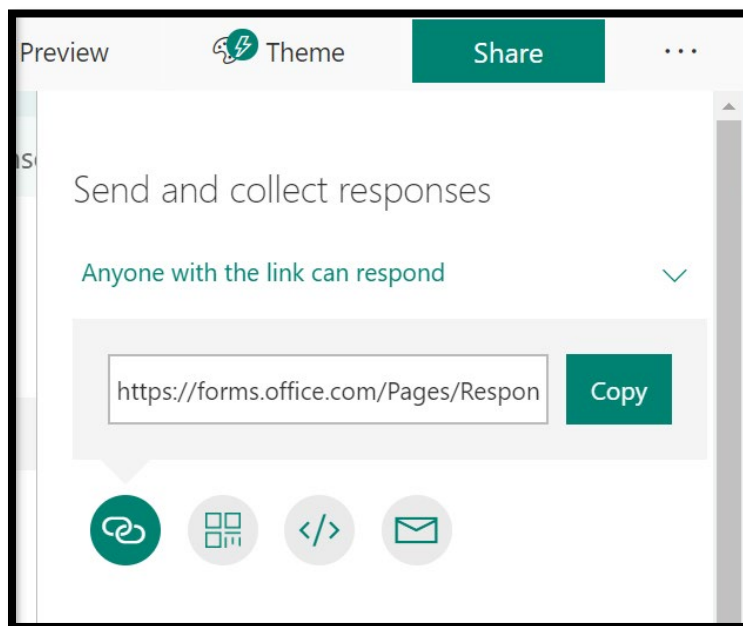


Student Technology Access Survey Guide

The Teach Anywhere Team has created a survey to help you assess your students' access to technology. This guide shares information on copying and sharing the survey we have created, viewing your results, and tips for interpreting the results.

Sharing the Survey

1. [Duplicate the survey](#) into your OneDrive. You have access to OneDrive using your Access ID and password.
2. Customize the survey as necessary. You can add or remove questions as you see fit. We suggest using these questions as the minimum, since they cover the various technologies the Teach Anywhere Team recommends to instructors.
3. Share the link with your students. Click the green Share button in the top right section of the page. Under Send and collect responses, click Copy.



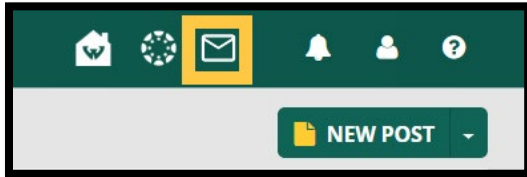
4. We recommend sending this link via email and posting it as an announcement in Canvas. Be sure to use a [descriptive link for accessibility](#) purposes. Give students a deadline by which you would like their responses. This will help you with planning and give you an opportunity to share these resources with your students.
5. Below is some sample wording you can share with your students:
 - a. Since we are moving our course online for the remainder of the semester, I want to do a quick check-in with you on technology access. The reason I am doing this is to make sure everyone can participate. Please answer truthfully since your answers will help me to plan and structure the online components of the class, as well as direct you to resources. Respond by [date], so I can plan accordingly. Thank you for filling out this survey!



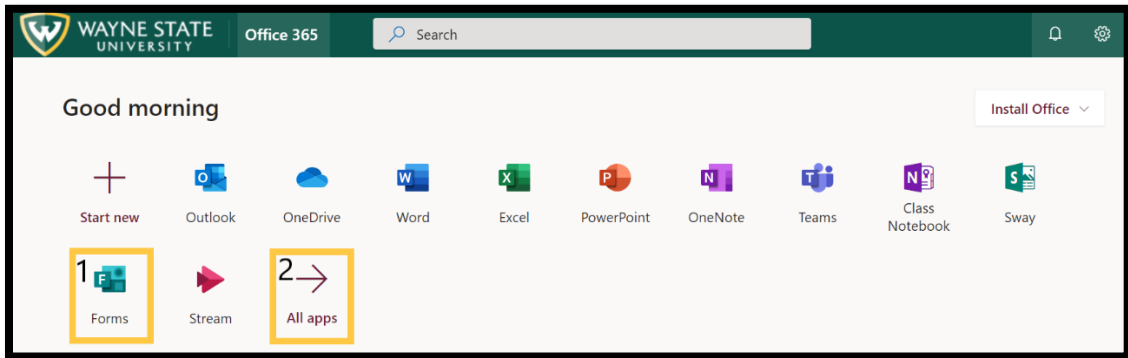
Viewing Survey Results

About halfway through your survey timeline, be sure to view your results. If you see that you have a low response rate, send reminders to your students. (Remember that your students may not have reliable access to the internet, have them contact C&IT for a viable solution.)

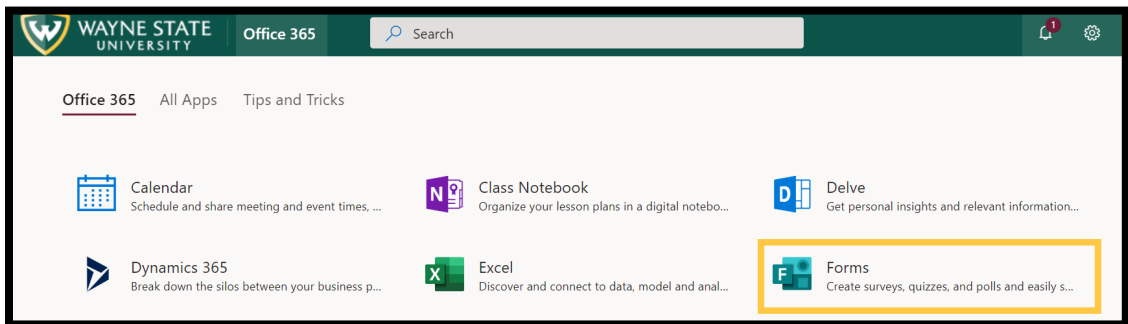
1. Log in to [Academica](#) with your Wayne State credentials.
2. In the top right menu, choose the envelope icon.



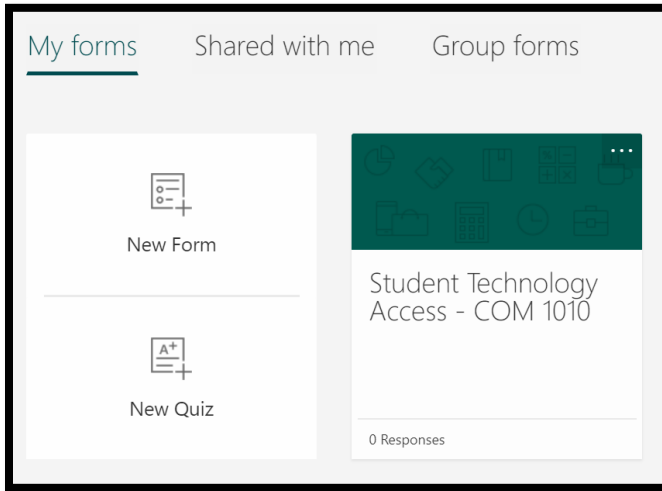
3. This directs you to the Microsoft Office 365 tools suite. Here look for the tool named Forms (1). If this is your first time using forms, it may not be under your most commonly used tools. In that case, click All Apps (2).



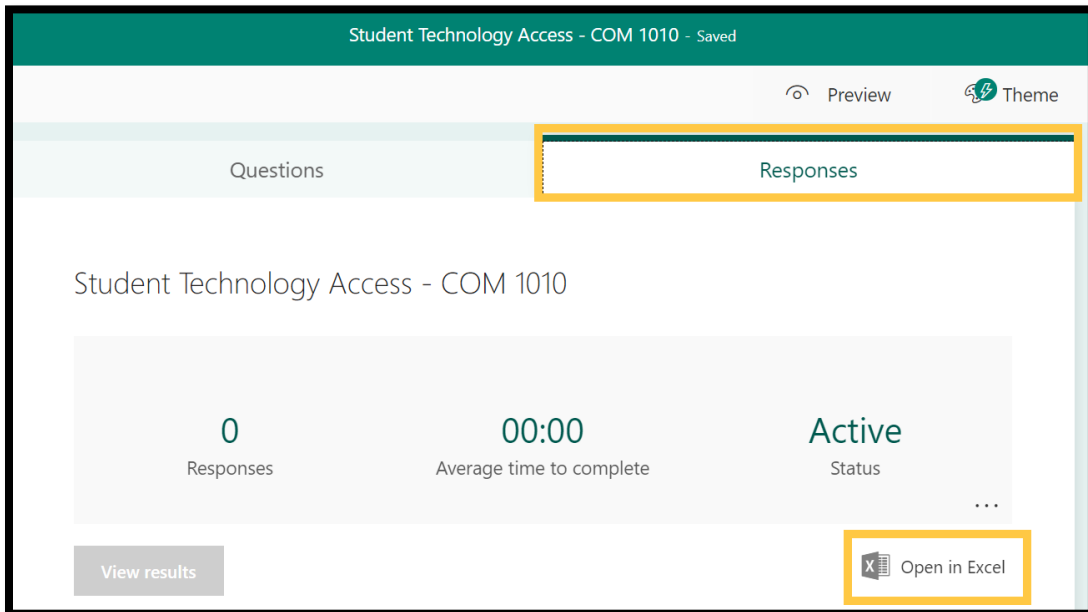
4. Click on Microsoft Forms to access your Forms.



5. Choose the Form you want to check by double clicking it.



6. Click on the Responses tab. From here you can view the results or download an Excel file of the results.



Interpreting Survey Results

As you review your survey results consider how you will offer resources to students who might not be able to access the technology needed to learn online and plan to make adjustments when converting your course content into an online learning and teaching environment.

Troubleshooting

- If students lack a device:
 - WSU Libraries have options for students to [borrow Chromebooks](#).
 - Be mindful that libraries and other public resources that are also equipped to support you and your students.
 - *Wayne State University continually explores options to support these students.*
- If students lack a webcam:
 - Understand that they may not be able to use their camera during synchronous meetings or for recording videos.
 - If they have a cell phone, encourage them to use that for any video recordings they may need to do for your course.
- If students lack a separate microphone or headset:
 - Encourage all students to remain muted in synchronous meetings unless they are talking.
 - If they have a cell phone, encourage them to use that for any audio recordings they may need to do for your course.
 - Accept alternate forms for any audio recording submission, such as written responses.
- If students lack Wi-Fi or have poor access to Wi-Fi
 - Offer text-versions of any videos you create, as these require a great deal of data.
 - Zoom offers options for students to call in using their home phone or cell phone to connect to the meeting.
 - Be mindful that libraries and other lab spaces also offer internet services
 - *Wayne State University is exploring options for supporting these students.*
- If students are using their cell phone data to access course content:
 - Remind mobile users that the Canvas Student App exists.
 - Create mobile-friendly assignments that they can complete on their phones.
 - Allow for alternative forms, such as an audio recording instead of a paper, for submissions.
 - Avoid requiring the Respondus Lockdown browser on Quizzes if students are using cell phones to access course content.
 - Offer text-versions of any videos you create, as these require a great deal of data.
 - Be mindful that libraries and other public resources are closed due to the pandemic, so these are not feasible options for students.

The Bottom Line

- Consider working one-on-one with students to provide an enriched and meaningful online educational experience. By taking the time to reduce technology access barriers, in the beginning to demonstrate your willingness to support all facets of student learning while simultaneously providing a sense of community.

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