

TECHNOLOGY READINESS TOOL – OCT 15 DATA SUBMISSION

Charter School Instructions

Charters will need to submit their device data for the October 15, 2018 Technology Readiness Data Collection via the “[Oct 15 - 2018 TRT Form Entry Page \(Charter\)](#)” Excel submission form.

Additionally Charters will need to submit a Network and Staff Data Excel spreadsheet. This spreadsheet collects Internet, WAN, LAN, and wireless bandwidth as well as IT and instructional technology staffing numbers.

Completed files must be submitted to EdTech@la.gov by October 15. LDOE will be tracking and verifying each submission as it is received.

DEVICE FORM ENTRY SUBMISSION FOR CHARTER SCHOOLS

Instructions:

TECHNOLOGY READINESS TOOL
Fall 2018

Device Data Entry

School Information

Select School System Name/District

Select School Name

Device Data Entry Table 1

Device Type	<input style="width: 95%;" type="text"/>	Number of Same Devices <small>(text field)</small>	<input style="width: 95%;" type="text"/>
Device Operating System	<input style="width: 95%;" type="text"/>	Testing Device	<input style="width: 95%;" type="text"/>
Operating System Version	<input style="width: 95%;" type="text"/>	Device User(s)	<input style="width: 95%;" type="text"/>
Device Total Physical Memory	<input style="width: 95%;" type="text"/>	Device Location	<input style="width: 95%;" type="text"/>
Device Display Size <small>Measured diagonally</small>	<input style="width: 95%;" type="text"/>	Notes	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Wireless Device	<input style="width: 95%;" type="text"/>		

1. Open the excel spreadsheet entitled “[Oct 15 - 2018 TRT Form Entry Page \(Charter\)](#)”
2. Create a copy by choosing “Save as” and rename the file “[XXXXXX_Oct 15 - 2018 TRT Form Entry Page \(Charter\)](#)” with XXXXXX being the Site code of the charter whose data is contained within the file.
3. Complete the School Information section by selecting the correct answer in the dropdown fields for:
 - a. School System Name/District

b. Select School Name

4. For each similar device type in your school, complete the Device Entry Table fields. The options for each field type are listed above in the Flat Entry Submission Section. There are 400 Entry Tables included in the spreadsheet. If your school needs additional entry tables, you may need to submit multiple spreadsheets for your school. Please contact EdTech@la.gov for assistance and support. *Please note: You do not need to submit by individual machines. You should group like machines into a single entry table for both simplicity of reporting and analysis.* The fields include:

a. Device Type

ChromeBook
Desktop
Laptop_Notebook_or_Netbook
Tablet
Thin_Client_or_VDI
Other

b. Device Operating System

Chrome
Windows
Mac
iOS
Android
Linux
Other

c. Operating System Version

iOS	Macintosh	Windows	Windows Server	Google Chrome
iOS 4.x	Mac OS X 10.1 - 10.7	Windows XP	Windows Server 2003	Google Chrome V18 or less
iOS 5.x	Mac OS X 10.8	Windows Vista	Windows Server 2008	Google Chrome v19 and greater
iOS 6.x	Mac OS X 10.9	Windows 7	Windows Server 2012	
iOS 7.x	Mac OS X 10.10	Windows 8	Windows MultiPoint Server 2010-2011	Android
iOS 8.x	Mac OS X 10.11	Windows RT	Windows MultiPoint Server 2012	Android 3.x
iOS 9.x	Mac Other	Windows 10	Windows Other	Android 4.x
iOS 10.x				Android 5.x
iOS 11.x				Android 6.x
iOS Other				Android Other

If your device's operating system is not listed above, select "Other OS/Unknown"

d. Device Total Physical Memory

<128 MB
128 MB
256 MB
512 MB
1 GB
2 GB
3 GB
4 GB
5 GB
6 GB
7 GB
8 GB
16 GB
32 GB
64 GB
128 GB
256 GB
> 256 GB
other

e. Device Display Sizes

10.1"
11.6"
12.1"
13.1"
13.3"
14.1"
14"
15"
15.2"
15.4"
15.6"
16"
17"
17.3"
18"
18.4"

19"
20"
20.1"
21"
21.3"
21.5"
22"
22.2"
23"
24"
26"
27"
30"
32"
40"
Other

f. Column N - Wireless Device

Yes
No

g. Number of Same Devices

h. Testing Device

Yes
No

i. Device User(s)

Student
Teacher
Administrator
Anyone

j. Device Location

Computer Lab / Library
Special Purpose Lab
Mobile Lab/Mobile Cart
Classroom
Teacher

Administrator
Student - School only
Student - 24 HR

k. Notes

This field is for the schools/districts to place notes about this device for just them or to share with the state. This could be the location of the device, an identifier (e.g. 8th grade English mobile cart), or other information.

- Save and submit final file to EdTech@la.gov.

NETWORK AND STAFF DATA SUBMISSION FOR CHARTER SCHOOLS

The Network and Staff Data submission form will collect information about your school's internet and network connectivity; as well as your technology support staffing. This data is due to LDOE by Oct. 15, 2018. Submit completed forms to EdTech@la.gov.

Instructions:

TECHNOLOGY READINESS TOOL
Fall 2018

Charter Network and Staff Data Entry

School Information

Select School System Name/District	<input style="width: 60%;" type="text"/>
Select School Name	<input style="width: 60%;" type="text"/>

Network and Staffing Informatic

Does this site utilize the shared district Internet bandwidth?	<input style="width: 30%;" type="text"/>
If yes, what is the district's total bandwidth?	<input style="width: 30%;" type="text"/>
Does this site have additional Internet bandwidth beyond the district-wide bandwidth?	<input style="width: 30%;" type="text"/>
If yes, what is the bandwidth?	<input style="width: 30%;" type="text"/>
What is the wired connectivity speed of the school?	<input style="width: 30%;" type="text"/>
What is the wireless technology deployed in the school?	<input style="width: 30%;" type="text"/>
What is the WAN connectivity speed of the school? (enter "0": if not part of a WAN)	<input style="width: 30%;" type="text"/>
Does the school have school-based Technology Integration staff?	<input style="width: 30%;" type="text"/>
If yes, how many?	<input style="width: 30%;" type="text"/>
Does the school have school-based Technology Integration staff?	<input style="width: 30%;" type="text"/>
If yes, how many?	<input style="width: 30%;" type="text"/>

1. Open the excel spreadsheet entitled “[Oct 15 TRT_Network and Staff Data \(charter\)](#)”
2. Create a copy by choosing “Save as” and rename the file “[XXXXXX_Oct 15 TRT_Network and Staff Data \(charter\)](#)” with XXX being the Site code of the charter whose data is contained within the file.
3. Provide answers for the following questions:
 - a. School System Name *(select from drop-down)*
 - b. School Name *(select from drop-down)*
 - c. Does this site utilize the shared district Internet bandwidth? *(Select Yes or No from the drop down)*
 - i. If yes, what bandwidth?
 1. Bandwidth Amount
 2. Bandwidth Bit Speed *(select KB / MB / GB from drop down)*
 - d. Does this site have school-based Internet bandwidth (i.e. not shared district-wide bandwidth)? *(Select Yes or No from the drop down)*
 - i. If yes, what bandwidth?
 1. Bandwidth Amount
 2. Bandwidth Bit Speed *(select KB / MB / GB from drop down)*
 - e. What is the Wired LAN speed of the school?
 - i. Bandwidth Amount
 - ii. Bandwidth Bit Speed *(select MB or GB from drop down)*
 - f. What is the Wireless Technology deployed in the school? *(select 802.11n, 802.11g, 802.11a, 802.11b, 802.11ac, or None from the drop down)*
 - g. What is the WAN speed of the school?
 - i. Bandwidth Amount *(enter “0” if the school is not part of a WAN)*
 - ii. Bandwidth Bit *(select MB or GB from drop down)*
 - h. Does the school have school-based Ed Tech Integration staff? *(Select Yes or No from the drop down)*
 - i. If yes, how many? *(enter total number of staff)*
 - i. Does the District have school-based IT support staff? *(Select Yes or No from the drop down)*
 - i. If yes, how many? *(enter total number of staff)*
4. Once the form is complete, submit to EdTech@la.gov.