

TECHNOLOGY READINESS TOOL – OCT 15 DATA SUBMISSION

Parish School System Instructions

School systems have the choice of two methods for submitting their device data for the October 15, 2018 Technology Readiness Data Collection: (1) flat entry Excel spreadsheet submission or (2) a drop down Excel form submission. Both methods require data to be submitted at the school level. Therefore a LEA may use the flat entry form for one school site and the drop down form for another site.

Additionally each LEA will need to submit a single Network and Staff Data Excel spreadsheet. This spreadsheet collects Internet, WAN, LAN, and wireless bandwidth as well as IT and instructional technology staffing numbers at the district and school level.

LEAs may submit these files all together or in batches to EdTech@la.gov. LDOE will be tracking and verifying each submission as it is received.

DEVICE FLAT ENTRY SUBMISSION FOR PARISH SCHOOL SYSTEM

The flat entry submission should be used by districts/schools who currently maintain their device data in an inventory management system or can pull device statistics/specifications via reporting tools. **When using this spreadsheet, a separate spreadsheet should be submitted for each school or program site** that provides devices for student educational and/or testing use. To submit data for multiple sites in a custom excel spreadsheet created by the district, please contact EdTech@la.gov.

Instructions:

1. Open and re-save the file naming it using the following convention: **XXXXXX_Oct 15 - 2018 TRT Flat Data Entry Page (Parish)** with XXXXXX being the Site Code of the school whose data is contained within the file.
2. On line 39 Column B, select the School System Name from the drop down list.
3. On line 39 Column E, select the School Name from the drop down list.
 - a. If the school or program site is not in the drop down list, please email EdTech@la.gov for assistance.
 - b. The school name field will automatically populate all site code and student data information.
4. Complete fields Column I through Column S for each different device type / specification available at the school site.

a. Column I – Device Type

ChromeBook
Desktop
Laptop_Notebook_or_Netbook
Tablet
Thin_Client_or_VDI
Other

b. Column J – Device Operating System

Chrome
Windows
Mac
iOS
Android
Linux
Other

c. Column K - 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. Column L - 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. Column M - 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. Column O - Number of Same Devices

h. Column P - Testing Device

Yes
No

i. Column Q - Device User(s)

Student
Teacher

Administrator
Anyone

j. Column R - Device Location

Computer Lab / Library
Special Purpose Lab
Mobile Lab/Mobile Cart
Classroom
Teacher
Administrator
Student - School only
Student - 24 HR

k. Column S - 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.

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

DEVICE FORM ENTRY SUBMISSION FOR PARISH SCHOOL SYSTEM

The form entry submission should be used by districts/schools who do not currently have their device data centrally located in an inventory management system or can't pull device statistics/specifications via reporting tools. **A separate spreadsheet should be submitted for each school or program site.**

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

1. Open the excel spreadsheet entitled “[Oct 15 - 2018 TRT Form Entry Page \(Parish\)](#)”
2. Create a copy by choosing “Save as” and rename the file “[XXXXXX_Oct 15 - 2018 TRT Form Entry Page \(Parish\)](#)” with XXXXXX being the Site code of the school 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
 - b. Device Operating System Version
 - c. Device Total Physical Memory
 - d. Device Display Size
 - e. Wireless Device
 - f. Number of Same Devices
 - g. Testing Device
 - h. Device User (s)
 - i. Device Location
 - j. Notes.
5. Save and submit final completed file to EdTech@la.gov.

NETWORK AND STAFF DATA SUBMISSION FOR PARISH SCHOOL SYSTEM

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

Instructions:

1. Open the excel spreadsheet entitled “**XXX_Oct 15 TRT_Network and Staff Data (Parish)**” where XXX is the district site code.
2. Complete the following fields on the **DISTRICT tab** within the spreadsheet.
 - a. Shared Internet Committed Speed
 - i. Bandwidth Amount
 - ii. Bandwidth Bit Speed (KB / MB / GB)
 - b. Does the District have district-based Ed Tech Integration staff? (Yes/No)
 - i. If yes, how many?
 - c. Does the District have district-based IT support staff? (Yes/No)
 - i. If yes, how many?
3. Complete the following fields on the **SCHOOL tab** within the spreadsheet.
 - a. Does this site utilize the shared district Internet bandwidth? (Yes/No)
 - b. Does this site have additional Internet bandwidth beyond the district-wide bandwidth? (Yes/No)
 - i. If yes, what bandwidth?
 1. Bandwidth Amount
 2. Bandwidth Bit Speed (KB / MB / GB)
 - c. What is the Wired LAN speed of the school?
 - i. Bandwidth Amount
 - ii. Bandwidth Bit Speed (MB / GB)
 - d. What is the Wireless Technology deployed in the school? (802.11n, 802.11g, 802.11a, 802.11b, 802.11ac, None)
 - e. 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 Speed (MB / GB)
 - f. Does the school have school-based Ed Tech Integration staff? (Yes/No)
 - i. If yes, how many?
 - g. Does the school have school-based IT support staff? (Yes/No)
 - i. If yes, how many?
4. Save and submit final completed file to EdTech@la.gov.