

# Technology Inventory Worksheet

**Investigate the answers to the following questions even if you think you know the answer...**

1. What computers are available for you to use?
2. What computers are available for your students to use?
3. What procedures are required in order to use these computers?
4. Where can you access the Internet?
5. Where can your students access the Internet?
6. Can you publish web pages on the Internet?
7. Who is responsible for computer maintenance and how do you contact them?

**Use the matrix to identify available hardware supplies, location, and procedure for use:**

<b>Item</b>	<b>Location</b>	<b>Procedure for Use</b>
Projection device		
Printer		
Scanner		
Digital Camera		
Digital Video Camera		
Analog Video Camera		
Video Conferencing		

**Use the matrix below to identify available software applications by type location, student/teachers access and procedure to access.**

<b>Software Type</b>	<b>Name of Application</b>	<b>Location</b>	<b>Procedure to Access</b>	<b>T=Teacher S=Student</b>
Word Processor				
Spreadsheet				
Database				
Multimedia/ Presentation				
Reference				
Curriculum Related				
Web Browser				
Email				
FTP/ Web Publishing				