administrate (detail below)
- Software imposes a non-configurable automatic update mechanism
- Software requires frequent or excessive updates to function
- Software 'nags' users or presents unnecessary/confusing dialogs
- Resource requires administrative logon to run/use
- Resource demonstrates undesirable traits
  - Adware/Advertising
  - (Subjective) Inappropriate content (detail below)
- Other
- Resource demonstrates dangerous traits

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- Spyware/Malware/Malicious Code
- Security/Privacy Risk
- Other

Other Findings:

Summary and Detailed Findings:

Workarounds Required:

Recommendation (Check One):

- Recommend Approval
- Recommend Approval only with Fixes / Workarounds
- Recommend Disapproval

Recommendation Comments / Other Suggestions:

## Approval:

X

Requestor

X

ITS

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X

Technician

X

Standards Leader

X

Director of Technology