

Blended Learning Needs Assessment Template

Introduction:

The implementation of any initiative or pilot must begin with an assessment of needs to determine the best plan of action. This document is meant to aid in the constructions of these plans by asking essential questions in key areas of implementation. Each question is meant to dig deeper into school and individual needs. However, this document is one of utility and therefore does not need to be filled out from start to finish. Rather, this document and its questions are meant to be used only to drive implementation through reflection. So, if you believe a question does not reach this goal, please skip it in favor of one that does. In that way, we hope that this document informs your practice and does not become a burden or an obstacle to implementation.

The core components of this needs assessment are to outline the following:

- School Readiness
- Individual Readiness
- Technology Readiness and Budget Considerations

Essential Questions:

Question	Context	Examples	Response
Where is the “digital home” of your classroom and school?	Learning Management System		Current State: Future State:
Where do you go when you need to ask a question or need help with your classroom?	Communication, Collaboration and Sharing System		Current State: Future State:
How do you know what	Assessment,		Current State:

the “best practice” and best resources are?	Content, Tools and Process System		Future State:
How do learners (and other stakeholders) know where they are in their learning?	Data and Dashboard System		Current State: Future State:
How do you group according to need?	Dynamic Grouping and Classroom Management System		Current State: Future State:
How do learners reflect upon their learning?	Learning Exemplar Portfolio System		Current State: Future State:
How do learners know what comes next in their learning?	Learning Path System		Current State: Future State:
How do you provide choice (for content, modality, or way to demonstrate learning)?	Adaptive Lesson System		Current State: Future State:

Budget and Technology Questions:

Section	Question	Response
Laptop / Storage Carts	Are carts / storage / charging available in each room targeted for implementation?	
Classroom Furniture	What type of furniture is used?	
	Can it be repurposed to encourage personalized learning? Can design adjust?	
	How are they arranged in the room to allow for computer and device set-up and use options?	
Power Wiring	Is there adequate power in the room to support devices?	
	Where are outlets located to support options for room layout?	
Bandwidth	How does the school's current bandwidth compare to recommended levels of 10 – 25 mbps per 100 concurrent users?	

Wireless Access	How many wireless access points are there in each classroom?	
	Are they set up as a switch, relayed, or daisy chained? (note: they shouldn't be)	
	What is their capacity?	
Device Choice	What is the current and desired ratios for: ○ Students : Device ○ Teachers : Device	
	What are the current and desired usage of student and teacher devices according to the following areas: ○ Assessment ○ Instruction ○ Collaboration ○ Creation (of learning objects)	
	Which devices would best support the school's model?	

	How do/will those devices allow for flexibility in content selection or limit choices?	
	How old are other the devices in the school?	
Accessories	Does the school have adequate headphones, keyboards, mice, laptop security software, and other needed peripherals?	
Digital Content	What content is already licensed?	
	Is there teacher or district created standards aligned material that could be used in a learning management system (LMS)?	
Data Cycles	How and at what rate will the school provide data from content, assessments, and other tools to teachers and students?	
Account Management	How will the school manage sign	

	in, account creation, and provisioning into classes?	
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Support and Professional Development Questions:

Section	Question	Response
Professional Development	What is the staff's experience and comfort level using digital content and tools?	
	How comfortable are staff using data to make instructional decisions?	
	Of the following, which areas of PD are most important to staff: ○ Research-based practices ○ Curation of resources (websites, tools, etc.) to use with students ○ Performance-based student assessment ○ Data usage ○ Project-based learning	

	○ Digital Citizenship ○ Differentiation and Personalization ○ Productivity tools ○ Standards alignment ○ Collaboration tools	
IT Support	Is there school-based IT support?	
	What is the anticipated response time for IT support?	
Coaching Support	What expertise exists in the school(s) to adapt practices for the personalization of learning?	
	What coaching roles (TECs or others) exist in the school that could be leveraged for implementation?	
Teacher Leadership	How will Teacher Leadership roles be used to support the implementation?	

Additional Resources:

- New Schools Ventures EdTech Market Map: <http://www.newschools.org/entrepreneurs/edtechmap>